



# ALTAMONTE SPRINGS CATALOG

2022/2023

This catalog is current as of the time of printing. The College reserves the right to make changes in course content, equipment, materials, organizational policy, tuition, and curriculum as circumstances dictate, after publication. The College expects its students to have knowledge of the information presented in this catalog and in other publications.

The College is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending), and The Age Discrimination Act. City College admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the institution. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other institutionally administered programs.

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# About City College

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## Statement of Control

City College is an institution of higher learning owned by Allied Health Programs FL, LLC.

## Board of Directors

| Role         | Name                          |
|--------------|-------------------------------|
| Chairman     | Yedidiah Langsam, PhD, AEMT-P |
| Board Member | Jerry Rozenberg, PA-C, EMT-P  |
| Board Member | Sarah Bokow, BA, LPCSD        |
| Board Member | Joseph Bove, MD, FACEP        |
| Board Member | Josef Schenker, MD            |
| Board Member | R. Esther Curry, BA           |
| Board Member | Dennis Buchanan, JD, MBA, BSN |

## Administration

City College provides for full-time, on-site oversight for the institution as well as each program. Each program provides for management and oversight of the faculty, faculty training and development, and faculty evaluation. Faculty consists of qualified individuals who are knowledgeable and current in the specialty field. The following is a list of City college's Administration and their contact information.

Jerry Rozenberg, President & CEO

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Sarah Bokow, Chief Operations Officer

[sbokow@centereducation.org](mailto:sbokow@centereducation.org)

Chanie Schneck, Chief Financial Officer

[cschneck@centereducation.org](mailto:cschneck@centereducation.org)

Elina Beyn, VP of Enrollment Management

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Becky Lodewyck, Chief Academic Officer

[blodewyck@centereducation.org](mailto:blodewyck@centereducation.org)

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Jennifer Newham, VP of Accreditation & Compliance

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Kayssa Leal Da Silva, Enrollment Manager

[klealdasilva@citycollege.edu](mailto:klealdasilva@citycollege.edu)



## Accreditation

### *Accrediting Bureau of Health Education Schools (ABHES)*

City College is Institutionally Accredited by the Accrediting Bureau of Health Education Schools (ABHES).

#### **Accrediting Bureau of Health Education Schools (ABHES)**

6116 Executive Blvd. Suite 730

North Bethesda, MD 20852

Tel: (301) 291-7550

[www.abhes.org](http://www.abhes.org)

The City College Associate of Science in Surgical Technology programs are programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES).

#### **Accrediting Bureau of Health Education Schools (ABHES)**

6116 Executive Blvd. Suite 730

North Bethesda, MD 20852

Tel: (301) 291-7550

[www.abhes.org](http://www.abhes.org)

### *Commission on Accreditation of Allied Health Schools (CAAHEP)*

The City College Associate of Science in Emergency Medical Services and Paramedic-Diploma programs are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

CoAEMSP

8301 Lakeview Parkway, Suite 111-312

Rowlett TX 75088

Tel: (214) 703-8445

[www.coaemsp.org](http://www.coaemsp.org)

### *The Accreditation Commission for Education in Nursing (ACEN)*

The Associate of Science, Nursing program at the City College is accredited by the ACEN as a program for educating nurses.

ACEN

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Tel: (404) 975-5000

[www.acenursing.org](http://www.acenursing.org)

## State License

City College is licensed by the Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Information regarding the College may be obtained by contacting the Executive Director, Commission for Independent Education, Department of Education, Tallahassee, Florida, (888) 224-6684.

## Veterans Administration Assistant Program

City College is approved by the Florida State Approving Agency (SAA) to train veterans and other eligible persons under the Veterans Administration Assistance Program.

In accordance with Title 38 US Code 3679 subsection I, this 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. The 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.

## Non-Discrimination Statement

City College admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the institution. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other institutionally administered programs.

## History

The Institute of Specialized Training & Management, Inc. (ISTM) was established in Casselberry, Florida, in December of 1988, under Chapter 617 F.S. and Internal Revenue Code 1969 Section 501(c)(3). The Institute was originally established to address the need for education and further enhancement of individuals entering the private investigation field.

In 1989, ISTM was licensed by the State Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools, license No. 1008. In 1991, ISTM received authorization from the State Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools to offer vocational programs. In 1992, ISTM was accredited by the Commission on Occupational Education Institutes (COEI/SACS).

The Board of Directors changed the focus of ISTM from a vocational institution to that of a collegiate level entity by offering Associate's degree programs in 1996. In 1997, the Institute received approval from the State Board of Independent Colleges and Universities to offer Associate of Science/Applied Science degrees and changed its name to ISTM, Inc. d/b/a City College. In 2000, ISTM d/b/a City College was granted accreditation as a Junior College by the Accrediting Council for Independent Colleges and Schools (ACICS) to offer Associate of Science degrees.

On April 1, 2010, ISTM d/b/a City College Casselberry was purchased by City College Inc. Quality education continues to be the goal of City College. On August 3, 2011, the college moved to a new building at 177 Montgomery Rd., Altamonte Springs, Florida.

In March 2021, City College locations were purchased by Allied Health Programs FL, LLC and two new programs were added, associate degrees in Diagnostic Medical Sonography and Radiologic Technology.

## Philosophy

City College is dedicated to the training and education of men and women for a full life and a successful career in a number of fields. The College offers its students a quality education in an atmosphere of personalized attention. City College considers the student as an individual and strive to be aware at all times of the needs of each member of its student body.

The College seeks to give students an understanding of and respect for their own and others' ideas and thoughts. Graduates of City College are imbued with the belief that they should understand and practice their responsibilities to family, people, and community by becoming effective and contributing members of society.

## Mission

The mission of City College is to educate and train students in their chosen major for employment in specific career fields. The College awards Diplomas, Associate of Science, and Bachelor of Science degrees based on the student's successful completion of required coursework.

## Goals and Objectives

The following goals are integral to the mission of the College:

- To maintain employer satisfaction within the community by providing professionally trained and educated graduates for industry, business, health care and government.
- To encourage students to realize the importance of reaching personal and professional goals through self-motivation, individual growth, and the pursuit of excellence.
- To prepare students for employment in specific career fields.
- To facilitate entry of graduates into their chosen careers.
- To offer sound educational programs at the Associate's and bachelor's degree levels.
- To continually evaluate and appraise every facet of the College's programs to ensure relevance to the needs of the employment community, effective preparation of students for success in career and compatibility with the College's standards.

## Campuses

### Altamonte Springs - Main Campus

177 Montgomery Road  
Altamonte Springs, Florida  
Tel: 407-831-9816

The campus consists of approximately 24,000 square feet of classrooms, laboratories, and administrative offices. Lecture classrooms and computer labs are available for all programs. Specialized labs are as follows:

Allied Health labs are equipped to simulate a professional environment. Students practice skills on practice arms, torsos, and other manikin equipment. Labs include an eye wash station, sharps container and biohazardous waste containers.

The Emergency Medical Services laboratory has an ambulance simulator, manikins, and equipment to allow for simulation of real-life scenarios.

Nursing has a simulation lab which includes high fidelity manikins and a skills lab where students can practice basic nursing skills. Labs include an eye wash station, sharps container and biohazardous waste containers.

Surgical Technology lab has a "sub-sterile" room where a 3-bay sink is in place that emulates actual OR equipment. Also in this room are instrumentation, supplies and other material that is used to simulate a real-world environment.

## Transferability of Credit

City College provides a well-rounded education to students resulting in increased marketability in a specific career field. Most students come to City College to be trained in a specific profession that will enable them to enter the workforce upon graduation.

The College does not guarantee that credits earned at City College will transfer to another institution. Transferability of credits is always at the discretion of the evaluating institution. Many factors are reviewed in the evaluation of transfer credits. Policies on the similarity of programs, course content, credit or contact hours, and minimum academic standards may be set by each individual institution. Students interested in transferring credits to another institution should contact the transcript evaluator at that institution directly.

City College does participate in the Florida Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by twenty-six participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

# Admission Policies

City College welcomes applications from qualified applicants who desire an education that equips them with the skills to begin productive careers and become industry professionals. "A "rolling admissions" policy governs most of City College programs. Most programs commence quarterly.

## Qualifications for Admissions

To be eligible for the programs offered by the City College an applicant must, at minimum:

- be at least 18 years of age
- be in good mental and physical health, free from any physical handicaps which would interfere with their work
- meet the "Technical Standards" for admission
- possess a high school diploma or high school equivalency diploma

### *Paramedic Diploma Program:*

All applicants seeking admission into this Program are required to:

- be certified as a Florida EMT and,
- take and pass an additional section of the Entrance Exam (EMS Knowledge) and receive a score of 80% or higher

## Admission Process

All programs:

- Complete an application which can be found online at [www.citycollege.edu/Apply](http://www.citycollege.edu/Apply)
- Submit the application fee, if applicable.
- Submit official transcripts as evidence of high school graduation or equivalent
- Submit official college transcripts, if applicable.
- Receive a favorable recommendation after the interview process.
- Pass all required screenings and clearances within the required timeframes.

Diagnostic Medical Sonography, Radiologic Technology, Emergency Medical Services, Allied Health, Surgical Technology, Nursing degree programs as well as the Paramedic diploma program:

- Submit a minimum of one professional letter of recommendation
- Submit a personal statement

Pass or be exempt from the required sections of the entrance examination as detailed below:

## Entrance testing: Minimum Scores for Entry

| Program:                         | Entrance Exam | Score:  | Waiver Eligible: | Attempts: |
|----------------------------------|---------------|---|------------------|-----------|
| EMT Diploma                      | N/A           | N/A   | Yes              |           |
| Paramedic Diploma                | SLE           | 17  | Yes              | 2         |
| AS Diagnostic Medical Sonography | SLE           | 17  | Yes              | 2         |
| AS Emergency Medical Services    | SLE           | 17  | Yes              | 2         |
| AS Radiologic Technology         | SLE           | 17  | Yes              | 2         |
| AS Surgical Technology           | SLE           | 17  | Yes              | 2         |
| AS Nursing                       | Kaplan        | Minimum Standards in Math, Reading, Science and Writing | No               | 2         |

Applicants are allowed two attempts to successfully complete the entrance examination.

## Proof of High School Graduation

To gain admission into City College, a prospective student must provide proof of graduation in the form of the following:

An official high school or college transcript from an institution whose academic rigor, accreditation and academic standards are deemed appropriate by City College. Transfer students and high school graduates must request their official transcript of grades. Official transcripts must be received in a sealed envelope or officially via email/e-transcript. The transcript must adhere to the issuing institutions requirements for an official transcript (i.e. seal, signatures, etc.).

Passing General Equivalency Diploma (GED) test scores. Applicants who have taken the GED exam in lieu of a standard high school diploma must submit evidence of a satisfactory performance on the exam to the Admissions Department.

In the event the student cannot provide either of the above, the student may provide an official transcript from a post-secondary school whose accreditation is recognized by the US Department of Education approved school – that demonstrates completion of an Associate, Bachelor, Masters, or higher degree.

Certificates of attendance and/or completion, Exceptional Student diplomas, or Special Student diplomas are not considered qualifying documents for admission. Students who have a non-US High School Diploma should refer to the section on “International High School and College Transcripts” for U.S. High School equivalency requirements. Please note: All transcripts must be submitted in English and evaluated by an acceptable agency on the Evaluation Agency List found on the school’s website.

## Homeschooling

City College considers applications from individuals who have completed a home school program. The prospective student must submit a homeschooled transcript listing all coursework completed. The transcript will evidence:

1. Final grades and units earned for each course completed.
2. A brief description of each course the student has taken with information regarding the teaching materials. This may include the title and author of all textbooks, reference materials, DVDs, and other teaching media or activities utilized.
3. The methods used for evaluation should accompany the homeschooled transcript.

If homeschooled applicants previously attended another school or have completed courses through the Florida Virtual School or through dual enrollment at a local college or university, official transcripts are required, and those courses should also be reflected on the homeschooled transcript. In addition, homeschooled applicants must submit a completed and notarized Home School Affidavit that verifies compliance with state statutory requirements that govern home school education.

## International Students

International students interested in entering City College must demonstrate that they have graduated from a secondary school, recognized by the Ministry of Education or equivalent entity, in their home country. All international students must be fluent in English before they enroll. Applicants will be asked to furnish proof of English language competency. Students must also demonstrate that they are able to meet all costs of their education without financial aid unless they are eligible non-citizens.

### *International High School and College Transcripts*

Applicants to City College who completed high school and or college outside of the United States must have their transcripts evaluated by an Agency on the approved “Evaluation Agency List” : <https://www.citycollege.edu/admissions/application-checklist/> <https://www.citycollege.edu/evaluation-agencies/> Prospective students are responsible for the cost and fees associated with the translation and evaluation of their diplomas. The evaluation of the high school transcript must state that it is equivalent to a US High School Diploma.

College evaluations must include:

- Evidence of an equivalent degree
- A course-by- course description indicating the number of credits earned and grade received.

## Admissions Testing Exemptions

Applicants to City College who take the SLE Entrance exam may be exempted from the **Verbal Section** testing if they can provide evidence of achieving a letter grade of C or higher in a college-level, credit bearing English class, or by meeting one of the following:

|                         |               |
|-------------------------|---------------|
| SAT Written and Reading | 500 and above |
| ACT English             | 19 and above  |
| TOEFL by hand           | 500 and above |
| TOEFL by Computer       | 173 and above |
| iBT                     | 61 and above  |
| AP                      | 3 and above   |
| CLEP                    | 50 and above  |
| IB                      | 4 and above   |

Applicants to City College who take the SLE Entrance Exam may be exempted from the **Math Section** testing if they can provide evidence of achieving a letter grade of C or higher in a college-level, credit bearing Math class, or by meeting the following:

|                         |                           |
|-------------------------|---------------------------|
| SAT Written and Reading | 500 and above             |
| ACT English             | 19 and above              |
| TOEFL by hand           | 500 and above             |
| TOEFL by Computer       | 173 and above             |
| iBT                     | 61 and above              |
| AP                      | 3 and above               |
| CLEP                    | 50 and above              |
| IB                      | 4 and above               |
| IELTS                   | Overall band score of 6.0 |

## Technical Standards

Each applicant/student must possess certain physical and mental attributes to be able to complete the program to which they applied. It is the applicant /student’s responsibility to notify the program of any changes that would result in them not meeting the applicable technical standards. Any applicant who does not meet the technical standards applicable to the program for which they are applying is ineligible for admission to the program.

Any student whose status changes while enrolled and no longer meets the technical standards, as outlined, may not be allowed to continue to progress through the program.

Details pertaining to each program's technical standards, can be found at [www.citycollege.edu](http://www.citycollege.edu)

## EMT-Basic Program Enrollment Policy

In addition to all other criteria, enrollment into the EMT-Basic Program is contingent on a student successfully passing an assessment, which will be conducted by the Program Chair prior to the fifteenth session of the program. The assessment may include, but not necessarily be limited to, attendance, class participation, behavior, homework, compliance with the medical clearance process, and general cooperation with program faculty. A student who does not successfully pass this assessment will have their enrollment rescinded and may not progress to the fifteenth session of the program.

## Criminal Background Screening

In 2009, the Florida Legislature enacted a law which precludes a state board from allowing a person to sit for a licensure examination if the person was convicted (regardless of how the conviction was entered of a long list of criminal acts. For further information, you should consult Florida Statute Section 456.013(3)(a), 456.039(1), 456.072(2), 464.018, and the other laws and regulations for the health care profession in which you are enrolled.

State licensing boards have their own list of offenses which they believe should preclude a person from practicing a particular health profession, particularly if the criminal act relates directly to their chosen health care field. There are occasions when a particular health care board might allow licensure if the applicant has had their rights restored, or if the conviction was entered many years ago, but this process is different from one board to another.

Health facilities, including hospitals, doctor's offices, and health clinics, may have a list of additional offenses that prohibit City College from placing students in clinical rotations as part of their required educational program if the student has been arrested or convicted of any of these criminal offenses.

As a result, all students, without promises of immunity or threats of coercion, are required to undergo a criminal background screening through a third-party servicer prior to commencing their program. If a student refuses to undergo a criminal background screening, or if the results of the criminal background screening results are positive, the college may request additional information or documentation related to the screening. The report and the additional information will be brought to the College's legal counsel for review and determination based on the College's standing policy.

At any time during a student's enrollment, a criminal background screening may be required by the College and/or any of its clinical affiliates. If the results of a student's criminal background screening required by the College and/or any of its clinical affiliates (whether the student is being screened for the first time or being re-screened) are positive, the student will be placed on clinical probation and will not be allowed to return to the clinical setting. The result of the criminal background screening and any additional documentation provided by the student, will be brought to the College's legal counsel for review and determination based on the College's standing policy.

Students have an ongoing obligation to notify the College within 30 days if they are arrested or convicted for a misdemeanor or criminal offense while enrolled at the College. Each student who enrolls into one of the programs listed above should expect the following process.

If it is determined by the College that the student's criminal background screening precludes participation in an externship or clinical rotation, or from sitting for the state licensing examination, the College may dismiss the student from the program and will retain all charged tuition.

## Drug Screening

All students, without promises of immunity or threats of coercion, must have a drug screening conducted prior to the first day of instruction. If a student does not complete their drug screening on time, refuses to conduct a drug screening, submits an unacceptable urine sample or the screening results come back positive, the student's enrollment into the program may be rescinded.

Once enrolled in the program, students may be subject to a drug screening at any time in the program, including but not limited to:

- Random drug screening tests by the College and/or any of its clinical affiliates
- During the clinical clearance process at a specific clinical affiliate
- Prior to the first day of the second year of their program.

The following is the process for the drug screenings listed above:

Any student who refuses to conduct a drug screening test when requested by the College or any of its affiliates, or who submits an unacceptable urine sample, may face disciplinary procedures, up to and including dismissal from their program.

### *Failing a Drug Screening*

If a student fails a drug screening administered by a clinical affiliate, the student will be placed on clinical suspension and will be sent to a facility approved by the College to be retested. The student will not be allowed to return to the clinical setting until they have been cleared by the applicable facility. (If the test is positive, refer to the policy below.)

If a student fails a drug screening administered, (whether the student was randomly tested, retested because they failed a drug screening administered by a clinical affiliate, or during their annual physical examination), the student will be suspended from clinical rotations for thirty days. At the end of the suspension period, the student will be required to repeat their drug screening at an approved facility. In addition, the student will be required to sign an agreement stating that they will remain drug free throughout the duration of the program. If a student does not receive medical clearance after their repeat drug screening, they will be dismissed from the program unless they seek treatment and provide proof of successful completion of a drug addiction treatment program. Students must receive approval for a treatment program prior to enrolling in it if that program will be used as the basis for re-entry into their program. If a student chooses to seek treatment, they may be required to take a Leave of Absence or withdraw while in treatment.

## Clinical Clearance

### Medical Clearance

Prior to the first day of class, each student must be medically cleared, at their own expense, by a qualified healthcare provider. Clearance must be completed prior to the beginning of the clinical internship phase of their program. Failure to do so may result in disciplinary action. Students will not be permitted to participate in any clinical internship without being medically cleared. Students are required to sign a release authorizing disclosure of their health information to clinical internship/externship sites.

Medical Clearance includes the following:

- Medical History and Physical Exam
- Proof of Immunity of Measles, Mumps, Rubella, Varicella and Hepatitis B
- A PPD or QuantiFERON-TB Gold Blood Test
- Immunization of Tetanus and Influenza
- 10 Panel Drug Test

A student's medical clearance is valid for one year from when they first received clearance from a qualified healthcare provider.

Students must always maintain medical clearance while enrolled in the program. Students must renew their medical clearance each year that they are enrolled in the program. A student's annual medical clearance must be completed prior to the due date provided by the Clinical Clearance Department. Failure to do so may result in suspension or dismissal from the program.

### Health Insurance

Students are required to have, and provide acceptable documentation of, active health insurance coverage throughout the duration of the program. Failure to possess active health insurance coverage may result in disciplinary action.

### CPR, Bloodborne Pathogens, HIPAA and Fit Testing

Prior to beginning their clinical rotations, students are required to successfully complete the CPR, Bloodborne Pathogens, HIPAA and Fit Testing components of clinical orientation provided by the College. Bloodborne Pathogens training must be completed annually and will be provided by the College during students' second year orientation.

### Late Starts Policy

City College may permit a student to begin instruction up to one calendar week after the program has started. When permitted, the student may begin instruction no later than the first day of the second week. Students entering the program after the official start date of the class will be required to make up all missed material pursuant to the *Make-Up Policy* as published in the Catalog. Refund calculations for late starters will be based on the student's actual start date, not the date of the program start.

### Junior and Senior Standing Status

An academic year is defined as a period beginning with the first day of classes, ending on the last day of examinations and is a minimum of 30 weeks of instruction.

**Junior standing** is the equivalent of two (2) academic years (72 quarter credits or its equivalent) earned through a combination of life credit, credit by means of examination and transfer credit.

**Senior Standing** status is the equivalent of three (3) academic years which is 108 quarter credits or its equivalent, earned through a combination of life credit, credit by means of examination and transfer credit.

### Advanced Placement

Students who have successfully completed specialized and/or advanced courses in high school, have gained certain skill competencies or have gathered significant life experiences may request advanced placement in a subject area under certain conditions.

#### *Advanced Placement Through Credit by Examination*

These conditions include:

- The course is required in the program (including elective requirements). EMT Diploma and Paramedic Diploma core courses are not eligible for advanced placement through credit by exam.
- The student can document established competency and/or has the approval of the Director of Academic Affairs.
- The Advanced Placement Through Credit by Examination must be taken within the first six (6) months of enrollment. Exceptions to this rule may be approved by the Director of Academic Affairs but cannot be approved during the student's final quarter.
- A grade of 86% or better is scored on the comprehensive examination.

The advanced placement fee has been paid. The fee for the examination is \$150.00 for **EACH** comprehensive examination or advanced standing credit requested. This fee is charged regardless of the outcome of the examination.

#### *Advanced Placement Through Credit for Prior Learning/Life Experience*

City College offers applicants the opportunity to obtain college credit for previous employment experience. Credit is given to students who can demonstrate that the knowledge and skills they acquired from work, non- classroom study, etc. are equivalent to the learning outcomes expected for particular courses within the College.

Students who intend to obtain credit for prior learning and life experience must be in good academic standing and the course must:

- Be required for degree completion

- Not have an advanced standing/credit by examination option
- Not be an Externship course
- Not be an EMS core course
- Not be a general education course

Students must submit to the Director of Admission an experiential portfolio for each course they wish to receive credit for, along with an Advanced Standing for Professional Life/Work Experience Request Form. The portfolio will be given to the Director of Academic Affairs for review and approval in consultation with the Program Chair. The portfolio must be approved within the first six (6) months of enrollment and a student may only submit a portfolio once per course.

No more than 25% of core program courses may be transferred through prior learning/life experience. This 25% is part of the larger 50% of transfer credit allowed for an Associate of Science.

The fee for the experiential portfolio review is \$100.00 per course. This fee is charged regardless of the outcome of the portfolio review.

### *Advanced Placement for LPNs (Licensed Practical Nurses)*

City College will accept students from a U.S. Department of Education (USDOE) recognized, regionally or nationally accredited program that currently hold a valid Florida Practical Nurse License (LPN). Such students will need to meet the entrance exam requirements before receiving any advanced standing or transfer credit.

In order to earn advanced standing in the form of transfer of credit for having an LPN license, prospective nursing students will need to sit for the NLN Nursing Acceleration Challenge Exam (NACE) PN-RN and provide City College with proof of a passing score prior to the start of the first term. Students who successfully earn a passing (minimum decision) score, may receive advanced standing in the form of transfer of credit for the following courses:

- NUR1020C Fundamentals of Nursing
- BSC1085 Anatomy and Physiology I
- BSC1086 Anatomy and Physiology II
- BSC1085L Anatomy and Physiology I Lab
- BSC1086L Anatomy and Physiology II Lab
- NUR1110 Concepts of Nursing Practice

Students who do not take the NACE exam or are not successful will be required to take all required Nursing courses.

## Transfer Credits

City College evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical and business schools. Requests for award of Transfer Credit must be approved a minimum of three (3) weeks prior to the start of the quarter in which the course(s) are scheduled. Student must apply for transfer credit prior to starting a potentially comparable course. Official transcripts from all colleges attended must be received no later than thirty (30) days after the start of the student's first term at City College to receive transfer credit.

City College will accept no more than 75% of transfer credits into an associate degree program.

Criteria for acceptance for transfer of credit are as follows:

1. The courses for transfer are similar in objectives and content with at least 80% equivalency to those offered by City College.
2. The credit was earned at an accredited institution as recognized by the Department of Education or CHEA.
3. Credits transferred from institutions operating on quarters of ten to twelve weeks are accepted as direct equivalent credits. Semester credits are multiplied by 1.5 to convert them into quarter credits. Fractional portions of credits are rounded on a course-to-course basis.
4. The courses for transfer can be applied toward graduation requirements and will be calculated as part of MTF within the SAP policy.
5. The letter grade (or equivalent) in the course for transfer is "A" or better (provided that "C" grade is defined as 70% or better).
6. Credits in skill or technical courses/Major Core must have been awarded no more than five (5) years prior to the student's acceptance by City College.
7. Major core courses being considered for transfer in the Emergency Medical Services program must be from a programmatically accredited school.
8. Major core courses being considered for transfer in the Veterinary Technology program must be from an AVMA-CVTEA accredited program. If essential skills are completed in the course, the student must be able to provide evidence of successful completion of those skills.

### *Transfer Credit for Students with Advanced Placement (AP), CLEP or IB Courses*

Students who have earned the score specified below on CLEP, AP or IB courses will be accepted for transfer credit for those courses with City College equivalents. The scores required for this are:

A score of 4 or higher on the College Board AP Examinations

A score of 50 or above on the College Level Examination Program (CLEP)

A score of 4 or higher on International Baccalaureate (IB) Courses

Credit will NOT be awarded based on another institution's award of AP, CLEP or IB credit. Student must request that their official AP, CLEP or IB transcript be sent to City College. Requests for AP, CLEP or IB credit must be made within the student's first term.

The decision of the Director of Academic Affairs is final on questions of transfer credits. No official evaluation of transfer of credit is made until the student has been accepted by the College, and an official transcript or official scores (AP and CLEP) from the institution awarding the credits is received by the Program Chair and approved by the Registrar.



## *Transfer Credit for Students with Associate Degrees*

### *Associate of Arts*

Students who have earned an Associate of Arts degree from a nationally or regionally accredited institution may transfer the general education on a course-by-course basis to fulfill the 24-credit hour general education requirement in all City College Associate degree programs. Equivalency will be evaluated based on a comparison of course prefix, title, course descriptions and syllabi. Students may be required to complete specific general education courses where required by degree program.

### *Associate of Science*

Students who have earned an Associate of Science degree from a nationally or regionally accredited institution may have their credit transferred on a course-by-course basis provided that the courses are at least 80% equivalent in objectives and content to those offered by City College. Equivalency will be evaluated based on a comparison of course prefix, title, course descriptions and syllabi. Students may be required to complete specific general education courses where required by degree program.

### *Transfer of Active Florida Emergency Medical Technician License*

City College will accept persons with an active Florida Emergency Medical Technician (EMT) license into the Paramedic Diploma. The prospective student must meet all entrance requirements.

Persons with an active Paramedic License must complete 25% or more of the Associate of Science in Emergency Medical Services to be granted an Associates of Science degree from City College.

### *Transfer of Active Certified Surgical Technologist Certification*

City College will accept persons with an active certified Surgical Technologist Certification into the Associate of Science in Surgical Technology. These students will be given transfer credit for all core related courses. The prospective student must meet all entrance requirements.

Persons with an active certified Surgical Technologist Certification must complete 25% or more of the Surgical Technology Program to be granted an Associates of Science degree in Surgical Technology from City College.

### *Transfer of Credits from a Previous Associates Degree or a combination of Prior Learning Credits*

Students have earned a prior Associates Degree and can transfer at least 60 semester credits (inclusive of Credit for Life Experience credits) into a Bachelor's program.

Previous City College students who earned an associate degree may matriculate into a bachelor's program. Previous City College students who have NOT earned an associate degree are NOT eligible to transfer from an AS to a BS program, without having earned a degree. Students who start in an AS program are expected to complete that AS program. Students who earned an Occupational Associates may be required to take a placement test to determine placement into Math and/or English courses.

## **Veterans Credit for Previous Education or Training**

City College maintains a written record of the previous education and training of all students receiving VA Educational benefits. City College also documents that appropriate credit has been given for previous education and training in accordance with the City College transfer of credit standards, (see Transfer of Credit policy) with the length of program adjusted accordingly. Students receiving VA Educational benefits will receive transfer of credit (provided that the college can obtain those transcripts from those institutions), regardless of whether the student wants that credit transferred; and, if it falls within the acceptable City College transfer of credit timeframes for specific programs and courses (core program courses must have been taken within the last five years to qualify for transfer of credit).

## **Re-Admission Policy**

In the event a student has been terminated or has withdrawn from any program at City College, they may apply and be considered a Re-Applicant for admission into any program, provided that:

- a minimum of one academic term has passed from the date of their termination or withdrawal
- the student meets the entrance requirements for the program to which they are applying
- the student's original application packet is no more than two years old

All applicants of City College, regardless of the amount of time that has passed since their attendance, will have their previous history at the institution taken into consideration when making the admission decision. A student's re-admission will not be finalized until they have been cleared by the Financial Services Office.

### *Process for Readmission*

The student must submit a readmission application with the required non-refundable application fee. If the program being applied to requires an entrance exam, the entrance exam may be waived. An interview with the appropriate Program Committee is required before acceptance into the Program. Should the student be accepted, based on previous performance and at the discretion of the program's Program Committee, the student may be given transfer credit as per the Transfer Credit Policy as published in the Institutional Catalog and be exempted from certain portions of the didactic and/or clinical phase of the program. A student who is readmitted to City College and chooses to enroll will be required to pay the then current tuition rate.

A student who is denied readmission may only reapply for admission after at least six months have passed from the time they were denied. In the event a student is terminated, withdraws or is involuntarily withdrawn from the institution a second time, they may only reapply for admission after at least two years

have passed from the time of their termination or withdrawal. Their application for readmission will be treated as a new application, including payment of all fees and tuition.

Students seeking readmission who are only missing two or less general education courses can bypass the above committee, so long as their overall City College GPA is a minimum of 2.5 and they have no disciplinary issues on record.

# Financial Aid Information

## Procedures and Forms by Which Students Apply for Assistance

The following types of aid are available individually or in combination to those who qualify and must be applied for annually. Applications for federal programs are available on the internet at <http://www.fafsa.ed.gov>. Applicants should complete the free application for Federal Student Aid (FAFSA). Scholarship procedures are listed on the City College website, <http://www.citycollege.edu/scholarships>

## Types of Aid Available

### Loan Programs

(ALL LOANS MUST BE REPAYED)

#### *William D. Ford Federal Direct Loan Programs*

**Federal Direct Subsidized Stafford Loans:** also referred to as Direct Stafford Loans or Direct Loan<sup>®</sup>. "Subsidized" means the federal government pays the interest on these loans while the student is enrolled at least half-time during grace periods and deferments (postponements of repayment). The student must demonstrate financial need to receive this type of loan.

**Federal Direct Unsubsidized Loans:** also referred to as Direct Stafford Loans or Direct Loans. The federal government does not pay the interest on these loans while the student is attending college, in a grace period, or in deferment. A student may qualify for an unsubsidized Loan regardless of financial need.

**Federal Direct PLUS Loans:** for parents with good credit histories who want to borrow for their dependent students. The yearly limit on the Parents' Loans for Undergraduate Students (PLUS) is equal to the cost of attendance minus any other financial aid received. The interest will vary every July 1 but will never exceed 9%. Repayment begins within 60 days after the disbursement of funds. The chart below shows **estimated** monthly payments and total interest charges for 7.9 percent loans of varying amounts, with typical repayment periods. Rates may be different.

**Federal Direct Consolidation Loans:** one or more federal education loans combined into a new Direct Loan. Only one monthly payment is made to the U.S. Department of Education. For additional information, booklets are available in the Financial Aid Office on Direct Loan Programs.

Sample Loan Repayment Plan

| Total Loan Amount | Number of Payments | Monthly Payment | Estimated Repayment Amount |
|-------------------|--------------------|-----------------|----------------------------|
| \$ 3,500.00       | 120                | \$ 50.00        | \$ 4,471.00                |
| \$ 5,000.00       | 120                | \$ 58.00        | \$ 6,905.00                |
| \$ 7,500.00       | 120                | \$ 83.00        | \$10,357.00                |
| \$10,500.00       | 120                | \$121.00        | \$14,500.00                |
| \$15,000.00       | 120                | \$173.00        | \$20,714.00                |

A **Dependent Undergraduate** student can borrow up to:

\$5,500.00, if the student is a first-year student enrolled in a program of study that is a full academic year. No more than \$3,500 of this amount may be in subsidized loans.

\$6,500.00, if the student has earned a minimum of 36 credits and the remainder of the program of study is a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

An **Independent Undergraduate** student can borrow up to:

\$9,500.00, if the student is a first-year student enrolled in a program of study that is a full academic year. No more than \$3,500 of this amount may be in subsidized loans.

\$10,500.00, if the student has completed a minimum of 36 credits and the remainder of the program of study is a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

For periods of undergraduate study that are less than an academic year, the amounts a student can borrow will be less than those above.

Interest rates are determined by the Federal government each spring for new loans being made in the upcoming award year, which runs from July 1 to the following June 30. Each loan will have a fixed interest rate for the life of the loan. Interest rates for new Direct Loans made on or after July 1, 2022, and before July 1, 2023 are 4.99% for Direct Subsidized and Direct Unsubsidized, and 7.54% for Direct Plus.

The amounts listed above are the maximums a student may borrow. However, a student cannot borrow more than the cost of attendance minus any other financial aid received.

All applicants must complete entrance and exit counseling per Federal Regulation. Counseling can be completed at <https://studentaid.gov/>.

## Scholarships and Grants

### *Florida Bright Future Scholarship Program*

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

- Florida Academic Scholars Award
- Florida Medallion Scholars Award
- Florida Gold Seal Vocational Scholars Award

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

### *Alumni Scholarship*

City College is offering its associate degree alumnus a scholarship when they matriculate to one of its bachelor's 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 \$1500.00, which is disbursed as \$500.00 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 bachelor's program online, or at another City College campus offering bachelor's degrees.

### *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 30th.

### *Florida Student Assistance Grant*

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 \$200.00 - \$3,260.00 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:

- Meet Florida residency requirement.
- Enroll as a full-time student (12 credit hours each term).
- Be a degree-seeking undergraduate student.
- Be a U.S. citizen or eligible non-citizen.
- Cannot hold a bachelor's degree.
- Be registered with the Selective Service, if required.
- 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.

### *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 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:

\$1,000.00 for students taking 9 or more credit hours per term.

\$750.00 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.

### *Useful Web Sites*

#### **Federal Student Aid**

<http://studentaid.gov>

Find information on federal student aid and access publications online.

#### **Completing the FAFSA**

<https://studentaid.gov/h/apply-for-aid/afsa>

This web site explains how to complete the FAFSA and the purpose of FAFSA questions.

#### **Student Loan Process**

<https://studentaid.gov/entrance-counseling/>

Use this web site to apply for Direct Loans and complete entrance counseling.

#### **National Student Loan Data System (NSLDS)**

<https://nsldsfa.ed.gov/login>This website provides access to your financial aid information. You can access lender and services information regarding your loan.

### The Occupational Outlook Handbook

<https://www.bls.gov/ooh/>

Find information on various careers and their earning potential.

## Policies and Procedures Verification

The College has developed the following policies and procedures regarding the verification of information provided by applicants for Federal Aid under the Title IV Programs:

Only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.

All students will be notified on a timely basis if they have been selected for verification and the supporting documentation that is required of them. The student will be notified via the Student Portal, email, or a phone call. The institution will use as its reference the most recent verification guide supplied by the Department of Education. At that time, the student will be informed of the time parameters and the consequences of not completing the verification and any other documentation needed. The institution will assist the student by making any corrections to any information that is inaccurate.

If there is a change to the student's eligibility the student will be contacted, and a new estimated award letter will be presented to the student explaining the difference in their eligibility.

A Federal Direct Stafford Loan application may be certified by the College prior to the completion of verification.

No Federal or Campus-Based funds will be disbursed prior to the completion of verification.

The student will have 60 days after his/her last day of attendance or the end of the academic year, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the College for payment of all tuition and fees due or risk dismissal at the option of the College. After 60 days, all financial aid that might have been due is forfeited.

If the student supplies inaccurate information on any application and refuses to correct same after being counseled by the institution, the College must refer this case to the Department of Education for resolution. Unless required by the Department of Education, no financial aid will be disbursed to the student.

## Refund Policy

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

All refunds will be made within thirty (30) days of the date of determination. Official date of determination is the following:

The date the student notifies the College of his/her withdrawal or their last day of academic related activity, whichever is the later of the two

The date when the College becomes aware that the student ceased attendance from all courses for the term

For students who withdraw after classes begin, the following refund policy will apply:

### First Quarter of the Program

If a student withdraws (and notifies the Registrar's office, in writing, of his/her intent to withdraw) during the first quarter of the program:

| Week the Student Withdraws or is Dismissed | College Retains Percentage of Total Quarter's Tuition |
|--|---|
| First Week                                 | 0% of the total quarter's tuition                     |
| Second Week                                | 20% of the total quarter's tuition                    |
| Third Week                                 | 100% of the total quarter's tuition                   |

### Second and Remaining Quarter's in the Program

If a student withdraws or is dismissed during the second and any remaining quarters in the program:

| Week the Student Withdraws or is Dismissed | College Retains Percentage of Total Quarter's Tuition |
|--|---|
| First Week                                 | 10% of the total quarter's tuition                    |
| Second Week                                | 20% of the total quarter's tuition                    |
| Third Week                                 | 100% of the total quarter's tuition                   |

Tuition and fees shall also be refunded in full, for the current term, under the following circumstances:

- Course was canceled by the college
- Involuntary call to active military duty
- Documented death of the student
- Exceptional circumstances, with approval by the President of the College

There is no refund or adjustment in tuition charges for a reduction in credit hours after the first week of classes for a quarter as specified in this policy.

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. Any amounts determined to be owed to 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.

### *Return of Title IV Funds*

The 1998 Higher Education Amendments, section 484B prescribes the amount of Title IV funds a student has earned at the time when a student ceases attendance and the amount of federal aid that must be returned or disbursed. The amount earned is based on the amount of time the student has spent in attendance. It is based on a proportional calculation through 60 percent of the payment period. Under these provisions, the calculation of Title IV funds is not concerned with refunding institutional charges.

If a recipient of Title IV grant or loan funds withdraws from an institution after beginning attendance, the institution must determine the amount of Title IV funds earned by the student. If the amount of Title IV grant or loan funds the student was disbursed is greater than the amount the student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned; the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid that the student has not received but was otherwise eligible for.

The percentage of the period completed is the number of calendar days completed in the payment period divided by the total number of calendar days in the same period.

**Responsibility of a Student to Return Unearned Title IV, HEA Program Funds** - The student is responsible for all unearned Title IV, HEA program assistance that the institution is not required to return. A student's unearned grant funds are an overpayment and are subject to repayment. A student who owes an overpayment because of withdrawal will retain his or her eligibility for Title IV, HEA program funds for 45 days from the earlier of the date the institution sends a notification to the student of the overpayment, or the date the institution was required to notify the student of the overpayment. If a student does not take the appropriate repayment action during this 45-day period, the student becomes ineligible on the 46th day and remains ineligible until the student enters into a repayment agreement with the U.S. Department of Education that re-establishes the student's eligibility.

**Designated Office to Contact for Withdrawal** - The student must contact the Registrar's office to withdraw. The student should also meet with the Director of Financial Aid to determine any financial liability created by withdrawal prior to the end of the term.

### *Refund Distribution Policy for Federal Title IV Programs*

Any refund based on the appropriate calculation will be refunded to the following program in the order listed below:

1. Federal Direct Unsubsidized
2. Federal Direct Subsidized
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Other SFA Programs
7. Other Federal, State, private, or institutional sources of aid
8. The student

## **Financial Aid Warning & Probation**

Financial Aid Warning is assigned to a student who fails to meet satisfactory academic progress and is placed on academic probation. If a student is placed on financial aid warning and achieves a CGPA of 2.0 and/or MTF to meet SAP requirements at the end of the next term/quarter, the Financial Aid Warning is lifted.

Financial Aid Probation is assigned to a student who fails to meet satisfactory academic progress after one term/quarter on academic probation/financial aid warning and is then academically dismissed. If the student successfully appeals academic dismissal and academic probation is extended for one term with an academic plan to bring them into satisfactory academic progress, the student will continue to remain on Financial Aid Probation and Title IV funding will be disbursed. In both instances the student will be notified in writing by mail or email of their financial aid status.

If a student has been academically dismissed, to reestablish for reentry, a student must be evaluated and deemed eligible to return on academic probation. A student who is readmitted after dismissal for failure to meet Satisfactory Academic Progress standards is readmitted on Financial Aid Probation and is not eligible for Title IV funds until the student has achieved a 2.0 CGPA and/or MTF to meet SAP requirements at the end of the returning term/quarter.

# General Information

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## Office/Class Hours

Administrative Offices

Monday – Thursday 8:00 AM – 6:00 PM

Friday 8:00 AM – 3:00 PM

Classes may be held during the following hours:

Monday – Thursday 8:00 AM – 11:00 PM

Friday 8:00 AM – 5:00 PM

Sunday 9:00 AM – 5:00 PM

The College reserves the right to establish and alter the scheduled hours of administrative office and class meetings. Changes to hours will be posted.

## Change of Name or Address

When a student has a change of name because of marriage or divorce, or change of address or telephone number, it is imperative that these changes be reported to the Registrar's office. A name change requires proper documentation and therefore, a student must complete a [Change of Name](#) form.

The College frequently encounters the need to contact its students, by mail, phone, or e-mail. If the contact information is not correct, the student will not receive pertinent communication regarding classes, graduation, financial aid, etc. Students are responsible to log into their student portal to update their student record with any changes made to personal information including a change in mailing or e-mail address.

## Program Handbook

City College, in addition to the Catalog, may provide students with a Program Handbook. These specialized handbooks provide additional programmatic rules and regulations for enrolled students.

## Policy Changes

Students will be notified of any academic and/or administrative policy changes that happen after the publication of the annual catalog. This will be done through one or more of the following: posting addendums of the catalog on the college's website, notices on campus bulletin board, or indirect email notices to the students' city college email address.

## Degrees and Diplomas

Every student who has successfully completed a program of study and fulfilled all obligations to the College will be awarded a degree and receive a diploma during annual graduation exercises. Replacement cost for a lost or misplaced diploma is \$50.00. Graduates can request another copy of their diploma by completing the [Request for Duplicate Diploma](#) form.

## Technology Requirements

Students are expected to ensure personal, and school issued devices are up to date regarding operating systems, web browsers, and application versions.

### Computer Operating Systems

Operating System: Windows 10 and newer, Mac OSX 10.14 and newer or Linux – ChromeOS (eligible for continued updates)

Speed and Processor: 4GB of RAM and 2GHz processor

Internet Speed: Minimum of 10mps

### Mobile

iOS App: 14 or later

### Supported Web Browsers

Microsoft Windows operating system within the 5 newest of each of these browsers:

Google Chrome

Firefox

Microsoft Edge

Mac OS operating systems within the 5 newest of each of these browsers:

Google Chrome (updateable)

Firefox

### Internet Connection

High Speed Internet (Cable, DSL, etc.) minimum 10 mbps

## Bulletin Boards

Bulletin boards are the property of the school. Students wishing to place notices on the bulletin boards must submit the notice to the Campus Director for approval. Upon approval, the notice will be posted on the bulletin board(s).

## Facilities

Eating and drinking are prohibited in City College labs and classrooms. The College provides student areas for these activities. Smoking, including e-cigarettes, is strictly prohibited in all indoor areas of City College.

Smoking is permitted outside the designated areas.

## Children on Campus

Minors are not allowed in class sessions or in the library. Unattended minors are not permitted in any areas of the campus.

## Parking

Sufficient parking for cars is available at all campuses. Students may be required to have a visible City College parking permit decal on their vehicle or risk having their vehicle towed at the owner's expense. Specific information regarding each campus is available from the Campus Director. Available parking is not guaranteed.

## Use of School Equipment and Property

College equipment and property are not to be removed from the building.

A student wishing to use the equipment may do so during scheduled lab periods under supervision of a faculty member. (See Student Code of Conduct Policy).

## City College Logos

All City College logos are the property of the college and may not be reproduced without approval from the Campus Director.

## Loss of Personal Property

The College does not assume responsibility for the loss of books or other personal property. However, all faculty and students are instructed to place all articles found in the "Lost and Found" located in the library so that they may be claimed by the owner.

## Policy Changes

Students will be notified of any academic and/or administrative policy changes that happen after the publication of the annual catalog. This will be done through one or more of the following: posting addendums of the catalog on the college's website, notices on campus bulletin board, or indirect email notices to the students' city college email address.

## Indemnification

The student releases and holds harmless the institution, its employees, its agents, and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may be suffered by the student from any cause, while enrolled as a student in the institution. When students are permitted to participate in individual or group tests, training, or demonstrations of ability, techniques, commodities, equipment, or procedures relating to course or intramural activities under the auspices of the College, the student and parties executing the student enrollment contract authorize participation by the student and releases the institution, and its officers, agents, and employees from any and all responsibility for injury and damage to person or property.

## School Closing

In the event of labor disputes or acts of nature (i.e., fire, flood, hurricane, tornado, etc.), the College reserves the right to suspend training at the site affected for a period not to exceed 90 days, or to relocate to a suitable substitute site. In the event the school closes, the term may be extended to provide sufficient time to complete course/hour requirements.

## Health Safety and Security Disclosure

Annually City College publishes a Health, Safety and Security Disclosures which contains the following policies:

- Copyright Infringement Policies and Sanctions
- FERPA and Student Permanent Record
- Drug Abuse Prevention Program
- Infection Control/Universal Precautions
- Prevention and Awareness Program for Sexual Misconduct and Harassment
- Weapons Possession Policy
- Fire Safety Plan
- Identification Cards/Swipe Cards
- Emergency Management Plan
- Campus Lockdown Policy
- Clery Act
- Annual Security Report



# Student and Graduate Services

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## Orientation

Prior to the start of the program, students must attend a mandatory new student Orientation. The goals and objectives of the New Student Orientation session are to:

- Assist students with acclimating to continuing education, the college, and the program.
- Introduce students to the resources and services available to support their educational and personal goals, including the college's library, academic advisement, and assistance, as well as student services.
- Familiarize students with the college's campus environment and physical facilities.
- Create an atmosphere that promotes confidence, a positive attitude, and an excitement for learning.
- Offer students an opportunity to meet with faculty, staff, continuing students, as well as other new students.
- Provide new students with comprehensive information regarding institutional and program-specific policies, procedures, and processes.
- Ensure that students are aware of the college's policies pertaining to sexual harassment prevention, drug and alcohol abuse prevention, as well as plagiarism and copyright infringement.
- Train students on how to access the Student Portal where they can review their academic and attendance status.
- Train students on how to utilize the College's Learning Management System in order to complete coursework provided via blended delivery.
- Familiarize students with campus safety requirements and procedures.

## Academic Counseling

Upon recognition by a student or a faculty member that an academic problem exists, a counseling session with the Program Chair or a faculty member will be scheduled. This counseling session will occur either in person, phone call or via video call. The objective of the counseling session is to help identify the problems that may be the source of the academic issues. Once these problems are recognized a remediation plan will be suggested to help find a solution.

## CANVAS/LMS

All of City College's courses are supported by use of a learning management system. To ensure students are appropriately prepared:

- Prior to registration for their first course, students must complete City College's orientation to ensure that they understand the technology necessary for success. Students who do not successfully complete the orientation may re-take this for enrollment in a subsequent quarter.
- Students without a school-issued device must have their own computer or device that meets the minimum technology requirements. Refer to Technology Requirements for additional information.
- Students must have high speed Internet access. (Use of a hotspot is not recommended.)
- Students must have a working e-mail address.

## Learning Center

City College has established a Learning Center to address the needs of students requiring academic assistance or remediation in their efforts to achieve and maintain satisfactory academic progress. The Learning Center is staffed with faculty members who are available to assist students with their academic needs. If a faculty member feels that a student needs additional assistance outside the scope of the Learning Center, they may recommend that the student seek additional tutorial services beyond those provided by the Learning Center. Students who wish to utilize the Learning Center must register at least one week prior to the requested date, by completing the [Learning Center Request Form](#) which requires the following information:

- Student name
- Program
- Course
- Subject
- Specific topics(s) with which they need assistance

## Career Services and Development

The Career Services staff offers career assistance to graduates and current students. While City College does not guarantee employment, every effort is made to bring potential employers together with eligible graduates who have the skills employers seek. In addition, we continually seek to form new employer partnerships for jobs, externship opportunities and in field career placements.

The Career Services Department provides the following services to graduates and current students:

- Arrange opportunities to meet and interview with prospective employers both on and off campus
- Assist with writing resumes
- Practice interview skills with mock interviews
- Develop job search skills and professional readiness

City College maintains graduate employment information in annual reports that contain comprehensive statistical data covering graduate employment activity.

## Library

The mission of the City College Library Staff is to support and foster intellectual discovery, critical thinking, and lifelong learning. The City College libraries are the centers for information resources related to all program areas. Students and faculty have access to up-to-date information that will assist them in their chosen field of study, and in becoming life-long learners. The libraries provide both print materials and a full suite of online resources. In addition, the libraries provide students access to printing, photocopying and computers with Microsoft Office and Internet access.

## Housing

Housing is not provided by City College.

## Injury/Illness and Incident Reporting Policy

### *Injury/Illness*

During participation in program activities, students are required to report all injuries/illnesses to their Program Director and/or Clinical Coordinator. The Program Director and/or Clinical Coordinator may request a written incident report regarding the injury/illness.

If an injury or illness occurs during a clinical rotation, all clinical affiliates have agreed to provide initial emergency medical care.

### *Incident Report Policy*

Students are covered under the college's Malpractice and Student Accident Insurance policy while participating in educational activities. Any potential incidents (i.e. errors of omission, commission, negligence, etc.) injuries or illnesses are to be reported to your Program Director within 24 hours of occurrence with a written *Incident Report*. A senior administrative member must be notified of any unusual occurrence/incident either immediately, via the Emergency On-Call System or by the next business day after an incident occurs.

Listed below are examples of incidents that may occur, and depending on their severity, whether the student needs to notify administration immediately or by the next business day. The list below is to be used as a guide. The student should use their best judgment should an incident occur.

An incident is defined as any unusual event or circumstance that a student is involved in, which can include, but is not limited to, the following:

#### Immediate Notification Required

- The ambulance a student is riding on for a rotation was involved in a motor vehicle accident
- A student is involved in a needle stick injury
- A student is exposed to a communicable disease while on a clinical rotation (i.e. Tuberculosis, Meningitis, etc.)
- Any radiation exposure incident
- A patient is injured by a student's action or inaction

#### Next Business Day Notification Required

- Refusal of a preceptor/supervisor to allow a student to perform the skills required to meet the objectives of the rotation
- Altercations with other students, preceptors, staff, patients or family members
- Injury which occurs during a program activity (i.e. lecture, lab or clinical rotation)
- Unusual occurrence at any clinical rotation
- Emotional trauma
- Any occurrence which may result in potential for litigation (i.e. errors of commission, omission, negligence, etc.)

In addition to verbal notification as delineated above, all incidents must also be documented within forty-eight (48) hours of occurrence according to the procedure described below.

The elements to be included in an incident report include the following:

- Name of individual(s) involved
- Details of incident (location, date of incident, time of incident, description of incident, etc.)
- Witnesses to the event(s)
- If an injury occurred treatment rendered, if necessary, or refusal of care statement
- Corrective actions taken following the incident

### *Incident Report Procedure*

The procedure for reporting an incident is as follows:

- If necessary, the student will obtain whatever assistance is required (i.e. medical attention, etc.) following the incident.
- The student will complete an incident report providing all the required information (the Incident Report form can be found at [www.citycollege.edu](http://www.citycollege.edu)).

The Program Chair will review and if necessary, investigate the incident and determine any appropriate follow up.

## Services Available for Students with Disabilities

In compliance with the Americans with Disabilities Act (ADA), City College provides reasonable accommodations to students with professionally diagnosed and documented disabilities. The Campus Director for each campus serves as the ADA Coordinator for that campus and will confer with the Director of Academic Affairs regarding academic accommodations.

### *Policy Regarding Documentation of Disabilities*

Students seeking accommodations from City College based on a diagnosis of a disability are required to submit documentation to verify eligibility. Documentation of a disability consists of the providing results of professional testing, evaluation and a written report that addresses specific academic needs of the student. The cost and responsibility for providing this professional evaluation shall be borne **by the student**.

Students with disabilities who are requesting accommodations should make timely and appropriate disclosures and requests, preferably at least six (6) weeks in advance of the class for which accommodation is requested.

The student must provide City College with medical or other diagnostic documentation that confirms their impairment and contains recommendations for specific accommodations. Requests that are not supported by proper documentation may not be approved.

The following guidelines are provided in the interest of assuring that the evaluation and report are appropriate for documenting eligibility. Documentation presented to the Campus Director and Director of Academic Affairs will remain confidential and will not be included in the student's academic file. The Director of Academic Affairs is available to consult with diagnosticians regarding these guidelines. The report should:

- Be prepared by a professional, within the last three years, (e.g. licensed psychiatrist, psychologist) qualified to diagnose the disability.
- Be comprehensive. Written reports should be consistent with the diagnostic criteria found in the American Psychological Association: Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-IV) or the DSM-IV-TR (Text Revision). A battery of psychological tests and behavior rating scales, a thorough social and educational history and interviews with the student are essential.
- Be on professional letterhead, signed by the individual making the diagnosis, and include the following information:
  - How long the diagnostician has treated the student and the date of last contact.
  - Instruments, procedures, and data sources used to diagnose.
  - Current symptoms that satisfy the DSM-IV or DSM-IV-TR criteria and the approximate date of onset.
  - DSM-IV or DSM-IV-TR diagnosis.
  - Treatment being used (e.g. medication, counseling, etc.).
  - How this disorder impacts the student in the postsecondary environment.
  - Diagnostician's name, title, license number, address, and phone number. How long the diagnostician has treated the student and the date of last contact.
- Be current. In most cases, this means within the past three years, and the assessment was completed when the individual was an adult (age 18). Since assessment constitutes the basis for determining reasonable accommodations, it is in the student's best interest to provide recent and appropriate documentation to serve as the basis for decision-making about a student's need for accommodation in an academically competitive environment.
- Present clear and specific evidence, which identifies the individual's present level of functioning and how the student's education may be impacted.
- State the specific accommodations being requested.
- Provide sufficient data to support the academic adjustment(s) requested. The documentation should demonstrate the individual has a disability as defined in the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Students will be provided a written determination regarding a request for accommodation. Faculty will be notified in writing regarding any specific accommodation granted for a student on their class roster.

# Academic Policies

## Course Numbering Guide

City College course numbers consist of a two or three letter alpha prefix followed by a three- or four-digit course number. The two or three letter alpha prefix identifies the academic discipline (see Course Descriptions). The level is specified by the first digit, as follows: 1 for freshman level; 2 for sophomore level; 3 for junior level; and 4 for senior level. The last two digits are reserved for departmental use in indicating sequence of courses. Laboratory courses are identified by an “L” after the three- or four-digit course number. “C” indicates combined lab/lecture course.

City College participates in the Florida Statewide Course Numbering System (SCNS). SCNS courses have a standardized three-letter prefix followed by a four-digit course number.

## Florida’s Statewide Course Numbering System

(Section 1007.24, Florida Statutes)

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <https://flscns.fldoe.org>

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

### Example of Course Identifier

#### General Rule for Course Equivalencies

Within the SCNS framework equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exceptions to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses “ENC1101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course

| Prefix              | Level Code (first digit) | Century Digit (second digit) | Decade Digit (third digit) | Unit Digit (fourth digit) | Lab Code      |
|---------------------|--------------------------|------------------------------|----------------------------|---------------------------|---------------|
| ENC                 | 1                        | 1                            | 0                          | 1                         |               |
| English Composition | Lower (Freshman)         | Freshman Composition         | Freshman Composition       | Freshman Composition      | No Laboratory |

### Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, 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 Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess 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.

## Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

Courses not offered by the receiving institution.

For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question

Courses in the \_900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practical, Study Abroad, Theses, and Dissertations.

Applied academics for adult education courses.

Graduate courses.

Internships, apprenticeships, practical, clinical experiences, and study abroad courses with numbers other than those ranging from 900- 999.

Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

## Courses at Non-Regionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled “Courses at Non-Regionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Director of Academic Affairs, City College, 6565 Taft Street Hollywood FL 33024 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

## Unit of Credit

City College awards credit on a quarter system. One quarter credit hour is equivalent to ten (10) class hours of instruction, twenty (20) hours of laboratory study, thirty (30) hours of externship, or a combination of the three with appropriate homework and study. A class hour is fifty (50) minutes.

All new programs released on or after September 1, 2022 will define Unit of Credit as follows: One quarter credit hour is equivalent to ten (10) class hours of instruction, twenty (20) hours of laboratory study, fifty (50) hours of externship, or a combination of the three with appropriate homework and study. A class hour is fifty (50) minutes. Programs subject to this definition of Unit of Credit will include a specific statement within the program requirements.

## Grading System

Final grades are issued at the end of each quarter based on the following criteria:

| Letter Grade | Number Grade | Quality Points | Effect of MTF Calculation |
|--------------|--------------|----------------|---------------------------|
| A            | 90-100       | 4.0            | Yes                       |
| B            | 80-89        | 3.0            | Yes                       |
| C            | 70-79        | 2.0            | Yes                       |
| D            | 60-69        | 1.0            | Yes                       |
| F            | Below 60     | 0.0            | Yes                       |
| I            | Incomplete   | 0.0            | Yes                       |
| W            | Withdrawal   | 0.0            | Yes                       |
| S            | Satisfactory | 0.0            | Yes                       |

|    |                 |     |     |
|----|-----------------|-----|-----|
| T  | Transfer Credit | 0.0 | Yes |
| P  | Pass            | 0.0 | Yes |
| NP | No Pass         | 0.0 | Yes |
| AU | Audit           | 0.0 | No  |

The number of quality points awarded in a course is determined by multiplying the number of credit hours for that subject by the number of quality points earned in the course. The grade point average (GPA) is computed by dividing the total number of quality points by the total number of credit hours attempted. Grades of "W," "S," "P," "NP," "I," "AU" and "T" are not used in the GPA calculation.

Individual progress records are permanently maintained by the College for each student. All grades awarded by faculty are included in the record and are available to the student. Grade reports are issued to the student each quarter.

## Incomplete Grade

An "I" or incomplete grade is given when a student has not completed the work necessary for one of the above grades. Incomplete grades are granted at the discretion of the faculty member and must be approved by the Program Chair. In order to receive an incomplete grade, the student must submit a written request to the course instructor. Upon approval, a Learning Contract will be put in place specifying the remaining assignments or other course deliverables and the final due date. The student has a maximum of two weeks from the end of the term to complete the work. Once work is completed students recorded grade and course average will be the minimum passing grade for the program. If it is not completed, the student may receive an "F" for the course. The final grade/credits attempted will be included in the maximum time frame for program completion.

## Transfer Courses

A "T" grade is given to students whose courses were taken at another institution and are being transferred in for required courses at City College. The grade of "T" has no effect on the student's overall grade point average or successful completion of courses. However, a "T" grade is added to hours attempted and earned within the specified maximum time frame.

## Advanced Standing for Professional Life/Work Experience

A grade of "S" is given for the appropriate City College course, and the student is credited with having earned this curriculum requirement. The grade of "S" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "S" is added to hours attempted and earned within the specified maximum time frame (See Advanced Standing policy).

## Course Cancellation

The College reserves the right to cancel any classes which do not have a minimum number of students enrolled. The College will notify the student by email, or telephone call (voice or text). If the College cancels any class which was part of a program of study for an existing student, the College will offer an appropriate substitution which will enhance the educational objective for the student involved. All course substitutions made in a student's program of study must be approved by the Director of Academic Affairs and documented in writing in the student's permanent file. Course equivalencies are maintained by the Registrar.

## Individualized Learning Contracts

An individualized learning contract is an instrument which serves as a guide to monitor and direct a student's academic progress and compliance with requirements. It identifies the process and stipulations to which the student is required to adhere as a condition of remaining in the program. An individualized learning contract, signed by the student, may be required as a result of circumstances including, but not limited to, a conditional grant of appeal, absences requiring makeups, or failure of a non-progression course. Stipulations included in an individualized learning contract may include, but not be limited to, requiring the student to audit or retake a course, make up missed clinical days, take or retake a course during the next available offering, be placed on probation for a defined period, pass a non-progression course on the first attempt, or pass a failed course on the second attempt without the ability to take a comprehensive examination. The terms of an individualized learning contract may supersede any other published policies, procedures or processes.

## Auditing Classes

The ability to audit a course is available to students in specific circumstances. A student may be required to audit a course as a part of a learning contract to reinforce concepts and assist the student in mastering specific learning outcomes.

A student who is required to audit a course, regardless of reason, is responsible for meeting attendance requirements, completing assignments, participating in quizzes, exams and other academically related activities as specified in the syllabus, but will not receive a grade for the audited course. An Individualized Learning Contract will be created by the Program Chair and signed by the student for any course that must be repeated via audit. The contract will include any auditing requirements and must be approved by the Director of Academic Affairs.

### *Auditing Courses as Part of Re-Admission*

Based on student performance on a placement exam for readmission to a program, a readmitted student may be required to audit multiple courses within the program quarter of the program that they have been placed based on their exam. The student is responsible for ensuring they have access to the textbook and any resources for the course(s) audited.

### *Auditing Combined Courses*

An active student who fails a portion of a "combined" course may be required to audit a previously completed portion of that course to provide additional support and remediation for the failed portion of the course. (For example, a student who fails the lab component of a combined course may be required to audit the didactic (lecture) portion of the course).

### *Auditing Courses in Cohort-based Programs*

For cohort-based programs, an active student who fails a pre-requisite course may be required to repeat the failed course and audit additional courses from the same quarter of the course that is being repeated.

[Rationale: Concurrent courses may provide additional reinforcement of content that will support the student in mastering concepts.]

### *Converting an Audited Course to a Repeated Course*

Students who achieve a higher grade in an audited course may exercise a one-time request to have an audited course be added to their official academic transcript as a repeated course and count towards their GPA. The original grade earned for the class will remain on the transcript, but the grade points will not be factored into the overall grade point average. This grade change request must be approved by the Director of Academic Affairs.

## Institutional Residency Requirement

To earn a degree from City College, City College requires that a certain percentage of courses be completed at City College, which is referred to as 'residency.' Students must complete a minimum of 25% of the program in residency at City College. This does not include Advanced Credit for Life Experience or Advanced Standing by Examination as those credits are Included in the percentage granted for Transfer Credit.

## Graduation Requirements

Every student who has successfully completed a course of study and fulfilled all obligations to the College will be awarded the appropriate Diploma or Degree. The candidate for a diploma or degree must:

- Successfully complete all specified requirements for the diploma/degree.
- Earn the required cumulative grade point average as published.
- Achieve a specific level of performance in each skill area required for graduation.

Students may not be able to walk in the graduation ceremony if they have not met the requirements for graduation in their program.

### *Graduation with Honors*

Students who meet the requirements for graduation, and whose cumulative grade point average meets the following criteria, are conferred their degrees with the honors indicated. Cumulative Grade Point Average for Honors:

|                 |           |
|-----------------|-----------|
| Summa Cum Laude | 3.90-4.00 |
| Magna Cum Laude | 3.70-3.89 |
| Cum Laude       | 3.50-3.69 |

## Complete Status

A completer is a student who is no longer enrolled in the campus and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

1. Achieve a GPA of at least 2.0.
2. Attain required competencies or skills.
3. Satisfy non-academic requirements.

## Transcripts

An official transcript is provided to any student who requests one in writing and is free of indebtedness to the College. The first copy is free of charge. Additional copies will be issued for a fee. To officially request a transcript, please click [HERE](#). Please refer to the schedule of fees for the cost.

# Standards of Satisfactory Progress

Students enrolled at City College must be making measurable progress toward the completion of his or her program of study. Student satisfactory academic progress is measured through the attendance, assessments and progression policies listed below.

## Attendance Policy

To maintain a quality program and to ensure compliance with regulatory requirements, the following attendance policy is in effect:

Students must be present during the first week of instruction of the program to be considered an enrolled student. Students who are not present during this period will have their enrollment rescinded.

Attendance at all lecture, laboratory and clinical education sessions is mandatory.

One (1) absence is defined as one (1) missed session.

The course schedule will be provided to each student prior to the first day of the quarter/term. In addition to the course schedule, the number of absences for each course may be found in the course syllabi provided to the students during the first session of each course. Class participation is counted toward a student's course average. Attendance affects a student's class participation grade and is included as part of the class participation as published on each course syllabus.

Any absence requiring a make-up must be made up pursuant to the *Make-Up Policy*.

Subject to the *Attendance Policy*, students must complete a minimum of 90% of a program's total clock hours, and students may not be absent for more than 10% of a program's total clock hours. Hours missed while on a Leave of Absence count toward the 10% maximum hours allowed to miss.

## Time Off

Students are allowed time off for extenuating circumstances or documented medical emergencies. Examples of such absences include, but are not limited to, admission to a hospital for treatment, serious or contagious illness, bereavement of a non-immediate family member, jury duty and mandatory court dates.

For lecture and lab sessions, students who need to use allowed time off for scheduled events must submit a *Request for Time Off Form* as soon as they become aware of the anticipated absence. Students who use allowed time off for an unanticipated event must submit a *Request for Time Off Form* within two weeks following the date of the absence. The request must include a detailed description of the circumstance, accompanied by detailed supporting documentation. The Campus Director and/or the Program Chair, will review the submitted form and documentation and will determine whether or not the circumstance meets the required criteria for allowed time off. Absences for which a *Request for Time Off Form* is not submitted, or which do not meet the criteria for allowed time off, may affect a student's class participation grade. All time off must be made up pursuant to the *Make-Up Policy*.

For clinical sessions, students are not required to submit a *Request for Time Off Form*.

All absences, regardless of whether they meet the criteria for allowed time off, may not exceed the maximum number of absences per course as detailed in the tables below.

The college's attendance policy consists of Classroom, Laboratory and Clinical Absences as follows:

## Classroom and Laboratory Absences

The following are the maximum number of allowed classroom absences per course per term/quarter:

### Classroom Absences

#### Blended

Courses that have both a synchronous and asynchronous component.

Students can be absent for one (1) weeks' worth of material. For example, if a course is scheduled to occur twice during a week a student can be absent twice for the course.

#### Full Distance

Courses that only have an asynchronous component.

Students can be absent for one (1) weeks' worth of material.

### Laboratory Absences

Students may not miss any laboratory sessions. All missed laboratory sessions must be made up on campus during the make-up session for which the student is scheduled. Students can only make up one lab session per course per quarter.

## Definition of Late, Absent and Left Early for Lecture and Laboratory Courses

The following table represents the definition of lecture and lab Late, Absent and Left Early:

| Student Arrival/Departure   | Student Considered |
|---|--------------------|
| Arrives/logs in within 15 minutes of class scheduled start time           | Late               |
| Arrives/logs in more than 15 minutes after scheduled class start time     | Absent             |
| Departs/logs out within 15 minutes of scheduled class end time            | Left Early         |
| Departs/logs out more than 15 minutes before the scheduled class end time | Absent             |

Three lates/leaving early per course are considered one absence as calculated toward the student's course grade.



## Clinical Internship/Externship Absences

The following are the maximum number of allowed clinical internship/externship absences per course per term/quarter:

*Radiologic Technology, Diagnostic Medical Sonography, Nursing and Surgical Technology programs:*

| Scheduled Clinical Hours per Week | Maximum Hours     |
|-----------------------------------|-------------------|
| 14 hours (2 days)                 | 14 hours (2 days) |
| 21 hours (3 days)                 | 21 hours (3 days) |
| 28 hours (4 days)                 | 28 hours (4 days) |

One day of clinical internship/externship is equal to 7 hours.

*Paramedic Program:*

| Total Hours Required per Course | Maximum Absences |
|---------------------------------|------------------|
| 120 Hours                       | 2 shifts         |
| 288 Hours                       | 3 shifts         |

A shift may consist of 8 or 12 hours.

*EMT-Basic Program:*

|                 |   |
|-----------------|---|
| Maximum Shifts: | 1 |
|-----------------|---|

A shift may consist of 8 or 12 hours.

All absences must be logged in Trajecsyst or Platinum Planner on or before the date of absence. Absences not logged in Trajecsyst on or before the date of absence will be required to be made up.

## Definition of Late, Left Early, Half-Absence and Absence for Clinical Internship/Externship

*Radiologic Technology, Diagnostic Medical Sonography and Surgical Technology programs:*

The following table represents the definition of clinical Late, Half-Absence and Absence:

| Student Arrival/Presence  | Student Considered |
|---|--------------------|
| Arrives within one hour of the scheduled shift start time                         | Late               |
| Fails to clock out  | Left Early         |
| Present for 50% of scheduled rotation time  | Half-Absence       |
| Present for less than 50% of scheduled rotation time or fails to clock in and out | Absence            |

Three lates/left early per course are considered one absence as calculated toward the student's course grade.

*Nursing program:*

The following table represents the definition of clinical Half-Absence, Left Early and Absence:

| Student Arrival/Presence  | Student Considered |
|---|--------------------|
| Arrives on time and is Present for 50% of scheduled rotation time                 | Half-Absence       |
| Present for less than 50% of scheduled rotation time or fails to clock in and out | Absence            |
| Fails to clock out  | Left Early         |

Three lates/left early per course are considered one absence as calculated toward the student's course grade.

## Exceeding Maximum Absences

Students who exceed the maximum number of classroom, laboratory or clinical internship absences will receive a grade of "F" and will be considered to have failed the course regardless of their calculated course average. Students who fail a course are required to follow the Progression Policy as published in the Catalog.

## Breaks

Breaks will be provided during class. Students are expected to be back in class, ready to continue at the time specified by their instructor. Students who do not return on time will be marked late.

## Student Portal

Students can view their attendance through their student portal. Students will be advised and counseled as they near the maximum percentage allowed.

## Absence Notification

Students are required to notify their Program Chair, Clinical Coordinator or any administrative office staff if they will not be attending class or clinic that day.

## Attendance Procedure

### Lecture and Laboratory

Attendance procedures will be explained during orientation and may include one or all of the following: sign in and out sheets, verbal attendance, swipe card system and biometric swiping system.

Class will start exactly on the assigned hour. Students are expected to be on time. The definition of late is up to the discretion of their instructor but will be no later than 15 minutes after the scheduled start time. Excessive tardiness will not be tolerated and is considered unprofessional conduct and may lead to the student's dismissal from the program.

All students must notify their Program Chair and/or faculty member if they need to leave early. Any student leaving before the end of class without notifying their Program Chair and/or faculty member will be marked absent for the class.

## Clinical Internship/Externship

Clinical attendance is logged and monitored using Trajecsyst or Platinum Planner, a web-based clinical reporting system. All clock-ins and clock-outs must be performed within 50 feet of the clinical facility, using a GPS-enabled mobile device.

*Radiologic Technology, Diagnostic Medical Sonography, Nursing and Surgical Technology programs:*

Students are required to clock in and out via Trajecsyst upon arrival to, and departure from, their clinical site. Students are also required to clock in and out before and after their lunch break or the break closest to the midpoint of their shift. During the 1<sup>st</sup> and 2<sup>nd</sup> quarter that students are scheduled for clinical internships, students are provided three opportunities per quarter to fail to clock in or clock out. After the third failure, two points will be deducted from the student's course grade per occurrence.

Clinical shifts will start exactly on the assigned hour, and students are expected to be on time. The definition of late is up to the discretion of the Clinical Coordinator but will be no later than one hour after the scheduled shift start time. Excessive tardiness is considered unprofessional conduct and will not be tolerated, and may result in the student's dismissal from the program.

If a student must leave early from their rotation for any reason, they must inform their assigned clinical instructor or supervisor/preceptor AND either their Program Chair or Clinical Coordinator. Failure to inform one of these individuals will result in the student being penalized for a full day's absence. Repeated infractions of this type are grounds for dismissal from the program.

## Exceptions

In the event of any exceptions (e.g. the attendance logging feature is down), students are required to send a message to the Program Chair and Clinical Coordinator through Trajecsyst or Platinum Planner, at the time that they are unable to clock in or out, notifying them of the issue. The Clinical Coordinator will verify the student's attendance and enter that record on their behalf. If a student does not send the required message at the scheduled time, the exception will be considered a failure to clock in or out.

## Failure to Clock In or Out

A student may fail to clock in or out up to three times per quarter for the beginning and end of their shift in which case the Clinical Coordinator will verify the student's attendance and enter that record on their behalf. Students who exceed the maximum number of allowed failures will be subject to the Attendance Policy.

## Volunteering During Off Hours and Holidays

Students may only rotate at City College's affiliated clinical sites during the shifts and hours assigned to them by their Program Chair or Clinical Coordinator. Student may not "volunteer" during off hours in his or her profession's department to obtain additional clinical experience.

*Paramedic Program:*

While working as an EMT (not during an assigned rotation shift), students may not assist or perform any paramedic skills during an ALS call.

## Make-Up Policy

As per the *Attendance Policy* and *Progression Policy* published in the Catalog, missed classroom sessions, clinical sessions and failed courses may be required to be made up according to the *Make-Up Policy* found below. When required, make-up sessions/activities may not interfere with regularly scheduled classes or other activities and may be conducted on Sundays. Failure to abide by this policy may result in disciplinary action.

## Quizzes

Quizzes cannot be made up. Students who miss a quiz will receive a grade of zero.

## Exams and Midterms

Students who miss an exam will receive a grade of a zero for the missed exam. Students are allowed to make up one exam per course. Make-up exams must be taken within one week of the original exam date, during one of the college's scheduled exam make-up sessions. Students who fail to take the make-up exam within the required time frame will receive a grade of zero for that exam. Students who successfully complete a make-up exam within the required time frame will have ten points deducted from the grade they achieve on the exam.

## Final Exams

Under extenuating circumstances and with written approval from the Campus Director, a student who misses a final exam will be allowed to make up that exam. Make-up final exams must be taken prior to the scheduled comprehensive exam date for that term/quarter. Completion of the make-up exam will result in the actual numerical score obtained.

## Lecture Sessions

Students are not required to make up lectures. To ensure that the student masters the missed course material, students are required to complete a make-up assignment for all missed lectures by completing an assignment correlated to the material covered during missed session.

Program Chairs will provide students with the details and due date of the make-up assignment. The due date will be based on the missed session, and will be no later than the date of the courses' final exam. All make-up assignments will be kept on file in a student's record.

If the student has not handed in their assignment prior to finals week, a grade of "Incomplete" will be recorded for that course. Please refer to the "*Incomplete*" Grade policy published in the Institutional Catalog.

## Absences Exceeding 10% of Total Program Clock Hours

Students returning from extended absences (e.g. Leave of Absence) that result in total absences exceeding 10% of total program clock hours are required to meet with their program chair to determine whether the student can continue with their current cohort or whether the student will be required to retake the course with the next cohort.

## Laboratory Sessions

All missed laboratory sessions must be made up on campus on a 1:1 ratio.

## Clinical Sessions

All clinical internship/externship absences are required to be made up as pursuant to the published *Attendance Policy*. Students may be scheduled to make up clinical absences on Sundays, during vacation time, or after their original graduation date which may delay their graduation date to allow time for the make-up work to be completed.

Any required clinical absences that have been made up, will not be deducted from the total number of absences accumulated.

## Failing a Non-Progression Course

### *Lecture and/or Laboratory Courses*

A student who fails a course must attend the course at the next available date and pass that course. Students are allowed to retake non-progression courses one time for a total of two attempts per course. Students retaking a failed course must pass it on the first attempt and will not be eligible for a comprehensive examination.

### *Clinical Course*

A student who fails a clinical course must repeat and pass that course. Students may be given credit for up to 50% of the total clinical hours previously completed during the failed course. Students will be assigned to a clinical site based on site availability. Students can fail no more than one clinical course during their enrollment. Students who fail more than one clinical course during their enrollment will be dismissed from the program.

## Leave of Absence

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 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 because 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.

## Examples of Approved Leave of Absences

Acceptable leaves include but are not limited to, maternity, paternity, bereavement, national guard or military duty, jury duty, immediately loss of childcare, adoption, or medical leave.

### Maternity Leave

The purpose of Maternity Leave is to provide new mothers with an opportunity to recuperate from childbirth. A student who is pregnant and will need to take a Maternity Leave must notify their Program Chair of the expected birth no less than thirty days prior to their anticipated date of delivery. The student will be granted a two-week Maternity Leave beginning on the date of delivery. A learning contract will be created detailing the process for the student to make up any material (e.g. exams, quizzes, homework, assignments and clinical hours) missed while on Maternity Leave.

Students with extenuating circumstances that may require them to take a longer Maternity Leave, (e.g. the student has been placed on bed rest or delivered via a cesarean section, etc.) may submit to the Campus Director a request in writing for additional time. The student must submit a note from their physician requesting the additional leave as medically necessary, which will be reviewed by the Campus Director who will review the request and grant accommodations on a case-by-case basis.

Students returning from maternity leave, just like other students returning from a medical or mental health Leave of Absence, just submit a *Physician's Affidavit* certifying that the student is fit to complete the program academic and behavioral requirements (the technical standards of the program and profession). If a student is not medically cleared to return to the clinical setting following their Maternity Leave, they may remain on leave just for their clinical course until medically cleared.

The College has a dedicated lactation room available for all students. To reserve the room, contact the administrative office.

### Paternity Leave

Students will be granted one day of Paternity Leave for the date of the birth or adoption of their child; however, they will be required to make up any missed material and clinical hours at a later date, pursuant to the *Make-up Policy*.

### Bereavement

When a death occurs in a student's immediate family, (spouse, parent, sibling, child) the student will be exempt for three (3) consecutive days within one week from when the death occurred.

Exceptional situations that may need additional accommodations will be reviewed on a case-by-case basis, and accommodations will be made accordingly.

The student will be responsible for any material missed while on leave per the *Make-up Policy*.

## Infectious Disease

Any student who has an infectious disease (e.g., influenza, pneumonia, covid, etc.) may not participate in educational activities. Others should never be put at risk from student with an infectious disease. Students with an infectious disease will still be required to follow the published attendance policy. If a student's illness requires excessive absences, they may be required to take a medical Leave of Absence. Please refer to the Leave of Absence Policy for additional information.

### Requirement for Physician Medical Release

In the case where any illness/injury which requires the student to miss three or more consecutive days of educational activities, the student will be required to submit a medical release by a physician before being allowed to return to class or participate in educational activities.

## Minimum Standards for Academic Progress

### Minimum Standards of Satisfactory Academic Progress for Associate Degree Programs

Students must achieve (a) a minimum cumulative grade point average (CGPA), according to a prescribed schedule of evaluation points, and (b) complete their programs of study within a maximum time frame (MTF) that is one and one-half times the number of credit hours required for his/ her program of study. Standards of satisfactory academic progress, as defined in this catalog, apply to all students. Failure to maintain SAP may result in loss of financial assistance.

| Term                              | Minimum Required CGPA | Minimum Required % of Credits Completed to Credits Attempted (Completion Rate) |
|-----------------------------------|-----------------------|--|
| 1                                 | 1.5                   | 40   |
| 2                                 | 1.65                  | 40   |
| 3 <sup>1</sup>                    | 1.8                   | 50   |
| 4                                 | 1.8                   | 55   |
| 5                                 | 2.0                   | 60   |
| 6 <sup>2</sup> 9 <sup>2</sup>     | 2.0                   | 60   |
| Each Subsequent Term <sup>2</sup> | 2.0                   | 60   |

<sup>1</sup> Student not meeting standards does not have to be dismissed; probation is required.

<sup>2</sup> A student not meeting standards is not eligible for financial aid and must be dismissed OR may remain in an extended enrollment status; probation is not allowed at this point.

### *Nursing and EMS Programs*

In addition to adhering to the general Standards of Satisfactory Progress, (CGPA and MTF), students majoring in Nursing or Emergency Medical Services/EMT must achieve and maintain (a) a minimum grade of B in all Major Core courses and (b) a minimum grade of C in all general education courses. Students must also adhere to the rules for repeated courses.

### *Radiologic Technology, Diagnostic Medical Sonography and Surgical Technology Programs*

In addition to adhering to the general Standards of Satisfactory Progress, (CGPA and MTF), students majoring in the above programs must maintain a minimum grade of C in all core courses. A student in this program must also adhere to the rule regarding repeated courses.

### Minimum Standards of Academic Progress for Diploma Programs

| Term                              | Minimum Required CGPA | Minimum Required % of Credits Completed to Credits Attempted (Completion Rate) |
|-----------------------------------|-----------------------|--|
| 1 <sup>1</sup>                    | 1.8                   | 60   |
| 2                                 | 2.0                   | 60   |
| Each Subsequent Term <sup>2</sup> | 2.0                   | 60   |

<sup>1</sup> Student not meeting standards does not have to be dismissed; probation is required.

<sup>2</sup> A student not meeting standards is not eligible for financial aid and must be dismissed OR may remain in an extended enrollment status; probation is not allowed at this point.

### *EMT & Paramedic Diploma*

In addition to adhering to the general Standards of Satisfactory Progress, (CGPA and MTF), students majoring in EMT or Paramedic must achieve and maintain (a) a minimum grade of B in all core courses and (b) a minimum grade of C in all general education courses. Students must also adhere to the rules regarding repeated courses.

### Standards of Satisfactory Progress for Students Receiving VA Educational Benefits

In addition to adhering to the general standards of satisfactory progress, students receiving Veteran's Administration (VA) educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 at the end of each term. In terms 1 through 5 a VA student who falls below a 2.0 will be put on academic probation. If in the following term, they still have not achieved a 2.0 they will be placed on a second and final academic probation. Failure to achieve a 2.0 at the end of the second consecutive term of academic probation will result in the student's VA educational benefits being terminated. In term 6 and all subsequent terms, a VA student must meet the City College SAP requirements and achieve a 2.0 or may be academically dismissed from the program. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the institution to be recertified to receive VA educational benefits after one term has elapsed and after attaining a CGPA of 2.0.

### Extended Enrollment Status

Students not achieving the minimum standards of satisfactory academic progress or who fail to meet the minimum standards at the end of the probationary period will be dismissed from the College. Students may enroll in an extended enrollment status for one quarter in the term immediately following their dismissal to attempt to earn eligibility for reentry. Students in an extended enrollment status will be charged the appropriate tuition and fees but will not be eligible for any Title IV financial aid. While in this extended enrollment status, students must attempt to correct their academic deficiencies. The extended enrollment status must be completed within the required maximum time frame. The conditions for extended enrollment status will be agreed upon in writing by the student and the academic department.

EMS students who are dismissed for a violation of the rule regarding repeat courses are not eligible for either extended enrollment or financial aid probation status.

### *Maximum Time Frame (MTF)*

You must be on target to complete your program before attempting more than 150% of the credit hours for your program of study. To calculate maximum time frame for your program you multiply the total credits required to complete the program by 1.5. Transfer, withdrawn, incomplete, repeated credit hours all count towards maximum time frame.

| <b>Diploma Programs</b>      | <b>Credits</b> | <b>MTF</b> |
|------------------------------|----------------|------------|
| Emergency Medical Technician | 18             | 27         |
| Paramedic                    | 54             | 81         |

| <b>Associate of Applied Science Programs</b> | <b>Credits</b> | <b>MTF</b> |
|--|----------------|------------|
| Veterinary Technology                        | 101            | 151        |

| <b>Associate of Science Programs</b> | <b>Credits</b> | <b>MTF</b> |
|--------------------------------------|----------------|------------|
| Diagnostic Medical Sonography        | 99             | 148        |
| Nursing                              | 100            | 150        |
| Radiologic Technology                | 98             | 147        |
| Surgical Technology                  | 90             | 135        |

## Academic Probation

Students who have not met the stated minimum requirement of academic progress can be placed on Academic Probation. Academic Probation will allow a student one term to correct the academic issues of either CGPA and or MTF to meet the SAP requirement. Students who are not able to remove themselves from Academic Probation after one term may be dismissed from the College. In addition, students receiving financial aid will be placed on Financial Aid Warning.

### *Evaluation Points*

Satisfactory academic progress is measured at the end of each quarter.

### *Academic Year (AY)*

An academic year is defined as a period that must include at least 30 weeks of instructional time, beginning with the first day of classes and ending on the last day of classes or the last day of examinations, whichever is later.

## Comprehensive Examination Policy

### *Qualifying for a Comprehensive Exam*

Student is registered for up to three (3) core courses in a quarter:

A student who fails one core course in a quarter may qualify for a comprehensive exam for the failed core courses. The results of the comprehensive exam will determine the student's requirements to meet the objectives of the failed core course.

Student is registered for four (4) or more core courses in a quarter:

A student who fails two core courses in a quarter may qualify for a comprehensive exam for each of the failed core courses. The results of the comprehensive exam(s) will determine the student's requirements to meet the objectives of the failed core course.

To qualify for a comprehensive exam a student's core course average must be a minimum of 65 (D)

### *Results of the Comprehensive Exam*

90 to 100: The student will be considered to have passed the course and will receive the minimum passing grade as their recorded score.

80 to 89: The student will be required to complete an independent course of study that meets the objectives of the course. A learning contract will be signed by the student detailing the objective criteria they are required to complete. Once complete the minimum passing grade will be recorded as their score.

79 or below:

- Progression Course – the student has failed the course and is subject to dismissal from the program.
- Non-Progression Course – the student will need to make-up the course as per the Make-Up Policy as published in the Catalog

## Academic Changes that will Impact Calculations to Satisfactory Academic Progress (SAP):

### Grade Penalty

For a student who withdraws from the College or is dismissed by the College, the withdrawal date or last documented date of educational activity determines whether grades are recorded for that quarter. If the withdrawal date or last known date of educational activity is within the first half of the course, a grade of "W" is given. If the withdrawal date or last known educational activity occurs within the last half of the course, the student will receive a grade in each course. An "F" will be assigned to each requirement that is not completed and averaged in with the grades earned for completed work.

## Transfer Courses

A "T" grade is given to students whose courses taken at another institution are being transferred in for required courses at City College. The grade of "T" has no effect on the student's overall grade point average or successful completion of courses. However, a "T" grade is added to hours attempted within the specified maximum time frame.

## Course Incompletes

A student who receives an "I" (incomplete) has two weeks from the end of the term or prior to the first date of instruction for the next term, the earlier of the two, to complete the work. The final grade will be calculated into the student's cumulative grade point average. The final grade/credits attempted will be included in the maximum time frame for program completion.

## Change of Program

Any City College student who desires to change educational goals and change from one program to another must submit a Change of Program Request Form together with a new Enrollment Agreement and application to the admissions department. A student wishing to enter a program for which a degree would be granted must meet the programmatic entry requirements and qualifications specifically intended for the granting of a degree. A request for a change of program will be approved if the student:

- Can show success within another program based on the original entrance/placement test scores
- Has grades in courses already completed
- Has other considerations (i.e., financial obligation incurred)

Students who change programs should consult with their Financial Aid representative to determine if they will have sufficient funds available to complete the new program of study.

If the request for a change of program is approved, the student making the request will be informed of the change as soon as possible, with approval effective at the beginning of the next quarter. Students should complete their current term.

Upon approval of the Change of Program request, ALL previously attempted and earned credits which apply to the new program, Transfer (T) and Advanced Standing (S) courses which count towards the new program completion requirements will be transferred. All credits attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress and will be calculated within Maximum Time Frame.

Punitive grades earned under the previous program which do not apply to the current program will no longer be calculated within the students CGPA or Maximum Time frame and the student will be allowed to re-set both their MTF and CGPA. Because a Change of Program re-sets a student's CGPA and MTF, students may only request one change of program.

## Repeated Courses

### *General Education Courses*

A student may repeat courses for which an "F," "D," "C," or "W" was earned. When a student repeats a course for the purpose of raising a failing grade, the highest grade will be used in calculating the student's cumulative grade point average. However, all courses taken are calculated into credit hours attempted for the purpose of the student's Maximum Time Frame (MTF) for completion and remain on a student's transcript. Students may repeat courses only once to meet academic requirements unless otherwise limited or prohibited by program-specific academic policies.

Financial aid may be received if all other eligibility requirements are met.

A student making a grade of "D" may advance if desired and so long as the student's CGPA remains above the minimum GPA required for the program Courses that are taken and then retaken are both counted towards attempted hours, and the highest grade will be used in calculating the student's CGPA.

### *Core Courses*

Students must complete all core courses in the sequence prescribed in the curriculum. When applicable, all prerequisite course(s) must be completed before beginning an advanced course. Courses considered prerequisite courses are delineated in the catalog and course syllabi.

Students must pass all core courses in a quarter/term in order to progress to the next quarter/term in the program. Students are required to pass all courses in the program in order to graduate from the program.

If a student fails one core course in a quarter/term:

- If the failed course is a Progression Course, they face dismissal from the program. Courses considered progression courses are delineated in the catalog and on the course syllabi.
- If the failed course is not a Progression Course, the course must be made up as per the *Make-Up Policy* published in the Catalog.

## Second Degree

Students who wish to earn an additional degree from City College must apply for admission to the College. Upon acceptance to the College, courses previously completed at City College that count toward the new degree program completion requirements will be applied following completion of a degree audit. Only courses previously completed with a final grade of "D" or higher will be applied. Students may request transfer of credit for coursework completed at other institutions following Transfer Courses policies.

Credits attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress. The College does not offer dual majors.





# Student Code of Conduct Policy and Academic Integrity

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## Code of Conduct

City College tries to instill in each student a love of learning, commitment to fair and honorable conduct, and respect for the safety and welfare of others. It also strives to protect its community of interests from the influence of those who do not embody these values in their conduct, and to protect the integrity of the College and its property for the benefit of all.

Because the College is an educational institution, the Code of Conduct has education as its foremost aim; it is not intended to be a solely punitive process nor a substitute for the law. The Code aims to sustain an environment conducive to learning, promote a climate of mutual respect, foster open dialogue that promotes learning and understanding, promote individual well-being and personal development, and encourage the application of ethical decision-making in the daily life of its students.

This Code applies to all students enrolled in the College, in their conduct both on campus and at clinical affiliates.

## Expectations of Conduct

City College expects that all students act honorably, demonstrating a keen sense of ethical conduct. The College expects that its students behave respectfully, providing particular consideration for other people and for property. The College expects that students act responsibly, being accountable for the safety and wellbeing of themselves and others.

Students are expected to be trustworthy, demonstrating honest character upon which others may rely with confidence.

The College reserves the right to suspend or dismiss a student for conduct that is determined to be detrimental to the best interest of the College, its students, its community of interests and its clinical affiliates, or which violate the College's campus security and safety policies. Instances of misconduct that are considered violations of this Code and could result in disciplinary action against a student include, but are not limited to the following:

## Honor and Ethics

- Attempting, assisting, knowingly permitting, or encouraging any conduct in violation of the College's expectations of students' conduct.
- Failure to comply with the direction of the College's Staff when they are acting in performance of their duties.
- Failure to comply with and/or knowingly violating the terms of any disciplinary action imposed or any mutual agreement reached in accordance with this Code.
- Disrupting the normal operations of the College
- Misuse of computer or network resources, including but not limited to, use of another individual's identification or password; using computer or network resources to send anonymous, obscene, or abusive messages; using computer or network resources in violation of copyright laws; use of computer or network resources to interfere with the normal operation of the Center's computer system; or any other violation of policies established by the College's Information Technology Department.
- Violating the College's rules, regulations, or policies.
- Violating any government laws or ordinances.

## Respect and Consideration

- Causing physical harm to any person, animal or living object.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, or other conduct that threatens or endangers the emotional or physical health or safety of any person.
- Behaving in a manner that a reasonable person would consider alarming, disorderly, or indecent.
- Violating the College's *Sexual Misconduct Policy*.
- Using social media or electronic devices in a manner that violates this Code, including but not limited to, cyber bullying.

## Responsibility and Accountability

- Violating the College's Alcohol and Drug Abuse Policy including but not limited to:
- Use or possession of alcoholic beverages. This includes being in the presence of alcoholic beverages and not consuming
- Intoxication
- Use or possession of any illegal drug or controlled substance (including prescribed medications) except as expressly permitted by law
- Manufacture or distribution of any illegal drug or controlled substance (including prescribed medications) except as expressly permitted by law
- Using, possessing, or storing any weapon on campus without prior written authorization from the Campus Director
- Using, possessing, or storing fireworks, explosives, or dangerous or flammable chemicals on the College's premises
- Intentionally misusing, damaging, or tampering with fire or other safety equipment, including covering or disabling a smoke detector
- Possession or use of items commonly associated or interpreted as drug paraphernalia (hookah, bongs, pipes, etc.)
- Participating in behavior considered to be inappropriate by a college staff member

## Trustworthiness and Honesty

- Intentional misrepresentation, including but not limited to:
  - Providing false or misleading information to a college staff member.
  - Filing a false or misleading report with college staff or law enforcement officials.
  - Manufacture, use, intended use, purchase or possession of false documents, identification, or access devices
  - Impersonating another individual through email, social media, electronic communication or other means
- Violating the Honor Code of the College
- Using or being in or on the College's premises not during business hours without express permission from a college staff member
- Misuse of property

- Destroying, damaging, or vandalizing property
- Inappropriately participating in the Code of Conduct and/or investigation processes, including but not limited to:
  - Providing false or misleading information during an investigation
  - Filing a conduct complaint as a means to retaliate, harass, coerce, or intimidate another person
  - Attempting to influence the impartiality of the parties involved in the investigation and/or incident prior to or during the course of the investigation; harassment or intimidation of the parties involved in the investigation and/or incident, during, or after a conduct meeting or hearing
  - Influencing another person to engage in any of the aforementioned acts

For the Code of Ethics applicable to each program, please refer to each program's section in Part 2 of the Catalog.

## Honor Code & Academic Integrity

The responsibility for maintaining standards of unimpeachable honesty in all academic and clinical work falls upon every student who is part of City College. The Honor Code is based on the fundamental expectations that every student at the College will conduct themselves according to the Honor Code and will not tolerate actions of others which would violate the Honor Code.

Dishonesty, in any form, will NOT be tolerated. Dishonesty will result in disciplinary action up to and including termination. Examples of violations of the Honor Code are but not limited to the following:

### Classroom Dishonesty

- Cheating on course or proficiency examination by the use of books, notes, or other aids when these are not permitted, or by copying from another student.
- Submission of similar papers or projects in more than one course without permission of the instructor(s).
- Collusion: Two or more students helping each other on an examination or assignment, unless specifically permitted by the instructor.
- Use of substitutes: Sitting in for another student at an examination or permitting someone else to sit in for oneself.
- Plagiarism: The submission of another's work as one's own original work without proper acknowledgment of the source.
- The concealment, destruction, or inappropriate modification of classroom or other instructional material, i.e., posted exams, library materials, laboratory supplies, audio/visual aids and computers or computer programs.

### Examination Dishonesty

- Altering an examination or a paper after it has been graded for the purpose of fraudulently requesting a revision of the grade.
- Use of unauthorized materials for an exam or project (e.g., use of calculators on an exam where they have been prohibited, beepers, cell phones, PDA's or other electronic devices).
- Circulation and/or use of unauthorized "old exams".
- Unauthorized possession of an exam, even if inadvertent or un-premeditated.

### Clinical Dishonesty

- Falsification of patient or institutional records.
- Concealing information or activities that affect the safety and well-being of patients.
- Inappropriate violation of patient confidentiality.
- Engaging in activities that are contrary to professional codes of ethics or standards or practice as defined by the program, clinical facility, or professional associations.
- Misrepresenting one's role as a student to an institution, patient, or to the public at large so as to mislead them in their expectations of the student's competencies and/or limitations.
- Failure to seek supervision for clinical activities or neglecting to obtain required clearance for such clinical activities.
- Falsifying or altering any clinical documentation.
- Signing in or out for other students.

## Professional Dress Code

Students are required to always wear program-issued uniforms and ID Badges while in the classroom or in the clinical setting. Uniforms must be clean and in good repair.

### Shoes

Open toe shoes including sandals, flip-flops, etc. may NOT be worn in the classroom or at the clinical setting. In the clinical setting, shoes must be black or white only.

### Baseball Caps/Hats

At no time should a student wear a baseball cap or hat in the classroom or clinical setting. Students may wear a baseball cap or hat during field internships only.

### Hair

Hair must be kept clean and neatly trimmed. Those with long hair must wear it tied up at all times. Hair dyed an unnatural color is not permitted.

### Facial Hair

Beards and mustaches are permitted if they are kept neatly trimmed. Those students without beards or mustaches must be clean shaven at all times

### Makeup and Jewelry

Makeup suitable for daytime wear is acceptable. Cologne, after shave and perfume is permitted if not overpowering. Necklaces, chains and bracelets must be worn under one's shirt or blouse. One earring per ear is permitted provided they do not hang below the lobe of the ear. No additional facial or body piercings are allowed.

## Nails

Nails should be always kept short in length. Only clear nail polish is permitted.

Students not appropriately attired will be sent home and will receive a negative evaluation for that rotation. Appropriate attire is essential to being a professional in today's work environment. Students are encouraged to dress in appropriate school attire. Some educational programs/departments have specific dress requirements which are detailed in lab/clinical guidelines handbook

## Anti-Hazing Policy

It is the policy of City College that there will be no initiations (hazing) connected with any College-sponsored club/organization. All clubs/ organizations formed by City College students must be approved by the Campus Director and are under the strict auspices of a staff or faculty member. Any deviation from this policy may result in immediate dismissal.

# Coaching and Counseling Policy

The primary purpose of coaching and counseling is to assure compliance with the rules and regulations of the College and its programs, which have been established as an aid in achieving the objectives of the programs. Proper administration of the coaching and counseling policy has the advantage of development of the student body, and personnel, so that the teamwork necessary to achieve the objectives is easily obtained.

City College's policies are designed in a manner that is corrective rather than punitive, in a uniform, consistent and non-discriminatory manner.

There are various forms of discipline, as part of the Coaching and Counseling Policy, each recognized by the College as equitable and proper. The administration of discipline by the College toward a student may embrace all of the forms in a progressive manner or may include only one of them, depending upon the severity of the offense. The proper implementation of this policy rests ultimately upon the exercise of judgment. No guide will substitute for this, although certain general rules may be recommended as an aid to arrive at equitable solution to disciplinary problems.

The forms of coaching, counseling and discipline which may be utilized include:

## Coaching

Instances of student misconduct which are not so serious as to warrant a counseling or dismissal may be corrected by verbally coaching the student. The coaching session will be recorded and maintained in the student's academic record. Signature by the student is not required for a coaching session.

## Counseling

Instances of student misconduct which are not so serious as to warrant dismissal may be corrected through counseling. The counseling should be formalized in writing on a record of counseling and maintained in the student's academic record. Signature or confirmation of receipt by the student may be required for a counseling. This counseling will also include a plan of action, required by the student and further recommendations, if any.

Examples include but are not limited to any of the following reasons:

| Warning               | Examples   |
|-----------------------|--|
| Academic              | Failure to maintain a passing average  |
| Attendance            | Excessive absence or lateness  |
| Clinical Performance  | Failure to demonstrate proficiency in required competencies  |
| Professional Behavior | Failure to behave in a professional manner; failure to report an accident or incident; sleeping at an inappropriate time; soliciting from patients, etc. |

## Probation

Upon recognition that a problem exists which are not so serious as to warrant dismissal but too serious for just a written counseling or a problem that has not been corrected through remedial actions or recommended remedial actions have not been completed by the required date, a student may be placed on probation. Students on probation will be given written notice of their status and a copy of the notice will become part of their academic record. The length of the probationary period will be stated on the notification. Probation status may occur as a result of but is not limited to any of the following reasons:

| Reason  | Length of Probation            | Further actions if reason has not been corrected by the end of the probationary term |
|---|--------------------------------|--|
| A failing average at the midpoint evaluation of a course  | Remainder of the quarter/term  | See <i>Progression Policy</i>  |
| A failing average of a non-progression course at the final evaluation of the quarter/term   | The next quarter/term          | See <i>Progression Policy</i>  |
| Lack of professional ethics and conduct<br>Lack of Cooperation<br>Inability to accept his/her role as a student<br>Inappropriate behavior towards patients, staff or classmates<br>Refusal to comply with professional appearance codes<br>Creating disruptions in the classroom or clinical area | Remainder of the academic year | See <i>Disciplinary Policy</i>   |
| Excessive absenteeism or lateness   | Remainder of the quarter/term  | See <i>Attendance Policy</i>   |
| Consistently poor clinical performance as demonstrated by evaluation results  | Remainder of the academic year | See <i>Disciplinary Policy</i>   |
| Failure to meet financial obligations   | Remainder of the quarter/term  | See <i>Disciplinary Policy</i>   |

Students placed on probation for two consecutive quarters/terms will remain on probation for the remainder of their enrollment at the College.

## Suspension

A student who violates their probationary status or depending on the seriousness of a specific incident or situation, a student may be suspended from the College.

If a student faces dismissal from their program as a result of an incident that requires an investigation, the student may be suspended pending the results of the investigation. Students who are suspended will be given verbal and/or written notice of their status and a copy of the written notice will become part of their academic record. The reason and length of the suspension period will be stated. Any absences accumulated while on suspension will not count toward their total absences allowed for the academic year, however, any material missed must be made up as per the Make-Up Policy published in the Institutional Catalog. Any clinical rotation hours missed must be made up.

Absences accrued by students placed on suspension for any reason other than a pending investigation (e.g. failing to meet financial obligations, failing to meet clinical clearance requirements, failing to follow published policies, etc.) will count toward the student's allowed absences.

Students may face emergency suspension for violating the College's Campus Security and Safety Policy.

## Dismissal

Dismissal from a program may result from, but not be limited to, any of the following reasons:

- If terms of probationary status have not been met
- Excessive lateness
- Excessive absences
- Poor clinical performance
- Inability to meet clinical requirements
- Any affective behavioral problem
- Falsification of any paperwork
- Any cheating on assessments (e.g., exams or quizzes, writing assignments, etc.)
- Failure to meet financial obligations
- Failure to maintain satisfactory academic progress
- Violation of any regulation or policy as detailed in the Catalog or in each program handbook.

The student will be informed of the reason for the dismissal. The student will receive a dismissal letter and a copy will be maintained in the student's record. The student may appeal the dismissal according to the procedure outlined in the *Appeals Policy* as published in the Catalog.

## Withdrawal Policy

A student who intends on terminating their studies at City College must officially notify the College. There are two types of withdrawal, Voluntary and Unofficial:

### Voluntary Withdrawal from City College

A student who wishes to withdraw is required to inform the institution in writing of his/ her intention to withdraw by completing a [Withdrawal Form](#). The last day of educational related activity (LDA) determines whether grades are recorded for the quarter. If the LDA is within the first half of the course, a grade of "W" is given. If the LDA occurs within the last half of the course (through week 6), the student will receive a final letter grade in each course. The grade of "W" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

### Unofficial Withdrawal from City College

An unofficial withdrawal is one where either

- the College has not received notice from the student that the student has ceased or will cease attending their program and the student has not attended classes for 7 consecutive days, or
- a student has notified the program of their intent to withdraw but does not complete the Withdrawal Form

An unofficial withdrawal will automatically result in the student being dismissed from their program. Students who unofficially withdraw from their program will receive a grade of "F" and it may affect the student's future eligibility for Financial Aid.

## Dispute/Complaint/Grievance/Appeals Policy

Students enrolled at City College have the right to submit a dispute, complaint/grievance and appeal any decisions according to the procedures described below. The person filing the dispute complaint/grievance or appeal must be the alleged victim of unfair treatment as it relates to their status as a student. A dispute, complaint/grievance or appeal cannot be filed on behalf of another person.

### Dispute of a Grade

Disputes of final course grades must be made within five (5) calendar days of the date when the grade becomes final (posting in the student portal). Students should first attempt to resolve the dispute with their Program Chair. If the student is not satisfied with the results, they may submit a detailed written statement to the Director of Academic Affairs.

The Director of Academic Affairs may direct a grade to be changed only when it is determined through the process that a final grade was influenced by any of the following:

- A personal bias or arbitrary rationale.
- Grading was not in compliance with stated course syllabi.
- The result of a clear and material mistake in calculating or recording grades or academic progress

### Complaints/Grievances

A student can submit a complaint or grievance regarding a decision that has been made that is NOT related to an academic or disciplinary decision. Any complaint or grievance submitted must include the following information:

- A statement as to how the decision or action is unfair and has adversely affected you including which institutional policies, program policies, state and/or federal laws have not been followed.

- The name of the person(s) against whom the grievance is filed (if applicable).
- A statement as to how said person is responsible for the action or decision (if applicable).
- Remedy sought

### *Complaint/Grievance Process*

Step 1: If a student has a complaint that is not related to an academic decision or disciplinary decision, they should present the complaint in writing and signed by the student to their Program Chair within five (5) business days of its occurrence. The Program Chair will review and investigate the complaint and report any findings and/or corrective actions to be made, back to the student within five (5) business days.

If a student does not feel comfortable submitting their complaint to their Program Chair, they can start at Step 2.

Step 2: If the student feels that the complaint has not been resolved in Step 1, or they don't feel comfortable submitting their complaint to their Program Chair, it can be submitted to the Campus Director as a representative for the Program Committee. The complaint must be in writing and signed by the student, within five (5) business days of the student receiving the response from their Program Chair or from when the incident occurred. A Program Committee meeting will be convened to which the student may or may not be asked to attend, within ten (10) business days from when the student submits the grievance to the Campus Director. A grievance presented to the Campus Director will be answered in writing within five (5) business days of the date of the Program Committee meeting.

## Appeals

If a student believes that a decision made does not follow any of the College's published policies, procedures, and processes, they may submit a written appeal to the Campus Director.

An appeal is an official request for a decision made by the College to be reviewed and revised or overturned because of a belief that it does not follow one or more of the College's published policies, procedures, and processes, or that a policy was inequitably applied.

Appeals, and any accompanying documentation, must be submitted to the Campus Director by the student using the College's Appeal Request Form which can be found in the Resources section of the College's website. The appeal must be received within five business days from when the student was provided the written decision and must clearly include the published policy that they believe was not followed or inequitably applied as well as the remedy being sought.

To be considered, appeals must include any published policy, procedure and/or process that the student believes was not followed or inequitably applied.

An appeal request will be reviewed and, if it meets the required criteria, the Campus Director will convene a Program Committee meeting within ten business days of receipt of the appeal request. It is at the discretion of the Campus Director whether the student will be invited to attend the meeting. If the student is invited to attend the meeting and fails to do so, a decision may be made in their absence. The student will receive written notification of the Program Committee's decision within five business days of the Program Committee meeting.

If a dismissed student does not submit an appeal within the required time frame, the decision will become final.

Once the decision is final, the student will be considered a dismissed student for all purposes (including, but not limited to, readmission, financial aid, etc.).

### *Appeals Process*

The following is the process to be followed for students who would like to appeal a disciplinary decision:

Step 1: The student should submit in writing and signed by the student, the appeal to the Campus Director as a representative of the Program Committee, within five (5) business days of the student receiving the decision from their Program Chair. A Program Committee meeting will be convened to which the student may or may not be asked to attend, within ten (10) business days from when the student submits the appeal to the Campus Director. An appeal presented to the Campus Director will be answered in writing within five (5) business days of the date of the Program Committee meeting.

Step 2: If the appeal is not resolved in Step 1, the final appeal shall be presented to the Chief Operating Officer, in writing and signed by the student, within five (5) business days of the student receiving the decision from the Campus Director. The Chief Operating Officer will have fifteen (15) business days to review the appeal and any related documents (i.e., student's files, attendance sheets, etc.). The Chief Operating Officer may consult or convene a committee to review the final appeal. A meeting with the student may be requested or required to obtain additional information as deemed necessary by the Chief Operating Officer or the committee. Any decisions made by the Chief Operating Officer, or the committee will be final.

No representation, including but not limited to, legal representation, will be allowed during any meeting held as part of the grievance/appeal process.

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, 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852; (301) 291-7550

# Programs of Study

## Program Delivery

City College offers blended programs.

Blended programs occur when students take some of their coursework via distance method and on-campus.

All externships, clinical, and internships are not offered by distance learning delivery mode.

Through these courses, the college can supplement the traditional campus-based curriculum with courses that meet the unique educational needs of the student by providing online learning opportunities and integrating distance learning techniques and technology. Courses offered in distance learning instructional delivery (online) are designated as such in the course descriptions.

Note: With the blended/hybrid delivery format, the fully distance education courses for all programs are facilitated through a consortium agreement and delivered by City College, Hollywood.

## General Education

City College believes that a sound foundation in the liberal arts (general education) is an essential complement to its many career-oriented programs. General education courses ensure that graduates are effective communicators, creative thinkers, as well as collaborative with an awareness of and appreciation for people, cultures, along with contemporary, national, and global issues. Specific General Education requirements are listed under each program. Students who complete BSC1093, BSC1094, or BSC1085, BSC1086 at the Associate of Science level as a program requirement, may use these as their Science component in the Bachelor Program.

Students pursuing an associate degree must include subject matter (courses) from the Humanities; Mathematics and the Sciences; and the Social Sciences. We recommend that students take at least one course from each of the following areas: English, Humanities, Sciences, Mathematics, Behavioral Sciences, and Social Sciences.

| English    |  | Quarter Credit Hours |
|------------|--|----------------------|
| ENC1100    | College English                              | 4                    |
| ENC1101    | Composition I                                | 4                    |
| ENC1102    | Composition II                               | 4                    |
| LIT2000    | Introduction to Literature                   | 4                    |
| Humanities |  |                      |
| HUM1020    | Humanities                                   | 4                    |
| IDS2350    | Critical Thinking                            | 4                    |
| PHI2014    | Introduction to Philosophy                   | 4                    |
| PHI4609    | Ethics                                       | 4                    |
| SPC1017    | Oral Communication                           | 4                    |
| HSC1531    | Medical Terminology                          | 4                    |
| Sciences   |  |                      |
| BSC1020    | Biology and The Human Experience             | 4                    |
| BSC1093    | Anatomy and Physiology of Structural Systems | 4                    |
| BSC1094    | Anatomy and Physiology of Organ System       | 4                    |
| BSC1085    | Anatomy and Physiology I                     | 4                    |
| BSC1085L   | Anatomy and Physiology I Lab                 | 1                    |
| BSC1086    | Anatomy and Physiology II                    | 4                    |
| BSC1086L   | Anatomy and Physiology II Lab                | 1                    |
| BSC1050    | Human Anatomy and Physiology                 | 4                    |
| CHM1020    | Introduction to Chemistry                    | 4                    |
| EVR1001    | Living in the Environment                    | 4                    |
| GEA1000    | Geography                                    | 4                    |
| GEA4191    | World Environments                           | 4                    |
| HUN1206    | Nutrition                                    | 4                    |

|                            |                               |   |
|----------------------------|-------------------------------|---|
| MCB2010                    | Microbiology                  | 4 |
| MCB2010L                   | Microbiology Lab              | 1 |
| PHY1020                    | Physics                       | 4 |
| <b>Mathematics</b>         |                               |   |
| IDS4914                    | Research Methods              | 4 |
| MAT1030                    | College Algebra               | 4 |
| MGF1106                    | Topics in College Mathematics | 4 |
| STA2014                    | Statistics                    | 4 |
| MTB1344                    | Algebra and Trigonometry      | 4 |
| MTB2324                    | Calculus I                    | 4 |
| <b>Behavioral Sciences</b> |                               |   |
| DEP2004                    | Human Growth and Development  | 4 |
| PSY1012                    | Principles of Psychology      | 4 |
| <b>Social Sciences</b>     |                               |   |
| ECO1000                    | Introduction to Economics     | 4 |
| MEA2235                    | Medical Law and Ethics        | 4 |
| IDS2306                    | Contemporary American Issues  | 4 |
| POS1041                    | American National Government  | 4 |
| SYD4700                    | Race and Ethnic Relations     | 4 |
| SYG2000                    | Sociology                     | 4 |
| SYG2430                    | Marriage and The Family       | 4 |



## Associate Degree Programs

### Associate of Science in Nursing

The Associate of Science degree in Nursing education provides the foundation for beginning professional nursing practice. Through a combination of general education and nursing education courses, the student is exposed to the nursing theory, scientific knowledge, skills and experience needed to provide safe, confident and competent nursing practice within a culturally sensitive environment. The Nursing graduate is prepared for beginning technical nursing practice in both acute care and community settings. The graduate interacts and establishes relationships honoring human diversity with individuals, families and groups across the lifespan and utilizes the nursing process to create, implement and evaluate a mutually holistic plan for maximum self-care. The curriculum is comprised of one hundred (100) quarter credits presented over eight (8) quarters.

Upon completion of all degree requirements, the graduate may qualify for the NCLEX exam required for Registered Nurse Certification. Completion of a nursing program does not guarantee the graduate's ability to take the NCLEX-RN. Licensure qualification decisions fall within the jurisdiction of the state Board of Nursing. Graduates may apply to take the NCLEX-RN by submitting application materials to the state board of nursing in the state in which they wish to become licensed.

Program schedule based on full-time enrollment is 80 weeks; 770 lecture, 180 lab and 420 clinical internship hours.

Program Delivery: Blended

### Program Outcomes

- Demonstrate proficiency in skills required to provide quality, safe and effective nursing care.
- Integrate critical thinking and evidence into clinical decision making when caring for clients in diverse health care settings.
- Formulate plans of care to address wellness, health promotion, illness prevention, and health restoration needs of individuals, families and groups.
- Integrate knowledge from nursing and other disciplines into the planning and delivery of holistic nursing care to diverse clients across the lifespan, up to and including the end of life.
- Demonstrate cultural competence within caring, client-focused relationships.
- Demonstrate competence in informatics and technology in the practice of evidence-based care.
- Use verbal, electronic, and written communication skills that facilitate collaboration within the multidisciplinary team to effectively meet client health needs.
- Manage the use of resources efficiently and effectively in providing continuity of care within and across healthcare settings.
- Incorporate legal and ethical decision-making principles in the performance of professional nursing roles.
- Accept personal accountability for own professional development and practice.

### Programmatic Entry Requirements

Students are required to meet the clinical clearance policy of the College.

### Curriculum Sequence

| Quarter        | Course Number | Course Name                        | Academic Code     | Total Credit Hours |
|----------------|---------------|------------------------------------|-------------------|--------------------|
| 1              | MAT1030       | College Algebra                    | General Education | 4                  |
|                | ENC1100       | College English                    | General Education | 4                  |
|                | BSC1085       | Anatomy & Physiology I             | Core              | 4                  |
|                | BSC1085L      | Anatomy & Physiology I Lab         | Core              | 1                  |
| Total Credits: |               |                                    |                   | 13                 |
| 2              | DEP2004       | Human Growth and Development       | General Education | 4                  |
|                | BSC1086       | Anatomy & Physiology II            | Core              | 4                  |
|                | BSC1086L      | Anatomy & Physiology II Lab        | Core              | 1                  |
|                | ENC1101       | Composition I                      | General Education | 4                  |
| Total Credits: |               |                                    |                   | 13                 |
| 3              | MCB2010       | Microbiology                       | Core              | 4                  |
|                | MCB2010L      | Microbiology Lab                   | Core              | 1                  |
|                | NUR1110       | Concepts of Nursing Practice       | Core              | 3                  |
|                | NUR2141       | Pharmacology and Nursing Practice  | Core              | 3                  |
| Total Credits: |               |                                    |                   | 11                 |
| 4              | NUR1020C      | Fundamentals of Nursing            | Core              | 7                  |
|                | HUM1020       | Humanities                         | General Education | 4                  |
|                | HUN1206       | Nutrition                          | Core              | 4                  |
| Total Credits: |               |                                    |                   | 15                 |
| 5              | NUR2210C      | Beginning Medical/Surgical Nursing | Core              | 8                  |
|                | SYG2000       | Sociology                          | General Education | 4                  |

|                                 |          |   |      |            |
|---------------------------------|----------|---|------|------------|
| Total Credits:                  |          |   |      | 12         |
| 6                               | NUR2243C | Medical Surgical Nursing                  | Core | 8          |
|                                 | NUR1520C | Mental Health Nursing                     | Core | 5          |
| Total Credits:                  |          |   |      | 13         |
| 7                               | NUR1421C | Maternal Child Health Nursing             | Core | 6          |
|                                 | NUR1310C | Child Care Nursing                        | Core | 6          |
| Total Credits:                  |          |   |      | 12         |
| 8                               | NUR2291C | Critical Care Nursing                     | Core | 4          |
|                                 | NUR2811  | Professional Nursing Roles and Leadership | Core | 7          |
| Total Credits:                  |          |   |      | 11         |
|                                 |          |   |      |            |
| <b>Total General Education:</b> |          |   |      | <b>24</b>  |
| <b>Total Core Credits:</b>      |          |   |      | <b>76</b>  |
| <b>Total Credits:</b>           |          |   |      | <b>100</b> |

## Summative Exam Policy

### *End-Point Summative Exam*

Students are required to achieve a score predictive of passing the NCLEX- RN on a standardized examination during their last term of enrollment as a Pass/Fail final exam in NUR2811C. Students take the Kaplan Diagnostic Examination to determine areas of strengths and weakness in order to develop a personal readiness plan as preparation for this comprehensive examination and the NCLEX-RN. Students are provided two (2) opportunities during NUR2811C to take the comprehensive exit examination. The examinations used for each attempt are comparable but not identical. The passing score for each exam is determined using data independently collected by the testing company.

Required remediation activities must be completed before being permitted to take the second examination. This test must be completed within City College's incomplete policy. Students who do not achieve the required score on either examination will receive a failing grade in NUR2811C and will need to register to repeat the course in accordance with the City College Satisfactory Academic Progress (SAP) policy. Students will have a final two (2) attempts to repeat the comprehensive exit examination during this course.

## Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.

## Associate of Science in Diagnostic Medical Sonography

The Associate of Science Diagnostic Medical Sonography is a comprehensive entry-level program designed to prepare competent entry-level general and adult cardiac sonographers and vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to include practical lectures integrated with hands-on laboratory in the ultrasound training center. The students will learn the operation of various equipment and have the opportunity to practice scanning on fellow students to develop skills while also participating in clinical training. The curriculum consists of a total of ninety-nine (99) credit hours presented over seven (7) quarters.

Program schedule based on full-time enrollment: 74 weeks; 820 lecture, 200 lab and 700 clinical internship hours.

Program Delivery: Blended

### Program Outcomes

Upon completion of the program, graduates will be able to:

- Obtain relevant patient history by oral interview and/or chart review for clinical data such as lab tests or previous imaging scans to enable optimum diagnostic sonograms.
- Operate ultrasound equipment safely and accurately to obtain sonographic images of diagnostic quality.
- Maintain strict hygienic practices in the lab, including hand washing, wearing gloves, cleaning the transducers, etc.
- Perform appropriate exam protocols to record normal anatomy or pathology in the body.
- Perform appropriate exam protocols when executing Doppler scans for evaluation of physiologic data.
- Perform appropriate exam protocols for each area of specialization: obstetrics and gynecology; abdomen and superficial structures; vascular; and adult echocardiography.
- Record data for interpretation and analysis for the supervising physician
- Analyze sonograms using critical thinking skills to compose a preliminary report.
- Demonstrate excellent therapeutic communication skills with patients and with others in the health care setting.
- Respect the privacy of the patients by adhering to HIPAA regulations at all times.
- Conduct oneself in an ethical and legal manner in accordance with the Code of Professional Conduct of the Society of Diagnostic Medical Sonographers.

### Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Diagnostic Medical Sonography program must have the following admissions criteria:

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:
  - a. SLE a minimum score of 17 or
  - b. WBST a minimum score of 267 in verbal and quantitative skills
2. Students enrolling in this program must meet the clinical clearance policy of the college.
3. Student must hold personal health insurance.
4. Student must have a VECHS background check.
5. Student must complete an Acknowledgement of Florida Statute Section 456.0635

### Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Lift more than 50 pounds routinely.
- Push and pull routinely.
- Bend and stoop routinely.
- Have full use of hands, wrists and shoulders.
- Distinguish audible sounds.
- Adequately view sonograms, including color distinctions.
- Work standing on their feet 80% of the time.
- Interact compassionately and effectively with the sick or injured.
- Assist patients on and off examining tables.
- Communicate effectively with patients and other health care professionals.
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence.

### Curriculum Sequence

| Quarter | Course Number | Course Name                | Academic Code     | Total Credit Hours |
|---------|---------------|----------------------------|-------------------|--------------------|
| 1       | BSC1050       | Human Anatomy & Physiology | General Education | 6                  |
|         | MAT1030       | College Algebra            | General Education | 4                  |
|         | PHY1020       | Physics                    | General Education | 4                  |
|         | HSC1531       | Medical Terminology        | General Education | 4                  |

|   |             |   |                   |           |
|---|-------------|---|-------------------|-----------|
| <b>Total Credits:</b>                   |             |   |                   | <b>18</b> |
| <b>2</b>                                |             | Core Elective A I   | Core Elective     | 3         |
|   |             | Core Elective A I Lab                                     | Core Elective     | 1 or 2    |
|   |             | Core Elective B I   | Core Elective     | 3         |
|   |             | Core Elective B I Lab                                     | Core Elective     | 1 or 2    |
|   | DS1230      | Sonographic Physics & Instrumentation I                   | Core              | 6         |
| Total Credits:                          |             |   |                   | 14 to 16  |
| <b>3</b>                                |             | Core Elective A II  | Core Elective     | 3 or 4    |
|   |             | Core Elective A II Lab                                    | Core Elective     | 1         |
|   | DS1330      | Sonographic Physics & Instrumentation II                  | Core              | 6         |
|   | DS1390      | Clinical Education I                                      | Core              | 3         |
| Total Credits:                          |             |   |                   | 13 to 14  |
| <b>4</b>                                |             | Core Elective B II  | Core Elective     | 3 or 4    |
|   |             | Core Elective B II Lab                                    | Core Elective     | 1         |
|   | DS1491      | Clinical Education II                                     | Core              | 3         |
|   | ENC1101     | Composition I   | General Education | 4         |
| Total Credits:                          |             |   |                   | 11 to 12  |
| <b>5</b>                                |             | Core Elective: Superficial Structures or Echo III         | Core Elective     | 3         |
|   |             | Core Elective: Superficial Structures Lab or Echo III Lab | Core Elective     | 1         |
|   | DS1550      | Quality Management and Operational Issues                 | Core              | 1         |
|   | DS1591      | Clinical Education III                                    | Core              | 3         |
|   | GE Elective | Social Science Elective                                   | General Education | 4         |
| <b>Total Credits:</b>                   |             |   |                   | <b>12</b> |
| <b>6</b>                                |             | Core Elective C I   | Core Elective     | 3         |
|   |             | Core Elective C I Lab                                     | Core Elective     | 1 or 2    |
|   |             | Core Elective D I   | Core Elective     | 3         |
|   |             | Core Elective D I Lab                                     | Core Elective     | 1 or 2    |
|   | DS1250      | Patient Care  | Core              | 1         |
|   | DS1690      | Clinical Education IV                                     | Core              | 3         |
| Total Credits:                          |             |   |                   | 12 to 14  |
| <b>7</b>                                | DS1750      | Case Studies Critiques                                    | Core              | 2         |
|   |             | Core Elective C II  | Core Elective     | 3 or 4    |
|   |             | Core Elective C II Lab                                    | Core Elective     | 1         |
|   |             | Core Elective D II  | Core Elective     | 3 or 4    |
|   | DS1790      | Clinical Education V                                      | Core              | 3         |
|   |             | Core Elective D II Lab                                    | Core Elective     | 1         |
|   | MEA2235     | Medical Law and Ethics                                    | General Education | 4         |
| Total Credits:                          |             |   |                   | 17-19     |
|   | DS1800      | Registry Review   | Core              | 0         |
| <b>Total General Education Credits:</b> |             |   |                   | <b>30</b> |
| <b>Total Core Credits:</b>              |             |   |                   | <b>69</b> |
| <b>Total Credits:</b>                   |             |   |                   | <b>99</b> |

Students will choose the sonography sub-disciplines (General, OBGYN, Echocardiography and Vascular) by a ranking system as ABCD; then the courses will be taken in the order as defined below for each sub-discipline.

| <b>General</b>          |   |   |
|-------------------------|---|---|
| DS1210                  | Abdominal Sonography I                    | 3 |
| DS1211L                 | Abdominal Sonography I Lab                | 2 |
| DS1310                  | Abdominal Sonography II                   | 3 |
| DS1310L                 | Abdominal Sonography II Lab               | 1 |
| DS1540                  | Sonography of Superficial Structures      | 3 |
| DS1540L                 | Sonography of Superficial Structures Lab  | 1 |
| <b>OBGYN</b>            |   |   |
| DS1220                  | Obstetric & Gynecologic Sonography I      | 3 |
| DS1220L                 | Obstetric & Gynecologic Sonography I Lab  | 1 |
| DS1420                  | Obstetric & Gynecologic Sonography II     | 4 |
| DS1420L                 | Obstetric & Gynecologic Sonography II Lab | 1 |
| <b>Echocardiography</b> |   |   |
| DS1670                  | Echocardiography I                        | 3 |
| DS1670L                 | Echocardiography I Lab                    | 1 |
| DS1770                  | Echocardiography II                       | 3 |
| DS1770L                 | Echocardiography II Lab                   | 1 |
| DS1870                  | Echocardiography III                      | 3 |
| DS1870L                 | Echocardiography III Lab                  | 1 |
| <b>Vascular</b>         |   |   |
| DS1680                  | Vascular Ultrasound I                     | 3 |
| DS1680L                 | Vascular Ultrasound I Lab                 | 1 |
| DS1780                  | Vascular Ultrasound II                    | 3 |
| DS1780L                 | Vascular Ultrasound II Lab                | 1 |

City College reserves the right to change the curriculum sequence

## Code of Ethics for the Profession of Diagnostic Medical Sonography

### Principle I:

In order to promote patient well-being, the diagnostic medical sonographer shall:

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

### Principle II:

To promote the highest level of competent practice, diagnostic medical sonographers shall:

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the [National Commission for Certifying Agencies \(NCCA\)](#) or the [International Organization for Standardization \(ISO\)](#).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.

- D. Acknowledge personal and legal limits, practice within the defined [scope of practice](#), and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

#### Principle III:

To promote professional integrity and public trust, the diagnostic medical sonographer shall:

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution.

## Summative Examination Policy

### *Mid-point Summative Evaluation*

By the end of the fourth quarter of the program, students are required to take, and successfully pass, the Sonography Principles & Instrumentation (SPI) component of the ARDMS examination in order to progress to the fifth quarter of the program. (Students are eligible to sit for the SPI examination upon receiving a minimum grade of 70% on the Sonographic Physics and Instrumentation I course.) Students who fail to do so are subject to dismissal from the program.

### *End-point Summative Evaluation*

At the end of the Registry Review course, students are required to take, and successfully pass, a final summative examination to graduate from the program. To pass the examination, students must receive a minimum grade of 75%.

Up to 60 days prior to graduation, students who receive a minimum grade of 85% in both the:

- Abdominal Sonography I and Abdominal Sonography II courses, will be eligible to apply for the ARDMS Abdomen examination.
- Obstetric and Gynecologic Sonography I and Obstetric and Gynecologic Sonography II courses, will be eligible to apply for the ARDMS OB/GYN examination.
- Echocardiography I and Echocardiography II courses, will be eligible to apply for the ARDMS Adult Echocardiography examination.
- Vascular Ultrasound I and Vascular Ultrasound II courses, will be eligible to apply for the ARDMS Vascular Technology examination.

Students who successfully pass an ARDMS examination will be considered as having successfully passed the program's final summative examination.

## Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.

# Associate of Science in Radiologic Technology

The Associate of Science Radiologic Technology program is a comprehensive entry-level program designed to prepare competent entry-level radiologic technologists to perform diagnostic imaging examinations on patients in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to integrate practical lectures, with hands-on practice in the college's radiological laboratory alongside clinical training. The curriculum consists of a total of 98 credit hours presented over seven (7) quarters.

Program schedule based on full-time enrollment: 74 weeks; 745 lecture, 140 lab and 945 clinical internship hours.

Program Delivery: Blended

## Program Outcomes

Upon completion of the program, graduates will:

- Be clinically competent
- Communicate effectively
- Use critical thinking and problem-solving skills
- Grow and develop professionally

## Program Objectives

Upon graduation, students will receive a certificate of completion and are prepared to meet the requirements to sit for the written examination of the American Registry of Radiologic Technologists (ARRT) and to function as entry level Radiologic Technologists. Specifically, the program's objectives are to have our graduates perform effectively by:

- Applying knowledge of radiation protection for patients, self, and others
- Applying knowledge of anatomy, positioning and radiographic technique to accurately demonstrate anatomical structures on a radiograph
- Determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to patients
- Examining radiographs for the purpose of evaluating technique, positioning and other pertinent technical qualities
- Exercising discretion and judgment in the performance of medical imaging procedures
- Providing patient care essential to radiographic procedures
- Recognizing emergency patient conditions and initiating life-saving treatment within their scope of practice

## Student Learning Outcomes

- Students will apply positioning skills
- Students will demonstrate appropriate use of equipment
- Students will practice radiation protection
- Students will employ proper techniques
- Students will use effective oral communication skills with healthcare professionals and patients
- Students will demonstrate effective presentation skills and written communication skills
- Students will adjust all necessary elements to perform non-routine exams
- Students will appropriately evaluate images
- Students will demonstrate professional behavior
- Students will understand ethical decision making
- Students will understand the importance of obtaining membership in professional organizations and obtaining certifications for advanced modalities
- Students will complete the program
- Students will pass the ARRT National Certification on the first attempt
- Graduates will be satisfied with their education and training
- Graduates will be gainfully employed within 6 months
- Employers will be satisfied with graduates' training

## Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Radiographic Technology program have the following admissions criteria:

- Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:
  - SLE a minimum score of 17 or
  - WBST a minimum score of 267 in verbal and quantitative skills
- Students enrolling in this program must meet the clinical clearance policy of the college.
- Student must hold personal health insurance.
- Student must have a VECHS background check.
- Student must complete an Acknowledgement of Florida Statute Section 456.0635

## Criminal Conviction Policy

A student who has been involved in a criminal proceeding or who has been charged with or convicted of a crime should be aware that a conviction may not be an automatic bar to certification. Students who have been convicted of a misdemeanor or felony should file a request for pre-application review with the ARRT in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. You can find the application at [www.arrt.com](http://www.arrt.com).

Students with a conviction should be aware that even though they may graduate from the program, they may not be able to sit for the ARRT Certification Examination, which is required for licensure, and without such certification they will not be allowed to work as a radiologic technologist.

## Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Push a portable x-ray machine through the hospital, accessing elevators and narrow areas in patient rooms.
- Assist a patient of 150 pounds on and off an x-ray table.
- Carry heavy x-ray cassettes (25 lbs.) and accessories as required.
- Visually examine and select x-ray techniques on the x-ray console.
- Orally communicate clearly to the patient being x-rayed and visually observe the patient's clinical status at all times.
- Clearly hear a patient calling for assistance from a minimum of 10 feet away.
- Stretch from a standing position to align an x-ray tube over the patient and x-ray table. (Approximately 6' from the floor to the x-ray tube).

## Curriculum Sequence

| Quarter               | Course Number | Course Name   | Academic Code     | Total Credit Hours |
|-----------------------|---------------|---|-------------------|--------------------|
| 1                     | BSC1093       | Anatomy & Physiology of Structural Systems              | General Education | 4                  |
|                       | HSC1531       | Medical Terminology                                     | General Education | 4                  |
|                       | MAT1030       | College Algebra   | General Education | 4                  |
|                       | RT1100        | Fundamentals of Radiologic Sciences                     | Core              | 1                  |
|                       | RT1150        | Radiographic Procedures I                               | Core              | 2                  |
|                       | RT1150L       | Radiographic Procedures 1 Lab                           | Core              | 1                  |
|                       | RT1160        | Image Analysis 1  | Core              | 1                  |
|                       | RT1130        | Introduction to Principles of Radiographic Exposures I  | Core              | 2                  |
| <b>Total Credits:</b> |               |   |                   | <b>19</b>          |
| 2                     | BSC1094       | Anatomy & Physiology of Organ Systems                   | General Education | 4                  |
|                       | RT1230        | Introduction to Principles of Radiographic Exposures II | Core              | 2                  |
|                       | RT1140        | Patient Care I  | Core              | 2                  |
|                       | RT1250        | Radiographic Procedures II                              | Core              | 2                  |
|                       | RT1250L       | Radiographic Procedures II Lab                          | Core              | 1                  |
|                       | RT1260        | Image Analysis II                                       | Core              | 1                  |
|                       | RT1290        | Clinical Education 1                                    | Core              | 3                  |
| <b>Total Credits:</b> |               |   |                   | <b>15</b>          |
| 3                     | RT1330        | Principles of Radiographic Exposure I                   | Core              | 4                  |
|                       | RT1350        | Radiographic Procedures III                             | Core              | 2                  |
|                       | RT1350L       | Radiographic Procedures III Lab                         | Core              | 1                  |
|                       | RT1360        | Image Analysis III                                      | Core              | 1                  |
|                       | RT1390        | Clinical Education II                                   | Core              | 3                  |
| <b>Total Credits:</b> |               |   |                   | <b>11</b>          |
| 4                     | RT1450        | Radiographic Procedures IV                              | Core              | 2                  |
|                       | RT1450L       | Radiographic Procedures IV Lab                          | Core              | 1                  |
|                       | RT1460        | Image Analysis IV                                       | Core              | 1                  |
|                       | RT1490        | Clinical Education III                                  | Core              | 3                  |
|                       | MEA2235       | Medical Law and Ethics                                  | General Education | 4                  |
|                       | RT1720        | Radiation Biology and Advanced Protection               | Core              | 3                  |
| <b>Total Credits:</b> |               |   |                   | <b>14</b>          |
| 5                     | RT1510        | Special Procedures                                      | Core              | 2                  |
|                       | RT1520        | Radiographic Pathology                                  | Core              | 2                  |
|                       | RT1550        | Radiographic Procedures V                               | Core              | 2                  |
|                       | RT1550L       | Radiographic Procedures V Lab                           | Core              | 1                  |
|                       | RT1560        | Image Analysis V  | Core              | 1                  |
|                       | RT1590        | Clinical Education IV                                   | Core              | 4                  |
| <b>Total Credits:</b> |               |   |                   | <b>12</b>          |
| 6                     | RT1610        | Advanced Imaging Modalities                             | Core              | 1                  |
|                       | RT1630        | Principles of Radiographic Exposure II                  | Core              | 4                  |
|                       | RT1650        | Radiographic Procedures VI                              | Core              | 2                  |
|                       | RT1650L       | Radiographic Procedures VI Lab                          | Core              | 1                  |



|                                 |         |                                 |                   |           |
|---------------------------------|---------|---------------------------------|-------------------|-----------|
|                                 | RT1660  | Image Analysis VI               | Core              | 1         |
|                                 | RT1690  | Clinical Education V            | Core              | 4         |
| <b>Total Credits:</b>           |         |                                 |                   | <b>13</b> |
| <b>7</b>                        | RT1750  | Radiographic Procedures VII     | Core              | 2         |
|                                 | RT1750L | Radiographic Procedures VII Lab | Core              | 1         |
|                                 | RT1760  | Image Analysis VII              | Core              | 1         |
|                                 | ENC1101 | English Composition 1           | General Education | 4         |
|                                 | RT1710  | Mammography                     | Core Elective     | 2         |
|                                 | RT1711  | Computed Tomography             | Core Elective     | 2         |
|                                 | RT1790  | Clinical Education VI           | Core              | 4         |
| <b>Total Credits:</b>           |         |                                 |                   | <b>14</b> |
|                                 | RT1800  | Registry Review                 | Core              | 0         |
| <b>Total General Education:</b> |         |                                 |                   | <b>24</b> |
| <b>Total Core Credits:</b>      |         |                                 |                   | <b>74</b> |
| <b>Total Credits:</b>           |         |                                 |                   | <b>98</b> |

City College reserves the right to change the curriculum sequence

## The ARRT Code of Ethics

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

## Summative Examination Policy

### *Mid-point Summative Evaluation*

At the end of the fourth quarter of the program, students are required to take, and successfully pass, a mid-curricular examination in order to progress to the fifth quarter of the program. To successfully pass the examination, students must receive a minimum passing grade of 75%.

If the student fails the Mid-point Summative Exam, the student may re-take the Mid-point Summative Exam. If the student fails the Mid-point Summative Exam for a second time, the student may submit a request for a review of the exam. The program chair/administration will review questions missed, to identify a pattern of any gaps in course knowledge contained within a specific quarter. If a pattern is identified as deriving from knowledge taught in Quarter 3 or 4, the student may be given the option of repeating the previous quarter(s). If placed in Quarter 3 or 4, the student will have one attempt to pass the mid-curricular exam at the end of Quarter 4 as the third and final attempt. Students may not repeat Quarters 1 or 2.

### *End-point Summative Evaluation*

At the end of the Registry Review course, students are required to take, and successfully pass, the Health Education Systems Incorporated (HESI) Radiography Exit Exam in order to graduate from the program and be eligible to sit for the ARRT credentialing examination. To successfully pass the examination, students must receive a minimum passing score of 800 or above. Students who fail the examination may retake it up to two times. Students who do not successfully pass the examination by the third attempt will not be eligible to graduate from the program or sit for the ARRT credentialing examination. Additional attempts, beyond the first attempt, will be an additional out-of-pocket fee at the student's expense.

## Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.

## Associate of Science in Surgical Technology

The Surgical Technology Program at City College is a comprehensive entry level program designed to prepare the student for a rewarding career that is academically challenging and professionally rewarding. Students will take a variety of lecture, lab and clinical courses with a focus on the Patient Simulation Center that will provide “real life” scenarios of a demanding clinical environment. The integration of lecture, simulation and clinical will help the student transition from the academic/clinical environment to the profession upon graduation. Students will be required to complete 720 hours of clinical training in the hospital setting. The curriculum is comprised of ninety (90) credits over six (6) quarters.

Program schedule based on full-time enrollment: 60 weeks; 568 lecture, 200 lab and 720 extern contact hours.

Program Delivery: Blended

### Program Outcomes

To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### Program Goals

Cognitive Domain:

The student will:

- Comprehend the fundamental concepts of Human Anatomy and Physiology, Pathophysiology, Microbiology, and infectious process and recognize their relationship to safe patient care
- Understand the principles of safe patient care in the preoperative, intra-operative and postoperative settings
- Recognize the interdependent role of the surgical technologist with the other team members and ancillary service providers

Psychomotor Domain:

The student will:

- Develop and apply fundamental surgical assisting skills through practice and evaluation in the clinical setting
- Accurately apply the principles of asepsis across the spectrum of common surgical experiences
- Employ the Standard Precautions and other recognized safe practice guidelines in every surgical setting

Affective Domain:

The student will:

- Recognize the variety of patients’ needs and impact of their personal, physical, emotional, and cultural experiences on rendering patient care
- Demonstrate professional responsibility in performance, attitude, and personal conduct
- Practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care

### Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Surgical Technology program have the following admissions criteria:

- Students wishing to enroll in this program must take the SLE placement test and achieve a minimum score of 17
- Students enrolling in this program must meet the clinical clearance policy of the College
- Student must hold personal health insurance
- Student must have a VECHS background check
- Student must complete an Acknowledgement of Florida Statute Section 456.0635

**Note:** City College will accept applicants into the Associate of Science in Surgical Technology program who hold a current CST Certification. Specific details can be found under the Transfer Credit Policy as published in this catalog.

### Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Maintain vision, hearing, and the appropriate ability to articulate the words necessary to observe and communicate effectively in surgery
- Maintain the physical functions needed to respond appropriately to a patient’s needs including standing for long periods of time, holding retractors for long periods of time, twisting and bending at the waist, carrying and lifting heavy trays of instruments, pushing surgical carts and equipment, lifting heavy items, transferring patients to and from surgery, using fine motor skills and manual dexterity needed to operate surgical supplies, instruments, and equipment
- Exhibit meticulous attention to aseptic and sterile technique
- Demonstrate a technological intelligence to prepare surgical instruments, equipment, and supplies
- Present the anticipatory ability necessary to understand the surgeon’s timely needs
- Demonstrate and apply the intellectual and emotional functions needed to exercise independent judgment and discretion in the performance of assigned responsibilities

### Programmatic Requirements

Students are required to become members of the Association of Surgical Technologists (AST)

As per programmatic accreditation students are required to participate in the Certified Surgical Technologists (CST) exam prior to graduation.

## Curriculum Sequence

| Quarter                         | Course Number | Course Name                                  | Academic Code     | Total Credit Hours |
|---------------------------------|---------------|--|-------------------|--------------------|
| 1                               | STS1302       | Introduction to Surgical Technology          | Core              | 4                  |
|                                 | BSC1085       | Anatomy and Physiology I                     | General Education | 4                  |
|                                 | BSC1085L      | Anatomy and Physiology I Lab                 | General Education | 1                  |
|                                 | HSC1531       | Medical Terminology                          | General Education | 4                  |
| <b>Total Credits:</b>           |               |  |                   | <b>13</b>          |
| 2                               | STS1340C      | Surgical Pharmacology and Aseptic Technique  | Core              | 4                  |
|                                 | BSC1086       | Anatomy and Physiology II                    | General Education | 4                  |
|                                 | BSC1086L      | Anatomy and Physiology II Lab                | General Education | 1                  |
|                                 | STS2325C      | Surgical Procedures I                        | Core              | 4                  |
|                                 | STS1308C      | Operating Room Technique I - Instrumentation | Core              | 4                  |
| <b>Total Credits:</b>           |               |  |                   | <b>17</b>          |
| 3                               | STS1304C      | Operating Room Technique II                  | Core              | 4                  |
|                                 | STS2327       | Surgical Procedures II                       | Core              | 5                  |
|                                 | MCB2010       | Microbiology                                 | General Education | 4                  |
|                                 | MCB2010L      | Microbiology Lab                             | General Education | 1                  |
| <b>Total Credits:</b>           |               |  |                   | <b>14</b>          |
| 4                               | STS2270       | Clinical Aspects I                           | Core              | 8                  |
|                                 | MEA2235       | Medical Law and Ethics                       | General Education | 4                  |
|                                 | MAT1030       | College Algebra                              | General Education | 4                  |
| <b>Total Credits:</b>           |               |  |                   | <b>16</b>          |
| 5                               | STS2271       | Clinical Aspects II                          | Core              | 8                  |
|                                 | ENC1101       | English Composition                          | General Education | 4                  |
| <b>Total Credits:</b>           |               |  |                   | <b>12</b>          |
| 6                               | STS2272       | Clinical Aspects III                         | Core              | 8                  |
|                                 | STS2937       | Exam Prep                                    | Core              | 10                 |
| <b>Total Credits:</b>           |               |  |                   | <b>18</b>          |
| <b>Total General Education:</b> |               |  |                   | <b>31</b>          |
| <b>Total Core Credits:</b>      |               |  |                   | <b>59</b>          |
| <b>Total Credits:</b>           |               |  |                   | <b>90</b>          |

## Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.

## Diploma Programs

### Emergency Medical Technician

The Emergency Medical Technician (EMT) program follows the latest edition of National Emergency Medical Services Education Standards and prepares the graduate with the knowledge, skills, and professionalism necessary to obtain certification as an Emergency Medical Technician to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Students are eligible to sit for or National Registry certification testing upon successful completion of the EMT program including successful performance on comprehensive written and practical exams inclusive of all training, skills, and completion of the general education component.

The objective of the program is to prepare competent entry-level Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

This program is comprised nineteen (19) credit hours presented twelve (12) weeks.

Program schedule based on full-time enrollment: 12 weeks; 118 lecture, 100 lab and 96 clinical internship hours.

Program Delivery: Blended

### Program Outcome

- Demonstrate comprehension of the roles and responsibilities of an entry-level EMT.
- Demonstrate the ability to think appropriately and professionally including responding with appropriate speed in any given emergency situation.
- Understand and apply appropriate psychomotor skills in EMS settings.
- Demonstrate application of professional standards to the affective learning domains, integrity, empathy, self-motivation, appearance, personal hygiene, self-confidence, communications, time management, teamwork, diplomacy, respect, patient advocacy, careful delivery of service, and cultural competence.
- Be certified in Basic Life Support for healthcare providers
- Demonstrate that they are competent team leaders directing patient care.
- Demonstrate competence in using body substance isolation equipment.
- Demonstrate knowledge of appropriate scene safety for all care providers, the patient, and bystanders.
- Demonstrate knowledge of the body, how it works, and how medication affects it.

### Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Emergency Medical Technician program must have the following before attending classes:

- Students enrolling in this program must meet the clinical clearance policy of the college.
- Student must hold personal health insurance.
- Student must have a VECHS background check.
- Student must complete an Acknowledgement of Florida Statute Section 456.063
- Enrollment into the EMT-Basic Program is contingent on a student successfully passing an assessment, which will be conducted by the Program Chair prior to the fifteenth session of the program. The assessment can be found below. A student who does not successfully pass this assessment will have their enrollment rescinded and may not progress to the fifteenth session of the program.

| Area                                     | Method/Benchmark                            |
|--|---|
| <b>Administrative</b>                    |   |
| Medical clearance                        | Administration – timeliness and cooperation |
| Background check                         | Administration – timeliness and cooperation |
| <b>Lecture</b>                           |   |
| Quiz/Exam                                | Gradebook (grade of $\geq 70\%$ )           |
| Class participation                      | Gradebook (grade of $\geq 70\%$ )           |
| Attendance                               | Attendance record (3 or fewer absences)     |
| Homework assignments                     | Gradebook (grade of $\geq 70\%$ )           |
| Behavior and professionalism (affective) | Instructor observation/Counseling records   |
| <b>Lab</b>                               |   |
| Class participation                      | Gradebook (grade of $\geq 70\%$ )           |
| Attendance                               | Attendance record (2 or fewer absences)     |
| Behavior and professionalism (affective) | Instructor observation/Counseling records   |
| Psychomotor                              | Instructor observation/Counseling records   |
| Homework assignments                     | Gradebook (grade of $\geq 70\%$ )           |

### Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Communicate effectively via telephone and radio equipment
- Lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Interpret oral, written and diagnostic form instructions

- Use good judgment and remain calm in high stress situations
- Be unaffected by loud noises and flashing light
- Function efficiently without interruption throughout an entire work shift
- Calculate weight and volume ratios
- Read English language manuals and road maps
- Accurately discern street signs and addresses
- Interview patients, patient family members and bystanders
- Document, in writing, all relevant information in prescribed format, in light of legal ramifications of such
- Converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Perform all tasks related to the highest quality patient care
- Bend, stoop and crawl on uneven terrain
- Withstand varied environmental conditions such as extreme heat, cold and moisture
- Work in low light situations and confined spaces
- Work with other providers to make appropriate patient care decisions

## Eligibility to Apply for the Paramedic Program

Graduates of City College's EMT Program who successfully meet the following conditions are automatically eligible for admission into the College's Paramedic Program:

- Receive at minimum grade of 80% on the National Registry Exam
- Have never been placed on probation
- Receive a favorable recommendation from a committee consisting of the College's Administration, Admissions Department, and program staff

If a student does not meet the above conditions, they may apply to the Paramedic Program and will be evaluated as a new applicant.

## Curriculum Sequence

| Quarter               | Course Number | Course Name                                     | Academic Code | Total Credit Hours |
|-----------------------|---------------|---|---------------|--------------------|
| 1                     | EMS1119       | Emergency Medical Technician                    | Core          | 11                 |
|                       | EMS1119L      | Emergency Medical Technician Lab                | Core          | 5                  |
|                       | EMS1120       | Emergency Medical Technician Clinical Education | Core          | 3                  |
| <b>Total Credits:</b> |               |   |               | <b>19</b>          |

## Code of Ethics for EMS Practitioners

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- as a citizen, to understand and uphold the law and perform the duties of citizenship; as a professional, to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

## Summative Examination Policy

### *Mid-point Summative Evaluation*

Students must successfully pass the Midterm with a minimum score of 70%. Students who do not successfully pass the midterm with a minimum score of 70% face dismissal from the program.

### *End-point Summative Evaluation*

Students must successfully pass the Final Exam with a minimum score of 70%. Students who do not successfully pass the midterm with a minimum score of 70% face dismissal from the program.

## Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.

## Paramedic

The Paramedic Diploma program includes field/clinical externship experiences in the pre-hospital, ambulance, and Fire Rescue service industries. The program follows the latest edition of National Emergency Medical Services Education Standards and prepares the graduate with the knowledge, skills, and professionalism necessary to obtain certification as a Paramedic to practice the art and science of out-of-hospital medicine in conjunction with medical direction.

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels. Graduates of this program, with successful certification as a paramedic, may qualify for positions within the out-of-hospital emergency service industry, both in the public and private sectors. Students are eligible to sit for National Registry certification testing upon successful completion of the paramedic program. Successful completion of the program includes passing scores on comprehensive written and practical exams, required skills and completion of all clinical and field hours.

The curriculum is comprised of fifty-four (54) credit hours presented over four (4) quarters.

Program schedule based on full-time enrollment: 42 weeks; 304 lecture, 294 lab and 588 clinical internship hours.

Program Delivery: Blended

## Program Outcomes

- Demonstrate comprehension of the roles and responsibilities of an entry-level EMT-P
- Demonstrate the ability to think appropriately and professionally including responding with appropriate speed in any given emergency situation.
- Understand and apply appropriate psychomotor skills in EMS and Paramedic settings
- Demonstrate application of professional standards to the affective learning domains, integrity, empathy, self-motivation, appearance, personal hygiene, self-confidence, communications, time management, teamwork, diplomacy, respect, patient advocacy, careful delivery of service, and cultural competence
- Be certified in Basic Life Support for healthcare providers, Advanced Life Support, Pediatric advanced Life support, Pre-hospital trauma life support, and Advanced medical life support
- Demonstrate that they are competent team leaders directing patient care
- Demonstrate competence in using body substance isolation equipment
- Demonstrate knowledge of appropriate scene safety for all care providers, the patient, and bystanders
- Demonstrate knowledge of the body, how it works, and how medication affects it

## Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Paramedic program must have the following admissions criteria:

- Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:
  - SLE a minimum score of 17 or
  - WBST a minimum score of 267 in verbal and quantitative skills
- Students enrolling in this program must meet the clinical clearance policy of the college
- Student must hold personal health insurance
- Student must have a VECHS background check
- Student must complete an Acknowledgement of Florida Statute Section 456.0635

## Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Communicate effectively via telephone and radio equipment
- Lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Interpret oral, written and diagnostic form instructions
- Use good judgment and remain calm in high stress situations
- Be unaffected by loud noises and flashing lights
- Function efficiently without interruption throughout an entire work shift
- Calculate weight and volume ratios
- Read English language manuals and road maps
- Accurately discern street signs and addresses
- Interview patients, patient family members and bystanders
- Document, in writing, all relevant information in prescribed format, in light of legal ramifications of such
- Converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Perform all tasks related to the highest quality patient care
- Bend, stoop and crawl on uneven terrain
- Withstand varied environmental conditions such as extreme heat, cold and moisture

- Work in low light situations and confined spaces
- Work with other providers to make appropriate patient care decisions

## Graduation Requirements

In addition to meeting all graduation requirements as detailed in Academic Policies students must also:

- successfully pass the skills practical exam delivered by the Medical Director (or their designee) at the completion of the major core courses
- Successfully complete the current versions of the following FEMA Courses:
  - IS-100
  - IS-200
  - IS-700
  - IS-800
  - HAZWOPER First Responder Awareness Level (National Registry Requirement)

## Curriculum Sequence

| Quarter                                 | Course Number | Course Name                        | Academic Code | Total Credit Hours |
|---|---------------|------------------------------------|---------------|--------------------|
| 1                                       | EMS1671       | Paramedic I                        | Core          | 8                  |
|   | EMS2180L      | Paramedic I Lab                    | Core          | 3                  |
|   | EMS2190       | Clinical Education I               | Core          | 2                  |
| <b>Total Credits:</b>                   |               |                                    |               | <b>13</b>          |
| 2                                       | EMS2672       | Paramedic II                       | Core          | 7                  |
|   | EMS2280L      | Paramedic II Lab                   | Core          | 4                  |
|   | EMS2290       | Clinical Education II              | Core          | 2                  |
| <b>Total Credits:</b>                   |               |                                    |               | <b>13</b>          |
| 3                                       | EMS2675       | Paramedic III                      | Core          | 7                  |
|   | EMS2380L      | Paramedic III Lab                  | Core          | 4                  |
|   | EMS2390       | Clinical Education III             | Core          | 2                  |
| <b>Total Credits:</b>                   |               |                                    |               | <b>13</b>          |
| 4                                       | EMS2676       | Paramedic IV                       | Core          | 8                  |
|   | EMS2480L      | Paramedic IV Lab                   | Core          | 3                  |
|   | EMS2490       | Clinical Education IV and Capstone | Core          | 4                  |
| <b>Total Credits:</b>                   |               |                                    |               | <b>15</b>          |
| <b>Total General Education Credits:</b> |               |                                    |               | <b>0</b>           |
| <b>Total Core Credits:</b>              |               |                                    |               | <b>54</b>          |
| <b>Total Credits:</b>                   |               |                                    |               | <b>54</b>          |

City College reserves the right to change the curriculum sequence

## Code of Ethics for EMS Practitioners

1. To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care
2. To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide
3. To not use professional knowledge and skills in any enterprise detrimental to the public wellbeing
4. To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information
5. To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large
6. as a citizen, to understand and uphold the law and perform the duties of citizenship; as a professional, to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people
7. To maintain professional competence, striving always for clinical excellence in the delivery of patient care
8. To assume responsibility in upholding standards of professional practice and education
9. To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS
10. To be aware of and participate in matters of legislation and regulation affecting EMS
11. To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients

12. To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner

## Summative Examination Policy

### *Mid-point Summative Evaluation*

At the end of the second quarter, students are required to take, and successfully pass, a mid-point summative evaluation. To be eligible to sit for the mid-point summative evaluation, students must:

- Successfully pass all courses in the first and second quarter
- Pass and obtain certification in any AHA requirements for the quarter (i.e. BLS)
- Successfully pass all skill evaluations for the first and second quarter
- Successfully pass the Quarter II math exam

To successfully pass the mid-point summative evaluation, students must receive a minimum grade of 75%. Students who fail to pass the summative evaluation may retake it one time. Students who fail the mid-point summative evaluation cannot progress to the third quarter of the program and are subject to dismissal from the program.

### *End-point Summative Evaluation*

At the end of the fourth quarter of the program, students are required to take, and successfully pass, an End-Point Summative Evaluation. To be eligible to sit for the Final Summative Evaluations, students are required to:

- Successfully pass all courses in the program
- Submit all required research papers
- Demonstrate competency on the EKG quiz
- Pass and obtain certification in all AHA and NRP requirements for the program (i.e. ACLS, PALS and PHTLS)

If the student fails the program's end-point summative exam, the student may re-take the exam. If the student fails the end-point summative exam for a second time, the student may submit a request for a review of the exam. The program chair/administration will review questions missed, in order to identify a pattern of any gaps in course knowledge contained within a specific quarter. If a pattern is identified as deriving from knowledge taught in quarter three or four, the student may be given the option of repeating the previous quarter(s). If placed in quarter three or four, the student will have one attempt to pass the end-point exam at the end of quarter four as the third and final attempt. Students may not repeat quarters one or two. Students who do not successfully pass the examination by the third attempt will not be eligible to complete, or graduate from, the program.

## Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.



# Course Descriptions

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## Biological Sciences (BSC or MC)

### BSC1020 Biology and the Human Experience

This course examines the nature of living organisms with an emphasis on humankind. It examines the evolution of life and the structure and functions of cells. It surveys human biology including anatomy and physiology, human inheritance, disease, and nutrition. Emphasis is placed on the implications and applications of the material to current issues.

Prerequisites: None

Credit Hours: 4

 Offered Online

### BSC1050 Human Anatomy & Physiology

This course will establish structural systems of the human body, gross and microscopic anatomy. Structure and function of cells and different tissues and the mechanisms for maintaining homeostasis. Organ localization and structural characteristics will be examined including the Integument, Skeletal, Muscular, Cardiovascular, Respiratory, Nervous/Lymphatic, Digestive, Endocrine, Urinary, and Reproductive systems. Upon completion of the course, students will know and recognize normal anatomy and physiology, to understand the anatomical significance for their health profession and clinical application.

Prerequisites: None

Credit Hours: 6

 Offered Online

### BSC1085 Anatomy and Physiology I

This course is a study of the structure, function, and chemistry of the human body considering the following topics: body organization, the cell, tissues, membranes, glands, the integumentary system, the skeletal system, the muscular system, the nervous system, and the special senses.

Prerequisites: None

Corequisites: BSC1085L

Credit Hours: 4

 Offered Online

### BSC1085L Anatomy and Physiology I Lab

The purpose of this course is to provide the student with laboratory exercises in anatomy and physiology. The course is intended to enhance topics covered in the lecture course. Students will use models, dissection material and laboratory equipment to explore the structure of the skeletal, muscular, and nervous systems.

Prerequisites: None

Corequisites: BSC1085

Credit Hours: 1

 Offered Online

### BSC1086 Anatomy and Physiology II

This course is the study of structure, function, and chemistry of the human body considering the circulatory system, the respiratory system, the digestive system, the urinary system, fluid and electrolytes and the reproductive system.

Prerequisites: None

Corequisites: BSC1086L

Credit Hours: 4

 Offered Online

### BSC1086L Anatomy and Physiology II Lab

The purpose of this course is to provide the student with laboratory exercises in anatomy and physiology. The course is intended to enhance topics covered in the lecture course. Students will use models, dissection material and laboratory equipment to explore the structure of the circulatory, respiratory, digestive, urinary, and reproductive systems.

Prerequisites: None

Corequisites: BSC1086

Credit Hours: 1

 Offered Online

### BSC1093 Anatomy and Physiology of Structural Systems

This course is a study of the structural systems (bone, muscle, etc.) of the human body and the principles of human physiology. The course is designed to enable the student to better understand the health problems of the patient and the physician's diagnosis and treatment.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

### BSC1094 Anatomy and Physiology of Organ Systems

This course is a study of the organ systems (digestive, reproductive, etc.) of the human body and the principles of human physiology.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

### MCB2010 Microbiology

The purpose of this course is to provide the student with a general overview of the field of microbiology. Specifically, the student will learn about cell biology, bacteria, viruses, and the components of the immune system.

Prerequisites: None

Corequisite: MCB2010L

Credit Hours: 4

🖥️ Offered Online

### MCB2010L Microbiology Lab

The purpose of this course is to provide the student with laboratory exercises in microbiology. The course is intended to enhance the topics covered in the lecture course. Students will use laboratory equipment (microscope, slides, stains, etc.) and materials (Petri dish, cultures, etc.) to examine microorganisms.

Prerequisites: None

Corequisite: MCB2010

Credit Hours: 1

🖥️ Offered Online

## Chemistry (CHM)

### CHM1020 Introduction to Chemistry

This course provides an overview of elementary principles of modern chemistry, including basic measurements, chemical bonding, chemical reactions, stoichiometry, concentration of solutions, and chemical nomenclature.

Prerequisites: MAT1030 or MGF1106

Credit Hours: 4

## Developmental Psychology (DEP)

### DEP2004 Human Growth and Development

Study of normal human growth and development from conception throughout the life span. Focus is on fundamental changes within an individual's domains of physical, cognitive, and psychosocial development and of interrelationship between the environment and the individual.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

## Diagnostic Sonography (DS)

### DS1210 Abdominal Sonography I

This course is designed to introduce the student to the concepts of sonographic imaging of the abdomen with a focus on relational anatomy of the abdominal organs. Emphasis is placed on the normal sonographic appearance of the abdominal organs and vasculature, along with normal clinical and laboratory findings specific to the system. This includes the liver, gall bladder and biliary system, pancreas, spleen, aorta, inferior vena cava and kidneys. Didactic lectures will be complemented by instructor directed “hands-on” scanning in the scanning lab.

Prerequisites: BSC1050, MAT1030, and PHY1020

Credit Hours: 3

### DS1211L Abdominal Sonography I Lab

This course is designed to complement the Abdominal Sonography I lecture material, and to introduce the student to sonographic imaging of the abdomen, with a focus on relational anatomy of the abdominal organs. This course consists of instructor directed “hands-on” scanning in the scanning laboratory. In this course the student should learn the basic foundation of patient preparation, scanning techniques and protocols for performing an abdominal exam. Emphasis is placed on the normal sonographic appearance of the abdominal organs and vasculature along with normal clinical and laboratory findings specific to the system. This includes the liver, gall bladder and biliary system, pancreas, spleen, aorta, inferior vena cava and kidneys. Imaging critique should be performed throughout the course.

Prerequisites: BSC1050, MAT1030, and PHY1020

Credit Hours: 2

### DS1220 Obstetric and Gynecologic Sonography I

This course is designed for the student to learn the basic foundation of patient preparation, scanning techniques and protocols for performing gynecologic and obstetric exams. It is also designed to familiarize the student with normal sonographic imaging of the female reproductive system through appropriate usage of transabdominal (TAB) and transvaginal (TVA) probes. Study content should include the normal anatomy of the uterus, vagina, ovaries, and fallopian tubes. In addition, pre-menopausal and post-menopausal sonographic anatomy will be introduced. The anatomic relationships of the genital organs with other structures in the pelvis such as the urinary bladder, ureters, rectum, and muscles will be highlighted. Various congenital anomalies of the uterus, fallopian tubes and ovaries will also be covered. Normal and abnormal first trimester pregnancies are introduced, in addition to normal second and third trimester pregnancies.

Prerequisites: BSC1050, MAT1030, and PHY1020

Credit Hours: 3

### DS1220L Obstetric and Gynecologic Sonography I Lab

This course is designed to complement the Obstetric and Gynecologic Sonography I lecture material, and to familiarize the student with normal sonographic imaging of the female reproductive system. This course consists of instructor directed “hands-on” scanning in the scanning laboratory. In this course the student should learn the basic foundation of patient preparation, scanning techniques and protocols for performing gynecologic and obstetric exams. Appropriate usage of transabdominal (TAB) and/or transvaginal (TVA) probes will be covered. Practice should include the normal anatomy of the female reproductive system, as well as its anatomic relationship to other structures in the pelvis. Various concepts related to congenital anomalies of the uterus, fallopian tubes and ovaries will be covered. Sonographic evaluation of normal first, second and third trimester pregnancies should be practiced. Sonographic evaluation of abnormal first trimester pregnancy will also be considered, including viability of the fetus, measuring the Crown Rump Length and nuchal translucency.

Prerequisites: BSC1050, MAT1030, and PHY1020

Credit Hours: 1

### DS1230 Sonographic Physics and Instrumentation I

This course is designed to present the basic concepts and principles of ultrasound physics as a foundation for understanding image interpretation. The student should learn the wave theory of sound and how it travels through various media. They should gain knowledge of the principles of how piezoelectricity converts sound energy to electrical energy in ultrasound transducers. They should gain mastery of instrumentation of the equipment and understand how the use of gain compensates for attenuation. They should acquire an understanding of harmonics, different types of resolution, basic Doppler principles and m-mode.

Prerequisites: BSC1050, MAT1030, and PHY1020

Credit Hours: 6

### DS1250 Patient Care

This course is designed to introduce the student to the fundamental principles of proper patient care. Content includes history of medical sonography, and the professional role of an ultrasound sonographer in the laboratory setting. Concepts of sonographer - patient interactions are emphasized, including, maintaining privacy, handling emergency situations, vital signs, utilizing proper body mechanics, maintaining aseptic techniques, following infection control procedures and Universal Standard Precautions when handling hazardous materials. The student will learn about HIPAA regulations and multicultural considerations in patient treatment.

Prerequisites: BSC1050, MAT1030, and PHY1020

Credit Hours: 1

### DS1310 Abdominal Sonography II

This course is designed to be a continuation of Abdominal Sonography I with an emphasis on pathophysiology, and recognizing pathologic changes on ultrasound scans of organs in the upper abdomen, such as the liver, kidneys, pancreas, spleen, and vasculature, etc. Students will review multiple images of various disease states and critically evaluate them using the sonographic criteria of “SSALT” - size, shape, acoustic characteristics, location and transonicity.

Prerequisites: DS1210

Credit Hours: 3

### DS1310L Abdominal Sonography II Lab

This “hands-on” laboratory scanning course is designed to complement the Abdominal Sonography II lecture material. This course includes an emphasis on recognizing pathologic changes on ultrasound scans of organs in the upper abdomen, such as the liver, kidneys, pancreas, spleen, vasculature, etc. Students will review concepts of various disease states and critically evaluate them using the sonographic criteria of “SSALT” - size, shape, acoustic characteristics, location and transonicity. Imaging critique should be performed throughout the course.

Prerequisites: None

Credit Hours: 1

### DS1330 Sonographic Physics and Instrumentation II

This course is designed as a continuation of Sonographic Physics and Instrumentation I. The student should gain a comprehensive knowledge of ultrasound physics and instrumentation. This course reinforces concepts and offers more advanced material in ultrasound theory and instrumentation, fluid hemodynamics, color-flow Doppler, spectral analysis, power Doppler, harmonics, artifacts, etc. Students should gain a

comprehensive knowledge of how this imaging modality affects clinical operation, including bio effects, quality assurance, and PAC systems for storing and archiving images. Emphasis will be placed on preparing students to pass the Sonography Principles & Instrumentation (SPI) Examination of the ARDMS. Review and practice questions will be incorporated.

Prerequisites: DS1230

Credit Hours: 6

#### DS1390 Clinical Education I

This course is designed to provide the student with a foundation for scanning for those who are focusing on either General, Obstetric and Gynecologic, Echocardiography or Vascular ultrasound, in the clinical setting. The clinical site may be a laboratory in a hospital, outpatient imaging center, or a private office setting. Students will be instructed on professional behavior expected at a clinical site, including attendance and dress code. In addition, they will receive instruction on case reports, Trajecsys reporting system, competencies, and necessary evaluation forms. Depending on which point in the program a student will be taking this course, it may serve as a first or second exposure to the clinical setting. As a first exposure to the clinical setting, the student should learn to operate equipment safely, perform basic exams and protocols with supervision, and identify and scan normal structures in the body. As a second exposure to the clinical setting, the student should be honing their scanning skills and completing all scanning objectives that were not achieved in their previous clinical experience.

Prerequisites: None

Credit Hours: 3

#### DS1420 Obstetric and Gynecological Sonography II

This course is designed to be a continuation of Obstetric and Gynecologic Sonography I. Advanced topics, focusing on pathologic conditions that can be determined by gynecologic and obstetric ultrasound scanning will be covered. The student should learn to recognize abnormal and/or pathologic sonographic patterns of the uterus and adnexa and to correlate the findings with patient history and lab values. Normal and abnormal 2nd and 3rd trimester pregnancy sonography will be covered, including fetal number, fetal position, placental grade, and placental location. Students will review the components of a complete anatomy scan, including the ultrasound appearance of the head, neck, spine, heart, abdomen, pelvis, and extremities. Complications of pregnancy will also be discussed including IUGR, congenital syndromes, fetal disorders, multiple gestations, and placental abnormalities.

Prerequisites: DS1120 and DS1330

Credit Hours: 4

#### DS1421L Obstetric and Gynecological Sonography II Lab

This “hands-on” laboratory scanning course is designed to complement the Obstetric and Gynecologic Sonography II lecture material. This course covers advanced level scanning techniques, focusing on pathologic conditions that can be determined by gynecologic and obstetric ultrasound scanning. The student should learn to recognize abnormal and/or pathologic sonographic patterns of the uterus and adnexa and to correlate these findings with patient history and lab values. Normal and abnormal 2nd and 3rd trimester sonography will be covered, including fetal number, fetal position, and placental grade and location. Students will review and perfect obtaining the images that comprise the components of a complete anatomy scan. Accurate assessment of gestational age through fetal biometry techniques will be perfected. Complications of pregnancy will also be covered.

Prerequisites: DS1330

Credit Hours: 2

#### DS1490 Clinical Education II

This course is designed to provide the student with a foundation for scanning for those who are focusing on either General, Obstetric and Gynecologic, Echocardiography or Vascular ultrasound, in the clinical setting. The clinical site may be a laboratory in a hospital, outpatient imaging center, or a private office setting. Students will be instructed on professional behavior expected at a clinical site, including attendance and dress code. In addition, they will receive instruction on case reports, competencies, and necessary evaluation forms. Depending on which point in the program a student will be taking this course, it may serve as a first or second exposure to the clinical setting. As a first exposure to the clinical setting, the student should learn to operate equipment safely, perform basic exams and protocols with supervision, and identify and scan normal structures in the body. As a second exposure to the clinical setting, the student should be honing their scanning skills and completing all scanning objectives that were not achieved in their previous clinical experience.

Prerequisites: DS1330

Credit Hours: 4

#### DS1540 Sonography of Superficial Structures

This course is designed to provide the student with a basic foundation for ultrasound scanning of the thyroid glands, breast, prostate, and scrotum. It will also include the neonatal head as well as new applications in the field of musculoskeletal ultrasound, consisting of the rotator cuff of the shoulder, developmental dysplasia of the infant hip and carpal tunnel imaging. Normal anatomy and sonographic appearance of these structures will be covered, as well as common pathologic states found in these structures. Lecture time may be complemented with instructor directed hands-on scanning in the student scanning laboratory.

Prerequisites: None

Credit Hours: 3

#### DS1540L Sonography of Superficial Structures Lab

This “hands-on” scanning laboratory course is designed to complement the Sonography of Superficial Structures lecture material. This course should provide a basic foundation for ultrasound scanning of the thyroid glands, breast, prostate, and scrotum. It will also include the neonatal head, as well as new applications in the field of musculoskeletal ultrasound, consisting of the rotator cuff of the shoulder, developmental dysplasia of the infant hip and carpal tunnel imaging. Normal sonographic appearance of these structures will be covered, as well as common pathologic states found in these structures.

Prerequisites: None

Credit Hours: 1

#### DS1550 Quality Management and Operational Issues

This course is designed to focus on the components of quality leadership and operational issues in healthcare, specific to Ultrasound. The role of the various ultrasound and healthcare team members in continuous quality improvement, including quality control, process improvement, operational and leadership issues, will be discussed, as well as the legal and regulatory implications for maintaining compliance.

Prerequisites: None

Credit Hours: 1

#### DS1590 Clinical Education III

This course is designed to provide the student with additional exposure to scanning for those who are focusing on either General, Obstetric and Gynecologic, Echocardiography or Vascular ultrasound, in the clinical setting. Students will be honing their scanning skills and completing all scanning objectives that were not achieved in their previous clinical experience. The clinical site may be a laboratory in a hospital, outpatient imaging center, or a private office setting. Students will be instructed on professional behavior expected at a clinical site, including attendance and dress code. In addition, they will receive instruction on case reports, competencies, and necessary evaluation forms.

Prerequisites: None

Credit Hours: 4

#### DS1670 Echocardiography I

This course is designed to provide the student with a basic rudimentary foundation for clinical echocardiography of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles, and the surrounding great vessels. Common heart and valvular diseases, as well as cardiomyopathies will be introduced. They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Lecture time may be complemented with instructor directed “hands-on” scanning in the scanning laboratory.

Prerequisites: BSC1050, MAT1030, and PHY1020

Credit Hours: 3

#### DS1670L Echocardiography I Lab

This “hands-on” scanning laboratory course is designed to complement the Echocardiography lecture material. This course is intended to provide a foundation for clinical echocardiography scanning of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles, and the surrounding great vessels.

They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Imaging critique may be performed throughout the course.

Prerequisites: BSC1050, MAT1030, and PHY1020

Credit Hours: 1

#### DS1680 Vascular Ultrasound I

This course is designed to provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Didactic lectures may be complemented by instructor directed “hands-on” scanning in the scanning laboratory.

Prerequisites: BSC1050, MAT1030, and PHY1020

Credit Hours: 3

#### DS1680L Vascular Ultrasound I Lab

This ‘hands-on’ scanning laboratory course is designed to complement the Vascular Ultrasound lecture material. This course should provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Imaging critique may be performed throughout the course.

Prerequisites: BSC1050, MAT1030, and PHY1020

Credit Hours: 1

#### DS1690 Clinical Education IV

This course is designed to provide the student with additional exposure to scanning for those who are focusing on either General, Obstetric and Gynecologic, Echocardiography or Vascular ultrasound, in the clinical setting. Students will be honing their scanning skills and completing all scanning objectives that were not achieved in their previous clinical experience. The clinical site may be a laboratory in a hospital, outpatient imaging center and /or private office setting. Students will be instructed on professional behavior expected at a clinical site, including attendance, and dress code. In addition, they will receive instruction on case studies, competencies, and necessary evaluation forms.

Prerequisites: None

Credit Hours: 3

#### DS1750 Case Studies Critiques

This course is designed to educate the student about the components of a case study in ultrasound. The goal of a case study is to accurately describe the details of a patient's ultrasound examination findings. Students will learn to critically analyze anatomical variants, normal, and pathological sonographic findings in images. The study should begin with the patient history derived from an oral interview and patient chart information including, results of relevant lab tests, imaging exams, and possible surgical procedures. The case study should describe the patient preparation for the exam, positioning on the exam table, and the imaging protocols used by the sonographer. The student will research the pathologic findings of each case and will detail the etiology and pathogenesis of the pathology and/or disease, including sonographic manifestations and prognosis. The student will present their case studies to their peers.

Prerequisites: None

Credit Hours: 2

#### DS1770 Echocardiography II

This course is designed to provide the student with a basic rudimentary foundation for clinical echocardiography of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles, and the surrounding great vessels. Common heart and valvular diseases, as well as cardiomyopathies will be introduced. They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Lecture time may be complemented with instructor directed "hands-on" scanning in the scanning laboratory.

Prerequisites: DS1670

Credit Hours: 3

#### DS1770L Echocardiography II Lab

This "hands-on" scanning laboratory course is designed to complement the Echocardiography lecture material. This course is intended to provide a foundation for clinical echocardiography scanning of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles, and the surrounding great vessels.

They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Imaging critique may be performed throughout the course.

Prerequisites: None

Credit Hours: 1

#### DS1780 Vascular Ultrasound II

This course is designed to provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Didactic lectures may be complemented by instructor directed "hands-on" scanning in the scanning laboratory.

Prerequisites: DS1680, DS1330

Credit Hours: 3

#### DS1780L Vascular Ultrasound II Lab

This "hands-on" scanning laboratory course is designed to complement the Vascular Ultrasound lecture material. This course should provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Imaging critique may be performed throughout the course.

Prerequisites: DS1330

Credit Hours: 1

## DS1800 Registry Review

This course is designed to provide an extensive review to prepare the student to take the American Registry for Diagnostic Medical Sonography (ARDMS) examination for those who are focusing on either Abdomen (General), OB/GYN, Echocardiography, or Vascular specialties. Students will be given practice (mock) exams. In addition, an array of topics on professionalism will be covered. The role of professional organizations, medical journals, continuing education, interviewing skills and ergonomics at the workplace are among the topics discussed.

Prerequisites General Focus - DS1210, DS1310, DS1220, DS1420

Cardiovascular Focus - DS1670, DS1770, DS1870, DS1680, DS1780

Credit Hours: 0

## DS1870 Echocardiography III

This course is designed to provide the student with an extensive foundation for clinical Echocardiography of the adult heart. Expounded cardiac pathology and various cardiac procedures will be presented. Emergency Cardiac cases as well as basic Pharmacology will be introduced. The student will become familiar with the Fundamentals of Pediatric Echocardiography and Congenital heart diseases. Cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler as it pertains to the diseases covered, will be instituted. Lecture time may be complemented with instructor directed “hands-on” scanning in the scanning laboratory.

Prerequisites: DS1770

Credit Hours: 3

## DS1870L Echocardiography III Lab

This “hands-on” scanning laboratory course is designed to provide the students with additional clinical Echocardiography scanning of the adult heart as well as vascular ultrasound scanning. A review of normal anatomy and physiology of the heart will be presented. The student should reinforce their knowledge of the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles, and the surrounding great vessels. They should practice adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become more familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. In addition, this course should provide the student with further practice on the use of duplex Doppler ultrasound to interrogate the extracranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be reviewed in correlation with physical findings. Imaging critique may be performed throughout the course.

Prerequisites: None

Credit Hours: 1

## Economics (ECO)

### ECO1000 Introduction to Economics

This course is designed to provide students with a general knowledge of the structure and function of economic systems with major emphasis on the American economy, its strengths, its weaknesses, its history, and its current condition. Emphasis will be placed on economics as a societal and cultural phenomenon, focusing on how it affects daily life, current events, and the future.

Prerequisites: None

Credit Hours: 4

 Offered Online

## Emergency Medical Services (EM or EMS)

### EMS1119 Emergency Medical Technician

This course provides emergency medical technician training utilizing the U.S. Department of Transportation National Standard curriculum for emergency medical technician basic. Topics include anatomy and patient assessment, patient handling and movement, assessment and treatment of traumatic injuries, assessment and treatment of medical emergencies, childbirth and pediatric emergencies, psychological and environmental emergencies, crisis intervention, extrication and transportation, and disaster management.

Prerequisites: None

Corequisites: EMS1119L and EMS1120

Credit Hours: 11

 Offered Online

### EMS1119L Emergency Medical Technician Lab

This course consists of practice and evaluations in basic airway skills, oxygen therapy, patient lifting and moving techniques, medication administration, patient assessment, management of trauma and injuries. This course also includes the AHA BLS healthcare provider course.

Prerequisites: Physical examination by a licensed physician, and VECHS (voluntary employment criminal history search) and BLS Provider certification.

Prerequisites: None

Corequisites: EMS1119 and EMS1120

Credit Hours: 5

🖥️ Offered Online

#### EMS1120 Emergency Medical Technician Clinical Education

This clinical course will allow the student to observe and participate in all aspects of basic level support that can be provided in the prehospital setting for different age groups and different disease pathologies such as cardiac, respiratory, injuries caused by trauma and others. This will give the student the opportunity to practice the skills learned in the didactic and laboratory settings and apply their knowledge in real time situations.

Prerequisites: None

Corequisites: EMS1119 and EMS1119L

Credit Hours: 3

#### EMS1671 Paramedic I

The course will cover introductory material including the study of Anatomy and Physiology, which includes Cells, Tissues and Organs, Chemistry, Skeletal system, Muscular System, Nervous System, Respiratory System, Endocrine System, Cardiovascular System, Lymphatic System, Digestive System, Nutrition, Metabolism, GI/GU Systems, Reproductive and Human Development.

Corequisites: EMS2180L and EMS2190

Credit Hours: 8

#### EMS2180L Paramedic I Lab

The course will consist of practice and evaluations of BLS skills including Patient Assessment, Bleeding and Fracture Management, and CPR. In addition, students will practice and evaluations in the following areas: Intravenous therapy, Intraosseous therapy and Medication Administration.

Corequisites: EMS1671 and EMS2190

Credit Hours: 3

#### EMS2190 Clinical Education I

The clinical course will begin with Clinical Education I and continue with Clinical Education II. It will allow the student to observe and participate in the highest level of care that can be provided in the prehospital setting.

Corequisites: EMS1671 and EMS2180L

Credit Hours: 2

#### EMS2672 Paramedic II

The course will cover basic Pharmacology including General Principles of Pharmacology, Drug Classifications, Intravenous Therapy, and Principles of Medication Administration. Students will be taught all aspects of Medication Administration. This course will also cover Basic and Advanced Airway Management as well as medication administration via the airway and respiratory route.

Prerequisites: EMS1671, EMS2180L and EMS2190

Corequisites: EMS2280L and EMS2290

Credit Hours: 7

#### EMS2280L Paramedic II Lab

The course will consist of practice and evaluations of Basic and Advanced Airway skills, including Endotracheal Intubation, Alternative Airways, Assessment of the Patient who has medical or traumatic etiology using Basic and Advanced diagnostic tools, as well as medication administration through the respiratory route. Students will participate in asynchronous coursework including lab simulations in preparation for their on-campus labs.

Prerequisites: EMS1671, EMS2180L and EMS2190

Corequisites: EMS2672 and EMS2290

Credit Hours: 4

#### EMS2290 Clinical Education II

The clinical course will continue with Field Internship II. It will allow the student to observe and participate in the highest level of care that can be provided in the prehospital setting; in the Anesthesia/Intubation clinical setting allowing the student to perform and/or assist in advanced airway skills; and in the Adult Emergency Room allowing the student to perform and assist in advanced airway skills, patient assessment, intravenous access, and medication administration.

Prerequisites: EMS1671, EMS2180L and EMS2190

Corequisites: EMS2672 and EMS2280L

Credit Hours: 2

#### EMS2675 Paramedic III

This course presents the objectives contained in the 2009 U.S. Department of Transportation National EMS Education Standards for Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies, gastroenterology,



renal, toxicology, hematology, environmental conditions, communicable diseases, gynecology, obstetrics and psychiatric emergencies. The following trauma emergencies include burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue, hemorrhage and shock.

Prerequisites: EMS2672, EMS2280L and EMS2290

Corequisites: EMS2390 and EMS2380L

Credit Hours: 7

#### EMS2380L Paramedic III Lab

The course will consist of practice and evaluations in the following areas: Skills practice and evaluations in the following disciplines EKG Interpretation, 12 Lead EKG Interpretation, Defibrillation, Cardioversion, Transcutaneous Pacing and Scenarios.

Prerequisites: EMS2672, EMS2280L and EMS2290

Corequisites: EMS2675 and EMS2390

Credit Hours: 4

#### EMS2390 Clinical Education III

The clinical course will continue with Field Internship II and Field Internship III, Adult Emergency Room, participate in Emergency Department Teaching Rounds, the Cardiac / Intensive Care Unit, and the Psychiatric Unit. Rotating within these departments allows the student to perform and assist in advanced airway skills, cardiac monitoring, rhythm interpretations, 12 lead placement and interpretations, defibrillation, cardioversion, Transcutaneous pacing, patient assessments with different medical morphologies with critical and noncritical emergencies as well as intravenous access and medication administrations.

Prerequisites: EMS2672, EMS2280L and EMS2290

Corequisites: EMS2390 and EMS2380L

Credit Hours: 2

#### EMS2676 Paramedic IV

This course presents the objectives contained in the 2009 U.S. Department of Transportation National EMS Education Standards for Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following: neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment-based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents and crime scene awareness.

Prerequisites: EMS2675, EMS2380L and EMS2390

Corequisites: EMS2490 and EMS2480L

Credit Hours: 8

#### EMS2480L Paramedic IV Lab

The course will consist of practice and evaluations in the following areas: AHA PALS provider course, oral scenario skills and Megacode in patients of different ages with different medical and trauma disorders as well as be evaluated in skills that have not been performed in the field or clinical setting.

Prerequisites: EMS2675, EMS2380L and EMS2390

Corequisites: EMS2490 and EMS2490

Credit Hours: 3

#### EMS2490 Clinical Education IV and Capstone

The clinical course will start with final Field Internship, Adult Emergency Room, Labor and Delivery Unit, and the Pediatric Emergency Room. These rotations will allow the student to perform and assist in advanced airway skills, cardiac monitoring, rhythm interpretations, 12 lead placement and interpretations, defibrillation, cardioversion, Transcutaneous pacing, patient assessments with different medical morphologies, dealing with pediatric patients with critical and noncritical emergencies as well as intravenous access and medication administrations

Prerequisites: EMS2675, EMS2380L and EMS2390

Corequisites: EMS2490 and EMS2480L

Credit Hours: 4

## English Composition (EN or ENC)

#### ENC1100 College English

This course provides a review of English grammar, mechanics, and paragraph development. The parts of speech are applied to the written communication process. Additional readings are included to highlight elements of composition.

Prerequisites: None

Credit Hours: 4

 Offered Online

#### ENC1101 Composition I

In this course, paragraph development leading to the standard 5-part essay is introduced as students achieve clear and effective writing skills. Topics discussed include grammatical instruction, the writing process, and various essay modes.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

#### ENC1102 Composition II

The principles of composition are studied and applied. Students obtain experience in expository writing. Methods of research and proper documentation are introduced for the preparation of reports and term papers.

Prerequisites: ENC1101

Credit Hours: 4

🖥️ Offered Online

## Environmental Studies (EVR)

#### EVR1001 Living in the Environment

This course examines current environmental concerns and their management. It integrates and correlates the features of the natural environment with human activities. Topics include basic ecology, population growth, world health and hunger, energy resources, pollution, environmental regulations and, and Global Climate Change. It explores distribution and abundance of renewable and non-renewable resources, and emphasizes an understanding of environmental problems and their impact on people and society.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

## Geography (GEA)

#### GEA1000 Geography

The study of the earth and its features, and of the distribution of life on the earth, including human life and the effects of human activity are discussed.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

#### GEA4191 World Environments

This course will provide a survey of physical, economic, political, and social systems that give unique character to the relationships among world regions. Through analysis of nine world regions and the countries in each, political, demographic, economic, cultural, and environmental themes will be considered in their geographic context. The course is organized to emphasize the comparisons among world regions and the interdependent relationships that are increasing through globalization.

Prerequisites: ENC1100

Credit Hours: 4

🖥️ Offered Online

## Health Sciences/Resources (HSC)

#### HSC1000 Orientation to the Health Sciences

This course provides information needed to build a foundation to those students pursuing a career in a health, medical or science related field. Topics include medical terminology, basic anatomy and physiology, disease prevention and health promotion, cultural diversity, leadership, and ethical responsibilities of healthcare workers. This course also introduces the student to medical math, infection control and OSHA Bloodborne Pathogens standards.

Prerequisites: None

Credit Hours: 4

#### HSC1531 Medical Terminology

This course is designed to instruct students in basic principles of medical word building. The interrelationships of body structures and functions including their related terminology are stressed.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

## Humanities (HUM)

### HUM1020 Humanities

This course examines Eastern and Western humanities, focusing on arts and ideas, with the objective of creating a greater awareness of the world community. This course examines the various cultures of the Near East, Far East, and Africa relative to the Western tradition. The cultural and aesthetic perspectives in Western humanities is also examined, with the objective of facilitating the development of personal aesthetic sensibilities.

Prerequisites: None

Credit Hours: 4

📖 Offered Online

## Interdisciplinary Studies (IDS)

### IDS2306 Contemporary American Issues

This course is designed to provide an interdisciplinary study of the major issues facing America. Topics include the environment, population, minorities, cities, crime poverty, drugs, religion, values, and foreign policy.

Prerequisites: None

Credit Hours: 4

📖 Offered Online

### IDS2350 Critical Thinking

This is a course in practical reasoning, designed to sharpen the student's ability to analyze, evaluate, and construct arguments. There will be an appraisal of the evaluation of evidence, practice in the detection of fallacies and irrelevancies, and the testing of arguments for validity and reliability to understand how these approaches assist in decision-making. Included among these strategies will be examining assumptions, Socratic questioning, analyzing experiences, and evaluation perspectives. These strategies will be applied to a number of real-life situations.

Prerequisites: None

Credit Hours: 4

📖 Offered Online

### IDS2904 Special Topics Directed Independent Study

This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Department Chair/Program Chair approval.

Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Program Chair.

Credit Hours: 4

📖 Offered Online

### IDS4914 Research Methods

This course is designed to teach students qualitative and quantitative research methods of educational research. Students will learn to read research reports including experimental, descriptive, qualitative, and historical approaches. Students submit a research proposal as part of the course requirements.

Prerequisites: STA2014, ENC1101, and Senior Standing

Credit Hours: 4

📖 Offered Online

## Literature (LIT)

### LIT2000 Introduction to Literature

This is a basic course in the appreciation of good literature, which is designed to help the student learn the elements, characteristics, and terminology necessary to study poetry, drama, and the short story. Students are required to keep an extensive reading journal and to write a research paper using analytical skills acquired in the course. A variety of films is used to illustrate various techniques employed by authors.

Prerequisites: None

Credit Hours: 4

📖 Offered Online

## Mathematics (MAT)

### MAT1030 College Algebra

This course provides the student with an opportunity to experience Algebra as a process that enhances logical thinking and a discipline that has real world applications. Skills such as operations with Real Numbers, Linear Equations and Inequalities, Polynomials, Exponents, Quadratic Equations, Roots, Radicals, and Cross Multiplication of algebraic expressions are practiced.

Prerequisites: None

Credit Hours: 4

## Mathematics - General and Finite (MGF)

### MGF1106 Topics in College Mathematics

Through a unique problem-solving approach, this course provides an insight into what mathematics is and what it accomplishes. Topics include logic, estimation, numeration systems, number theory, algebra, functions and graphs, geometry mathematical systems, probability, and statistics.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

## Mathematics - Technical and Business (MTB)

### MTB1344 Algebra and Trigonometry

This course is the study of the concepts and practice of algebra and trigonometry skills. Factoring, algebraic fractions, logarithmic and exponential equations, vectoring, and graphing functions are practiced.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

## Nursing (NU/NUR/NSP)

### NUR1020C Fundamentals of Nursing

This course explores the normal foundations of nursing that form the model or template for the application of critical thinking processes in the presence of client self-care or self-care limitations. Areas discussed include assessment, diagnostic resources, documentation, medication math, and foundational concepts for normal human functioning with a focus on the older adult. In the lab portion of the course, students practice and demonstrate beginning competence in essential fundamental psychomotor skills. The focus is on assessment, use of basic nursing skills, and promotion of wellness.

Prerequisites: NUR1110 and ENC1100, BSC1086, BSC1086L

Credit Hours: 7

### NUR1110 Concepts of Nursing Practice

The Concepts of Nursing Practice introduces nursing as a holistic and caring profession. Through a study of historical nursing perspectives, Nightingale through contemporary holistic, the theory of Dorothea Orem will be introduced as a method of organizing nursing thought. Other concepts pertaining to values, professional behavior, ethical considerations, and healthcare delivery systems will be explored. This conceptual process will provide a foundation for understanding the relationships, interactions and influences that exist within the nursing environment and the healthcare world. Students will have the opportunity, through the creation of "learning environments," to identify their own learning styles and begin to create an environment of positive learning and personal wellness.

Prerequisites: BSC1085, BSC1085L, MAT1030, and DEP2004

Corequisites: MCB2010, MCB2010L and NUR2141, BSC1086, BSC1086L

Credit Hours: 3

### NUR1310C Child Care Nursing

Child Care Nursing considers the stressors that affect an individual child's level of wellness by imposing transitional or permanent self-care physical, social, developmental and/or emotional limitations. The critical thinking models for human functioning, initial nursing interventions, the detailed nursing process and developmental assessments will be used to explore nursing care for children and their families. Clinical experiences provide opportunities for students to integrate concepts from the classroom into the nursing care of children and their families. The focus is the implementation of the holistic nursing process, with accompanying technical skill sets, for children with common occurring health limitations.

Prerequisites: NUR2210C, DEP2004

Credit Hours: 6

### NUR1421C Maternal-Child Health Nursing

Maternal/Child Health nursing examines the child-bearing family's level of wellness when self-care limitations imposed by pregnancy and childbirth engage individuals in change. Critical thinking models for human functioning, initial nursing interventions, detailed nursing process and developmental assessments will be used to provide comprehensive, holistic nursing care to the woman and her developing family. During pregnancy, childbirth and postpartum, common normal stressors and selected high risk challenges that create therapeutic self-care demand(s) which require partnering will be considered. Clinical experiences assist the student to integrate content from the classroom with the nursing care of child-bearing women and their families and will occur in out-patient clinics, physician's offices, health department clinics, birthing centers and hospitals.

Prerequisites: NUR2210C and DEP2004

Credit Hours: 6

#### NUR1520C Mental Health Nursing

This course considers stressors that affect an individual's level of wellness by imposing transitional self-care mental and/or social limitations. Critical thinking models for human functioning and initial nursing interventions will be explored with the use of the detailed nursing process. Clinical provides selected client experiences in mental health settings that assist the students to integrate content from the classroom with client care. The client care focus and accompanying technical skill sets are utilized by the student to implement the nursing process for clients with commonly occurring mental health limitations that lead to therapeutic self-care demands that require partnering.

Prerequisites: NUR2210C, SYG2000, ENC1101, or HUM1020

Credit Hours: 7

#### NUR2141 Pharmacology and Nursing Practice

Pharmacology and Nursing Practice introduces the beginning level nursing student to pharmacotherapeutic concepts as they are applied to nursing practice. The major drug classifications are discussed in accordance with concepts of human functioning. For each classification, students will consider data collection, dosage/administration, evaluating and promoting therapeutic effects, minimizing adverse effects and interactions, managing toxicity and client education.

Prerequisites: BSC1085, BSC1085L, MAT1030, and DEP2004

Corequisites: BSC1086, MCB2010, and NUR1110

Credit Hours: 3

#### NUR2210C Beginning Medical/Surgical Nursing

This course examines stressors that affect an individual's level of wellness by imposing transitional self-care physical and/or mental limitations. The critical thinking models for human functioning and initial nursing interventions will be further developed and expanded with the use of the detailed nursing process. Selected stressors include, but are not limited to, commonly occurring health limitations that lead to therapeutic self-care demand(s). The learning lab provides students with opportunities to practice and demonstrate competence in the beginning medical/surgical technical nursing skills sets that are either utilized or delegated by the nurse to implement the nursing process. Clinical experiences provide planned client experiences in a variety of settings that assist the student to integrate content from the classroom and lab learning environments.

Prerequisites: NUR1020C, BSC1086, BSC1086L, MCB2010, MCB2010L, and NUR2141

Credit Hours: 8

#### NUR2243C Medical Surgical Nursing

This course continues to examine stressors that affect an individual's level of wellness by imposing transitional self-care, physical and/or mental limitations. The critical thinking models for human functioning and initial nursing interventions will be used and practiced in conjunction with the nursing process. Selected stressors include, but are not limited to, those causing an altered state of wellness that requires adjustments to self-care and a different state of wellness. The learning lab builds on knowledge obtained in previous courses and provides students with opportunities to practice and demonstrate more complex technical skills used by the nurse to implement the nursing process for clients with transitional physical or mental limitations. The lab is a supportive and supervised environment for students to gain confidence and competence while practicing medical/surgical skills for clients who are facing altered states of wellness and self-care adjustment. Clinical experiences are planned to provide opportunities to apply new and previous knowledge facing altered states of wellness and self-care adjustment.

Prerequisites: NUR2210C

Credit Hours: 8

#### NUR2291C Critical Care Nursing

This course focuses on adults experiencing medically complex alterations in health and highly technical skills required by today's nurse for care of an individual's body-mind-spirit. Critical thinking models for human functioning and initial nursing interventions will be used and practiced in conjunction with the nursing process. Medical/surgical nursing care concepts are revisited in the context of concepts of critical care nursing. Selected stressors include, but are not limited to, those causing an altered state of wellness that requires complex adjustments to self-care and a resulting difference in one's state of wellness. Lab experiences focus on developing and demonstrating competency in technical skills and integrating skills into complex client care scenarios.

Prerequisites: NUR2243C, NUR1310C, and NUR1421C

Credit Hours: 4

#### NUR2811C Professional Nursing Roles and Leadership

This course examines the assimilation of professional nursing roles with emphasis on the integration of theories of organizational development and culture, beginning leadership and management skills, such as delegation and priority setting, into the practice of nursing. Professional issues are explored to provide a foundation for independent practice by assisting the student to prepare for employment as a registered nurse. Laboratory and clinical experiences provide the students with opportunities to demonstrate the attainment of expected clinical and educational skills and competencies.

Prerequisites: NUR2243C, NUR1310C, NUR1421C,

Credit Hours: 7

## Nutrition (HUN)

### HUN1206 Nutrition

This course introduces the student to the basic fundamentals of nutrition, including the micro and macronutrients found in food and how the body processes them. The relationship between diet and health is also discussed. Students will learn principles of planning a balanced diet and how to make healthier food choices.

Prerequisites: None

Credit Hours: 4

📖 Offered Online

## Philosophy (PHI)

### PHI2014 Introduction to Philosophy

This course is designed as an introduction for students having no previous college work in comparative belief systems with the focus being the perennial issues of human existence. The fundamental assumptions, terminology, and schools of thought used to address issues in metaphysics, epistemology, ethics, and aesthetics will be examined. Major philosophical problems will be explored with emphasis placed on establishing relevance to personal philosophy.

Prerequisites: None

Credit Hours: 4

📖 Offered Online

### PHI4609 Ethics

Students will become familiar with the philosophy of ethics and moral theology. Emphasis will be on applying moral theory to practical moral questions of the twentieth century.

Prerequisites: None

Credit Hours: 4

📖 Offered Online

## Physics (PHY)

### PHY1020 Physics

This course is designed to introduce the student to the laws, fundamental principles, and problem solving methods of modern physics. This course will deal with the basic concepts that surround us in the physical world such as, mechanics, electromagnetism, waves, sound, light and astronomy.

Prerequisites: None

Credit Hours: 4

📖 Offered Online

## Political Science (POS)

### POS1041 American National Government

This course is designed to provide a comprehensive examination of the American political system. Through this course, students will become familiar with the theory, organization, principles, and functions of the American national government and various elements within the political system that work to shape policy outcomes.

Prerequisites: None

Credit Hours: 4

📖 Offered Online

## Psychology (PSY)

### PSY1012 Principles of Psychology

This course is an introduction to the field of psychology as the scientific study of the behavior of man. Specialized terminology in the field of psychology is introduced. Topics studied include the principles of behavior, the scientific method in psychology, perception, learning, thinking and problem solving techniques.

Prerequisites: None

Credit Hours: 4

📖 Offered Online

# Radiologic Technology (RT)

## RT1100 Fundamentals of Radiologic Sciences

A course of study designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of the health care organization are examined and discussed, in addition to the professional responsibilities of the radiographer.

Prerequisites: None

Credit Hours: 1

🖥️ Offered Online

## RT1130 Introduction to Principles of Radiographic Exposure I

This introductory course provides students with the basic knowledge of atomic structure, electricity, and electromagnetism. The foundations for radiation-producing equipment; the production of radiation; radiation safety; and radiation interaction with matter will be established.

Prerequisites: None

Credit Hours: 2

## RT1140 Patient Care I

This course is the first in a two-part series that equips students with the knowledge to care for patients in the healthcare setting. Students will learn how to deliver care safely and effectively to a diverse patient population.

Prerequisites: None

Credit Hours: 2

## RT1150 Radiographic Procedures I

This course is the first of four that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: None

Credit Hours: 2

## RT1150L Radiographic Procedures I Lab

Utilizing the non-energized laboratories, students are instructed on how to perform essential procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: None

Credit Hours: 1

## RT1160 Image Analysis I

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: None

Credit Hours: 1

## RT1230 Introduction to Principles of Radiographic Exposure II

This course is the second in a series providing students with the basic knowledge of atomic structure, electricity, and electromagnetism. The foundations for radiation-producing equipment; the production of radiation; radiation safety; and radiation interaction with matter will be established.

Prerequisites: RT1130

Credit Hours: 2

## RT1250 Radiographic Procedures II

This course is the second of four that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: RT1150

Credit Hours: 2

## RT1250L Radiographic Procedures II Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform essential procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1150L

Credit Hours: 1

#### RT1260 Image Analysis II

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: None

Credit Hours: 1

#### RT1290 Clinical Education I

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Students will utilize didactic concepts in the clinical setting. Through structured, sequential, competency-based clinical assignments, concepts of team practice; patient care and assessment; professional development; and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated

Prerequisites: RT1150L and RT1250L

Credit Hours: 3

#### RT1330 Principles of Radiographic Exposure I

This course establishes the foundation of image production, quality, and equipment. Concepts of radiation safety and protection are reinforced.

Prerequisites: RT1130

Credit Hours: 4

#### RT1350 Radiographic Procedures III

This course is the third of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. This is a course of radiographic positions building on the basic procedures learned in RT1150 and RT1250.

Prerequisites: RT1250

Credit Hours: 1

#### RT1350L Radiographic Procedures III Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform essential procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1250L

Credit Hours: 1

#### RT1360 Image Analysis III

This course is designed to provide additional instruction when analyzing advanced radiographic images. Students will be able to determine if a radiograph has an adequate level of contrast and density, and what factors to adjust if a radiograph is inadequately exposed. The processes for properly evaluating radiographic images with a higher degree of critical thinking will be taught. Actual images will be used for demonstration and analysis.

Prerequisites: RT1260

Credit Hours: 1

#### RT1390 Clinical Education II

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.

Prerequisites: RT1250L

Credit Hours: 3

#### RT1450 Radiographic Procedures IV

This course is the fourth of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: RT1350

Credit Hours: 2

#### RT1450L Radiographic Procedures IV Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform advanced imaging procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1350L

Credit Hours: 1



#### RT1460 Image Analysis IV

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: RT1360

Credit Hours: 1

#### RT1490 Clinical Education III

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.

Prerequisites: RT1350L

Credit Hours: 3

#### RT1510 Special Procedures

This course is designed to concentrate on the advanced studies performed in the radiology department, such as procedures of the urinary and digestive systems, and those performed in the interventional suite. Students will learn about injection instrumentation, as well as contrast indications and safety.

Prerequisites: None

Credit Hours: 2

#### RT1520 Radiographic Pathology

Course is designed to introduce concepts related to disease and etiological consideration with emphasis on radiologic appearance of disease and impact on exposure factor selection. It also presents basic information on the pathologic process; signs and symptoms; and diagnosis and prognosis of various diseases.

Prerequisites: None

Credit Hours: 2

#### RT1550 Radiographic Procedures V

This course is the fifth of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: RT1450

Credit Hours: 2

#### RT1550L Radiographic Procedures V Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform advanced imaging procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1450L

Credit Hours: 1

#### RT1560 Image Analysis V

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: RT1460

Credit Hours: 1

#### RT1590 Clinical Education IV

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.

Prerequisites: RT1450L

Credit Hours: 4

#### RT1610 Advanced Imaging Modalities

This is a specialized course of study designed to enhance knowledge of radiologic imaging by introducing the student to advanced imaging modalities. Modalities that can be pursued as post- primary pathways will be discussed. Additionally, career opportunities and salaries will be explored.

Prerequisites: None

Credit Hours: 1

## RT1630 Principles of Radiographic Exposure II

Content imparts an understanding of the components, principles and operation of computed radiography and digital imaging systems found in diagnostic radiology. Image acquisition, display, archiving, and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Students will learn advanced concepts in digital imaging acquisition to enable them to apply those concepts in clinic.

Prerequisites: RT1330

Credit Hours: 4

## RT1650 Radiographic Procedures VI

This course is the sixth of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: RT1550

Credit Hours: 2

## RT1650L Radiographic Procedures VI Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform advanced imaging procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1550L

Credit Hours: 1

## RT1660 Image Analysis VI

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: RT1560

Credit Hours: 1

## RT1690 Clinical Education V

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.

Prerequisites: RT1550L

Credit Hours: 4

## RT1710 Mammography

This is a specialized course of study detailing the radiographic examination of the breasts and related positioning and pathology. This course will provide both a historical view of mammography, including breast anatomy and physiology, positioning, compression, technique selection, patient education, quality control, and advanced imaging, including implants and studies related to breast pathology and specialized views. The student will learn quality control, optimal functioning of dedicated mammography equipment including stereotactic needle biopsies and digital mammography.

Prerequisites: None

Credit Hours: 2

## RT1711 Computed Tomography

Content provides entry-level radiography students with the principles related to computed tomography (CT) imaging

Prerequisites: None

Credit Hours: 2

## RT1720 Radiation Biology and Advanced Protection

The Radiation Biology content of the course provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. The Advanced Protection content of the course is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and healthcare organizations are incorporated.

Prerequisites: None

Credit Hours: 3

## RT1750 Radiographic Procedures VII

This course is the seventh of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: RT1650

Credit Hours: 2

### RT1750L Radiographic Procedures VII Lab

Utilizing the non-energized laboratories, students are instructed on how to perform essential procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1650L

Credit Hours: 1

### RT1760 Image Analysis VII

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: RT1660

Credit Hours: 1

### RT1790 Clinical Education VI

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.

Prerequisites: RT1650L

Credit Hours: 4

### RT1800 Registry Review

This course is a comprehensive review of radiography. It is designed to be both a review and detailed guide, with questions and answers, for students preparing to successfully pass the Registry examination administered by the ARRT. All subject areas will be reviewed and test taking strategies discussed.

Prerequisites: RT1150, RT1250, RT1330, RT1350, RT1450, RT1550, RT1630, RT1650, RT1750

Credit Hours: 0


## Sociology (SYG)

### SYG2000 Sociology

This is an integrated survey of the fundamental sociological concepts of culture, forms of collective behavior, community and social organization, social interaction, and social change. Students write a research paper based on some facet of sociology presented in class.

Prerequisites: None

Credit Hours: 4

 Offered Online

### SYG2430 Marriage and the Family

This course will examine families in terms of structure, roles, and functions. Emphasis will be placed on understanding the family life cycle; change in motivation to marry, divorce, and remarriage; nontraditional relationships, parenting roles, and sex education.

Prerequisites: SYG2000

Credit Hours: 4

 Offered Online


## Sociology of Demography (SYD)

### SYD4700 Race and Ethnic Relations

In this class, we will look at minority groups in the U.S. (racial, ethnic, cultural, and religious); discuss the relationship of minority status to socioeconomic and political stratification; compare U.S. ethnic social relations to that of minority groups in other societies and contexts; look at what anthropological and sociological theory tell us about the sociocultural processes of ethnic formation, maintenance, and interrelationship; try to understand ethnic prejudice and discrimination and their causes; and look in depth on how these "global" processes act out locally in our community

Prerequisites: None

Credit Hours: 4

 Offered Online

## Speech Communication (SPC)

### SPC1017 Oral Communication

This course is designed to equip the student with better speaking skills, whether in business, social, or civic life. The student will develop the ability to speak clearly and effectively; to think and express ideas effectively; and to plan, compose and deliver speeches of various kinds. Special consideration is placed on purpose, scope and audience analysis and adaptation.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

## Statistics (STA)

### STA2014 Statistics

This course examines the essential issues and methods used to employ statistical techniques. The unique considerations of describing, summarizing, and analyzing statistical data are presented.

Prerequisites: MTB1103 or MAT1030 or MGF1106 or MTB1344

Credit Hours: 4

🖥️ Offered Online

## Student Life Skills (SLS)

### SLS1201 Personal Development

This course is designed to give students exposure to concepts and skills that can help the student make changes in their academic performance and their lives. These lessons are facilitated towards student issues, challenges while attending school and transitioning long-term career goals for success upon graduation.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

### SLS2301 Professional Strategies

This course prepares each student for obtaining career positions through proven professional strategies. Resume writing, interviewing techniques, job lead researching, communication skills and career planning are studied in detail. The application of the principles taught in this innovative course provides invaluable tools for professional career planning.

Prerequisites: None

Credit Hours: 4

🖥️ Offered Online

## Surgical Technology (STS)

### STS1302 Introduction to Surgical Technology

This course focuses on the basic fundamentals of Surgical Technology by introducing students to the surgical arena. Key concepts include scope of practice, physical environment, hospital organization, standards of conduct, professionalism, interpersonal communication, and teamwork skills.

Prerequisites: None

Credit Hours: 4

### STS1308C Operating Room Technique I - Instrumentation

This course will focus on the fundamental concepts of surgical technology in regards to instrumentation. This course focuses specifically on instrument classification, instrument names, instrument parts, instrument materials, instrument finishes and the uses of the instrumentation themselves. During the course the student will have the opportunity to learn the relationship between instrument type and usage. This course also focuses on the function, assembly, and care of specialty and accessory equipment used in a surgical setting. Finally, the course will review the various supplies used in the operating room.

Prerequisites: HSC1531

Credit Hours: 4

### STS1304C Operating Room Technique II

This course will focus on the fundamental concepts of surgical technology. Topics covered will include equipment and supplies used during surgery, instrumentation, patient positioning, proper techniques for setting up a surgical case, and circulating the sterile field. Key concepts include surgical asepsis, consent, case selection, instrumentation, room preparation, preparation of the sterile field, performing the surgical count, and monitoring the sterile field. The student will also learn the importance of the consent and preference card.

Prerequisites: STS1308C

Credit Hours: 4

#### STS1340C Surgical Pharmacology and Aseptic Technique

This course focuses on the principles of asepsis and sterile technique, as well as the medications used in the surgical setting. Key concepts include surgical conscience, disinfection, sterilization, hemostasis, emergency situations, radiological and chemical injuries, biological warfare, basic principles of pharmacology as it relates the operating room and the fundamental principles of asepsis and the practice of sterile technique.

Prerequisites: STS1302 or HSC1531

Corequisite: STS1304C

Credit Hours: 4

#### STS2270 Clinical Aspects I

This course serves as the first of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. Students become familiarized with facilities, procedures, and practices of the working surgical environment. Students observe and begin participating in a wide variety of surgical procedures. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.

Prerequisites: STS2327 and STS1304C

Credit Hours: 8

#### STS2271 Clinical Aspects II

This course serves as the second of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. Students become familiarized with facilities, procedures, and practices of the working surgical environment. Students observe and begin participating in general, genitourinary, gynecologic, otorhinolaryngologic, ophthalmic, oral, and maxillofacial, plastic and reconstructive, neurologic, and orthopedic procedures. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.

Prerequisites: STS2270

Credit Hours: 8

#### STS2272 Clinical Aspects III

This is the final of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student is expected to demonstrate the required skills of the surgical technology profession with little to no supervision. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.

Prerequisites: STS2271

Credit Hours: 8

#### STS2325C Surgical Procedures I

This course introduces the student to the specific steps during basic, intermediate, and advanced surgical procedures. Topics covered will include anatomy, etiology and the disease processes necessitating surgical intervention in addition to the individual procedures. Key concepts include diagnostic examinations, wound healing, sutures, needles, and stapling devices, surgical procedures covering: general, obstetrics and gynecology, ophthalmic, otorhinolaryngologic, oral and maxillofacial, and genitourinary surgery. The student will gain a better understanding of relating the pathological disease to the course of surgical intervention.

Prerequisites: STS1302, HSC1531, BSC1085, BSC1086, BSC1085L, and BSC1086L

Credit Hours: 4

#### STS2327 Surgical Procedures II

This course will focus on the fundamental concepts of surgical technology. Topics covered will include floor plan design, the various support departments, equipment, and supplies used during surgery, instrumentation, patient positioning, proper techniques for setting up a surgical case, and circulating the sterile field. Key concepts include

surgical asepsis, consent, and case selection, instrumentation, and room preparation, preparation of the sterile field, performing the surgical count, and monitoring the sterile field. Students perform “mock surgery” and will demonstrate surgical procedure set ups for Orthopedic, Neuro, Plastic, Vascular, and Cardio-thoracic surgery.

Prerequisites: STS2325C

Credit Hours: 5

#### STS2937 Exam Prep

Upon completion of this course, the student shall be ready to attempt the national CST exam. This course will provide the student with the necessary review in order to give the best possibility of successfully attempting the national certifying exam. Materials covered will include a comprehensive review of all body systems, instrumentation, procedural methods, supplies, medications, as well as test-taking techniques.

Prerequisites: STS2271  
Credit Hours: 10

# Inserts

## Tuition and Fees

Effective Fall Term, September 2022

### *Tuition*

#### Degree Programs

Tuition is charged per quarter based on a student's credit load defined below:

| Student Status | Number of Credits  | Tuition    |
|----------------|--------------------|------------|
| Full-Time      | 12 or more Credits | \$6,080.00 |
| Part-Time      | 6 to 11 Credits    | \$4,000.00 |
| Per Credit     | Under 5 Credits    | \$500.00   |

#### Multi-Quarter Diploma Programs

Tuition is charged per quarter based on a student's credit load defined below:

| Student Status | Number of Credits  | Tuition    |
|----------------|--------------------|------------|
| Full-Time      | 12 or more Credits | \$3,000.00 |
| Part-Time      | 6 to 11 Credits    | \$1,950.00 |
| Per Credit     | Under 5 Credits    | \$250.00   |

#### One Quarter Diploma Programs (EMT)

Tuition is \$1,950 for the full program.

### *Fees*

| Name         | Occurrence | Amount   | Additional Information                     |
|--------------|------------|----------|--|
| Registration | One-time   | \$100.00 | Hollywood, Miami, and Gainesville Campuses |
| Technology   | One-Time   | \$375.00 | Hollywood and Miami Campuses               |
| HESI Exam    | One-Time   | \$85.00  | Radiologic Technology Program              |
| NBSTSA Exam  | One-Time   | \$250.00 | Surgical Technology Program                |
| Kaplan Exam  | One-Time   | \$600.00 | Nursing Program                            |

### Additional Expenses

- Textbooks: Students are required to purchase all textbooks on their own. The cost is estimated at \$1,850.00 but varies by program.
- Distance Education Courses: No additional fees are associated with fully distance education courses.
- GPS Enabled Device: Students are required to poses a GPS enable device with internet access to complete academic and administrative requirements.
- Uniforms: Students are required to purchase school specific uniforms form a third-party vendor. The minimum cost is estimated at \$100.00 but varies based on the total amount of items purchased by the student.
- Clinical Clearance: Students are required to be medically cleared by a private physician and have proof of acceptable current health insurance coverage as part of the clinical clearance process. The clinical clearance process is performed through a third-party vendor at no expense to the student.

## Academic Calendar