

Academic Bulletin 2011-2012

Our Vision

N U R T U R E

E X C E L L E N C E

S P I R I T U A L I T Y

S T E W A R D S H I P



671 Winyah Drive • Orlando, FL 32803
(800) 500-7747 • www.FHCHS.edu

The information in this *Academic Bulletin* accurately reflects policies of Florida Hospital College of Health Sciences (FHCHS) in force at the time of publication.

Students in the Department of Health and Biomedical Sciences are admitted under, and are subject to, the provisions of the *Academic Bulletin* for the year they initially enroll.

Students in degree programs are admitted under, and are subject to, the provisions of the *Academic Bulletin and applicable supplements* for the year they are admitted and matriculate into a program at FHCHS. If for any reason a break in attendance of two or more academic calendar years occurs, students must satisfy the *Academic Bulletin* requirements for the year of their re-entry.

The provisions of this *Academic Bulletin* are not to be regarded as an irrevocable contract between the student and FHCHS. The College reserves the right to change any provision or requirement at any time. College administration reserves the right to institute and give public notice of such changes as it deems necessary during the period for which this *Academic Bulletin* is in effect.

The archived *Academic Bulletin* (PDF document) is the official source of information for all FHCHS academic policies and procedures, courses of instruction, and other information pertinent to the College. Changes to the archived *Academic Bulletin* will be published in Spring and/or Summer *Academic Bulletin* Supplements as official addendums.

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Academic Calendar

Main Campus and Denver Site

Fall 2011 Trimester, August 29 – December 09, 2011

July 5 – August 3	Returning student registration
July 11 – August 3	New student registration
July 1	New student application deadline for fall 2011
July 22	Financial Aid application deadline for fall 2011
August 29	Classes begin
September 2	Last day to register, add a class, drop a class with no record, or change to audit
September 5	Labor Day, no classes
September 12	Convocation
November 11	Last day to withdraw from classes and receive a “W” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
November 14	First day all withdrawals receive a grade of “WF” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
November 23 – 25	Thanksgiving holiday break, no classes
December 5 – 9	Final examinations
December 11	Graduation ceremony
December 12 – January 6	Christmas holiday break, no classes

Spring 2012 Trimester, January 9 – April 20, 2012

October 31 – December 7	Returning student registration
November 7 – December 7	New student registration
November 1, 2011	New student application deadline for spring 2012
November 21, 2011	Financial aid application deadline for spring 2012

July 2011

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August 2011

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September 2011

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October 2011

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January 9	Classes begin
January 13	Last day to register, add a class, drop a class with no record, or change to audit
January 16	Martin Luther King Jr. Day, no classes
February 27 – March 2	Spring break, no classes
March 6	Spring Picnic
March 30	Last day to withdraw from classes and receive a “W” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
April 2	First day all withdrawals receive a grade of “WF” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
April 16 – 20	Final examinations
April 22	Graduation ceremony
April 23 – May 4	No classes

14 – Week Summer Trimester, May 7 – August 10, 2012

March 19 – April 18	Returning student registration
March 26 – April 18	New student registration
March 1	New student application deadline for summer 2012
April 2	Financial aid deadline for summer 2012
May 7	Classes begin
May 11	Last day to register, add a class, drop a class with no record, or change to audit
May 28	Memorial Day, no classes
July 4	July 4th holiday, no classes
July 20	Last day to withdraw from classes and receive a “W” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
July 23	First day all withdrawals receive a grade of “WF” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
August 6 – 10	Final examinations
August 13 – 31	Summer break, no classes

First 7-Week Summer Session, May 7 – June 22, 2012

March 19 – April 18	Returning student registration
March 26 – April 18	New student registration
March 1	New student application deadline for summer 2012
April 2	Financial aid deadline for summer 2012
May 7	Classes begin
May 11	Last day to register, add a class, drop a class with no record, or change to audit
May 28	Memorial Day, no classes

June 8	Last day to withdraw from classes and receive a "W"
June 11	First day all withdrawals receive a grade of "WF"
June 18 – 22	Final examinations
August 13 – 31	Summer break, no classes

Second 7 – Week Summer Session, June 25 – August 10, 2012

March 19 – April 18	Returning student registration
March 26 – April 18	New student registration
March 1	New student application deadline for summer 2012
April 2	Financial aid deadline for summer 2012
May 11	Last day to register, add a class, drop a class with no record, or change to audit
June 25	Classes begin
June 29	Last day to drop a class with no record
July 4	July 4th holiday, no classes
July 27	Last day to withdraw from classes and receive a "W"
July 30	First day all withdrawals receive a grade of "WF"
August 6 – 10	Final examinations
August 13 – 31	Summer break, no classes

Distance Education

Applies to the:

- Bachelor of Science in Diagnostic Medical Sonography Degree
- Bachelor of Science in Nursing Degree (R.N. to B.S.N. Completion Program)
- Bachelor of Science in Radiologic Sciences Degree

Fall 2011 Distance Trimester, August 29 – December 9, 2011

July 5 – August 3	Student registration
July 23	New student application deadline for fall 2011
July 22	Financial Aid application deadline for fall 2011
August 29	Trimester begins
September 5	Labor Day, no classes
September 12	Convocation
November 11	Last day to withdraw from classes and receive a "W" (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
November 14	First day all withdrawals receive a grade of "WF" (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
November 23 – 25	Thanksgiving holiday break, no classes
December 9	Trimester ends
December 11	Graduation ceremony
December 12 – January 6	Christmas holiday break, no classes

Spring 2012 Distance Trimester, January 9 – April 20, 2012

October 31 – December 7	Student registration
November 18, 2011	New student application deadline for spring 2012
November 21, 2011	Financial aid application deadline for spring 2012
January 9	Trimester begins
January 16	Martin Luther King Jr. Day, no classes
February 27 – March 2	Spring break, no classes
March 6	Spring Picnic
March 30	Last day to withdraw from classes and receive a “W” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)

June 2011

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August 2011

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November 2011

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January 2012

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April 2012

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May 2012

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July 2012

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August 2012

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April 2	First day all withdrawals receive a grade of “WF” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
April 20	Trimester ends
April 22	Graduation ceremony
April 23 – May 4	No classes

Summer 2012 Distance Trimester, May 7 – August 10, 2012

March 19– April 18	Student registration
March 30	New student application deadline for summer 2012
April 2	Financial aid deadline for summer 2012
May 7	Trimester begins
May 28	Memorial Day, no classes
July 4	July 4th holiday, no classes
July 20	Last day to withdraw from classes and receive a “W” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
July 23	First day all withdrawals receive a grade of “WF” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)
August 10	Trimester ends
August 13– 31	Summer break, no classes

Introduction

College History

Spirituality! Excellence! Nurture! Stewardship! These four words, keys to our mission statement describe the vision of Florida Hospital College of Health Sciences — a vision with a heritage dating back nearly a century.

The Florida Hospital School of Nursing operated on the Hospital campus from 1913 until 1958 when Southern Adventist University (SAU) (then Southern Missionary College) began sending nursing students from its Tennessee campus to Orlando for clinical experiences at the Hospital. In 1983, SAU opened an Orlando Center on the Hospital Campus, offering an Associate degree in Nursing. The Hospital had (in 1964) already founded a School of Practical Nursing, and hospital-based programs had opened in Radiography in 1962 and in Sonography in 1988. The groundwork for a College was laid.

In 1992, a new institution, Florida Hospital College of Health Sciences (FHCHS), was formed, merging SAU's Associate degree Nursing program with three hospital-based programs: a certificate program in Practical Nursing and Associate degree programs in Radiography and Sonography. In 1998, FHCHS became a Baccalaureate-degree-level institution, granting a Bachelor of Science Degree in Nursing.

Since then, the College has added Associate degree programs in Nuclear Medicine, Occupational Therapy Assistant, and Pre-Professional Studies. Six new Baccalaureate programs have also been added: distance-learning degrees in Radiologic Sciences, Diagnostic Medical Sonography and Nursing and on-campus degrees in Health Sciences, Biomedical Sciences and Nuclear Medicine. In 2008, the College began its first graduate program, offering a Master's degree in Nurse Anesthesia. The second, a Master's degree in Occupational Therapy will begin in the fall of 2011.

Florida Hospital College — offering Associate degrees, Baccalaureate degrees and Master's degrees and building on 98 years of health education experience — continues to grow as an institution with a history of quality and a passion for excellence!

Mission Statement

Florida Hospital College of Health Sciences, a Seventh-day Adventist institution, specializes in the education of professionals in healthcare. Service-oriented and guided by the values of Nurture, Excellence, Spirituality, and Stewardship, the College seeks to develop leaders who will practice healthcare as a ministry.

Vision Statements

The four words and their accompanying definitions are an identification and explanation of the values underlying the College Mission Statement. They play a vital role in the fulfillment of this Mission.

Nurture

Florida Hospital College will be an institution that encourages the personal and professional growth of its students, faculty, and staff by nourishing their

spiritual development, fostering their self-understanding, and encouraging a zeal for knowledge and service.

Excellence

Florida Hospital College will be an institution whose programs are built upon an optimal blend of superior pedagogy, technology, and spiritual values, a blend designed to lead to the highest level of professional practice by its graduates.

Spirituality

Florida Hospital College will be an institution where Christian professionalism is such an integral part of its programs and practices that it becomes the distinguishing characteristic of the organization.

Stewardship

Florida Hospital College will be an institution where the wise stewardship of its human, intellectual, financial, and physical resources enables the College to achieve outcomes consistent with its mission.

Learning Outcomes

Caring

The FHCHS graduate will be a caring professional. These individuals possess willingness to understand another's perspective on life, demonstrate concern for individuals they work for and with, and have the ability to engage in activities for the benefit of others.

A caring individual:

- Integrates the principles of caring
- Respects the dignity and wellbeing of others
- Demonstrates empathy
- Evaluates his or her own caring behaviors through reflection and peer evaluation.

Communication

The FHCHS graduate will be an effective communicator. Communication is characterized by appropriate verbal, nonverbal, and written skills.

The effective communicator:

- Demonstrates proficiency in the English language
- Recognizes and implements appropriate communication in a variety of settings
- Addresses communication barriers appropriately
- Maximizes opportunities to create a positive first impression
- Engages in active listening

Critical Thinking

The FHCHS graduate will be a critical thinker. A critical thinker is one who can gather relevant information and analyze and use that knowledge appropriately.

The critical thinker:

- Engages in inductive and deductive reasoning, analysis, and decision-making
- Applies critical thinking skills in a variety of situations

Ethical/Moral

The FHCHS graduate will treat everyone with respect and equality, recognizing the value of each person. The graduate will demonstrate integrity by exhibiting the characteristics of a Christian professional.

The ethical/moral individual:

- Identifies the principles of ethical/moral decision making
- Possesses integrity that is evident in his or her professional relationships
- Exhibits ethical/moral standards in decision making
- Evaluates ethical/moral standards through reflection and peer evaluation

Lifelong Learning

The FHCHS graduate will be a lifelong learner. Lifelong learning is the pursuit of excellence through the ongoing acquisition of knowledge and professional expertise.

The lifelong learner:

- Seeks a variety of learning opportunities
- Integrates growth and improvement in learning experiences
- Reflects on learning experiences
- Demonstrates information literacy

Professional Expertise

The FHCHS graduate will demonstrate professional expertise by passing appropriate professional examinations and exhibiting proficiencies within the healthcare environment.

The professional will be able to:

- Demonstrate an adequate knowledge base of his or her profession
- Perform skills appropriate to the clinical environment
- Advocate for the patient and the profession
- Function appropriately within a team

Service to the Community

The FHCHS graduate will engage in socially responsible voluntary service to the community. These individuals will fulfill their social, civic, and environmental responsibilities through their involvement in service initiatives.

The serving individual:

- Addresses the needs of underserved populations
- Participates in the professional community

- Engages with civic entities
- Evaluates service opportunities through self-reflection and peer evaluations

Assessment of Learning Outcomes

Florida Hospital College of Health Sciences believes that assessment of learning outcomes and general education competencies should include:

1. Both direct and indirect measures
2. Assessments at the class level where a variety of techniques can be employed
3. Student self-assessment
4. Alumni self-assessment
5. Use of nationally normed instruments where appropriate and available

General Information

Accrediting Bodies

Southern Association of Colleges and Schools (SACS)

Florida Hospital College of Health Sciences is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award Certificates, Associates, Baccalaureate, and Master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Hospital College of Health Sciences.

Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Accrediting Association of Seventh-day Adventists Schools, Colleges, and Universities

12501 Old Columbia Pike
Silver Spring, Maryland 20904
Phone: (301) 680-5068; Fax: (301) 622-9627

National League for Nursing Accrediting Commissions (NLNAC)

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: (404) 975-5000, Ext. 153; Fax: (404) 975-5020
www.nlnac.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street
Clearwater, Florida 33756
Phone: (727) 210-2350

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Phone: (312) 704-5300; Fax (312) 704-5304
E-mail: mail@jrcert.org

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)

4720 Montgomery Lane/P.O. Box 31220
Bethesda, MD 20814-3425
Phone: (301) 652-AOTA
www.aota.org

Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)

2000 W. Danforth Road, Suite 130, #203
Edmond, Oklahoma 73003
Phone: (405) 285-0546
E-mail: jrcnmt@coxinet.net

Council on Accreditation of Nurse Anesthesia Educational Program (COA)

222 South Prospect Avenue
Park Ridge, Illinois 60068-4001
Phone: (847) 655-1160
www.aana.com

Licensing Body

Florida Board of Nursing

4052 Bald Cypress Way, Bin C02
Tallahassee, Florida 32399-3252
Phone: (850) 245-4158; Fax: (850) 245-4172

Governing Academic Bulletin

This *Academic Bulletin* covers general questions relating to the academic policies that are to be observed by the student during the 2011–2012 academic year beginning with the fall trimester. It is the responsibility of the student to know the policies contained in this document. Problems and/or questions should be referred to the student's department chair or the Office of Academic Administration. The responsibility for meeting degree or certificate requirements rests with the student.

Students in the Department of Health and Biomedical Sciences are admitted under, and are subject to, the provisions of the *Academic Bulletin* for the year they initially enroll.

Students in degree programs are admitted under, and are subject to, the provisions of the *Academic Bulletin* and applicable *Supplements* for the year they are admitted to a program at FHCHS. If for any reason a break in attendance of two or more academic calendar years occur, students must satisfy the *Academic Bulletin* requirements for the year of their re-entry.

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Policies Regulating the Current Bulletin

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reserves the right to institute and give public notice of such changes as it deems necessary during the period when this *Academic Bulletin* is in effect.

Attendance and Progression at FHCHS

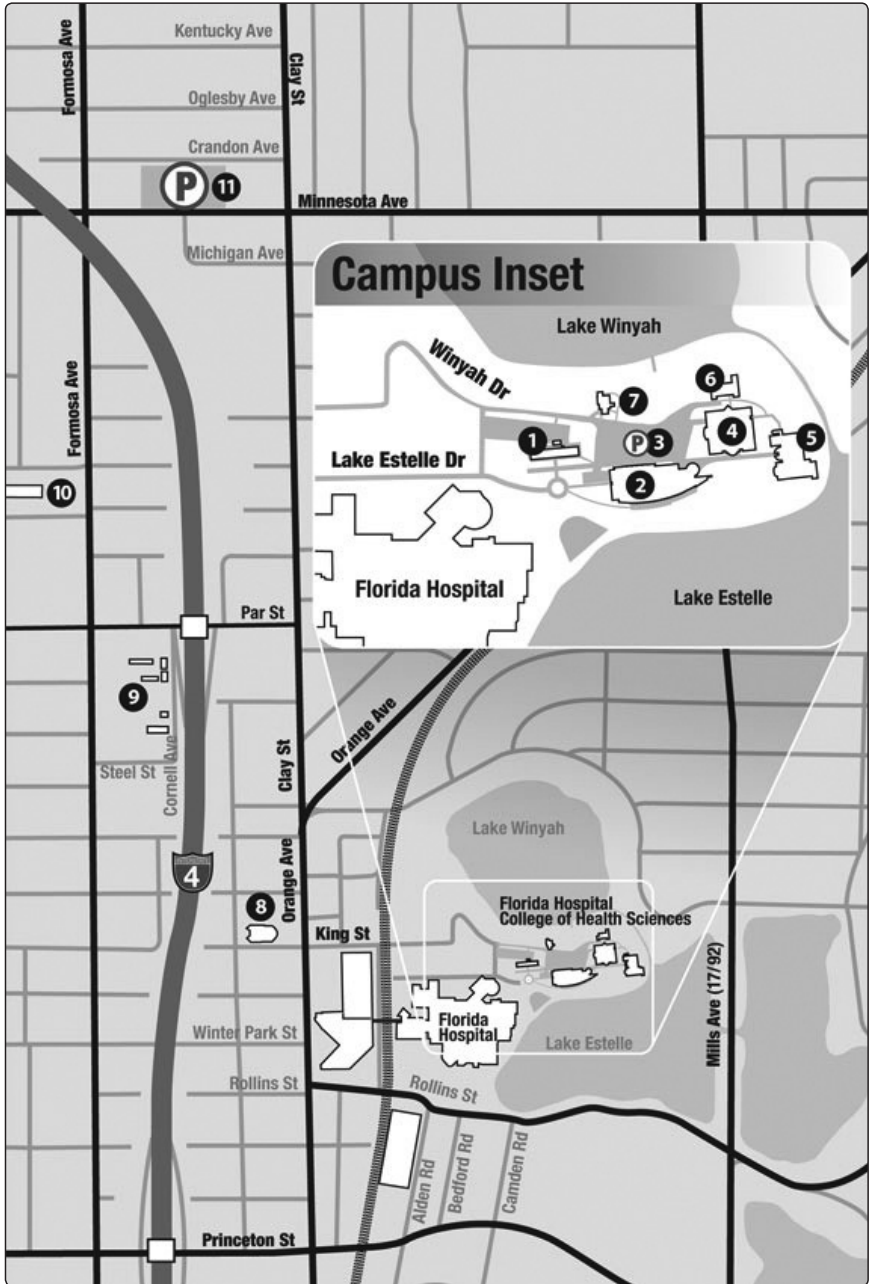
The admission of students to FHCHS, their progression and status, the awarding of academic credits, and the conferral of degrees are all subject to the ordinary regulatory powers of FHCHS. The College reserves the right to cancel, at its discretion, any of these privileges for reasons considered sufficient by the administration.

The Office of Academic Administration reserves the right to review the work of any student and, in consultation with the department chair and faculty, to dismiss those students who are not making satisfactory academic progress.

Disciplinary Authority

The disciplinary authority of FHCHS is vested in the president, those asked by the president to act on his behalf, and in the committees and administrators of FHCHS on whom jurisdiction may be conferred for specific cases and specific areas of responsibility.

College Campus Map and Facilities



1. Professional Services Building

Campus Operator
Classrooms
echelon
Campus Security
Automated external defibrillator (AED) -
on wall next to restroom entrance

2. Campus Center Building

Administration
Bookstore and Café
Classrooms
Department of Diagnostic Medical
Sonography
Department of Occupational Therapy
Assistant
Department of Nurse Anesthesia
Department of Radiologic Sciences
Radiography
Nuclear Medicine Technology
Enrollment Services
Faculty Offices (Adjunct)
Financial Services
Marketing and Public Relations
Student Lounge
Student Services
Alumni Office
Dean of Students
Campus Ministries
Student Government
Center for Academic Achievement
Counseling and Testing
Disability Services
Tutoring Services

AED 1st floor - next to chapel
AED 3rd floor - next to west stairwell

3. Visitor Parking**4. Nursing Building**

Auditorium
Classrooms
Computer Laboratory
Department of Nursing
Learning Co-OP
Nursing Learning Center
Nursing Simulation Laboratory
AED 1st floor - lobby across from Co-op

5. General Education Building

Classrooms
Department of Health and Biomedical
Sciences
Robert A. Williams Library
Science Labs
AED 1st floor - next to elevator

6. Andersen House

Curriculum and New Program
Development
Faculty Lounge
Grant Management
Institutional Effectiveness

7. Lake House

Registrar and Records

8. Florida Hospital Seventh-day Adventist Church**9. Bay Run Apartments****10. LaSalle Arms Apartments****11. Student Parking**

Parking for commuter students is at the Calvary Assembly Church parking lot off Clay Street on Minnesota Avenue. A shuttle bus transports students to and from the campus.

Florida Hospital College of Health Sciences is located between Lake Winyah and Lake Estelle, east of Florida Hospital, Orlando, Florida.

The campus is easily reached by taking the I-4 Princeton Street exit. Drive east two blocks and then north on Orange Avenue to the Hospital. Turn right on King Street. Follow the signs to the campus (671 Winyah Drive, Orlando, FL 32803).

Nondiscrimination Statement

Florida Hospital College of Health Sciences maintains a policy of equal education opportunity for all applicants without regard to sex, race, age, marital status, disability, sexual orientation, color, or national or ethnic origin. FHCHS does not discriminate in its educational or admission policies, financial affairs, employment programs, student life, or services in any College-administered program.

This notice is provided as required by the Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forward to the Dean of Students, Steve Roche, at:

Florida Hospital College of Health Sciences
 Student Services
 Attn: Steve Roche
 671 Winyah Drive
 Orlando, FL 32803
 Ph. (407) 303-8016
 Stephen.Roche@fhchs.edu

Rehabilitation Act (1973) Section 504: Services for Students with Special Needs

Florida Hospital College of Health Sciences is dedicated to the elimination of architectural and prejudicial barriers that prevent any qualified person from attending. All applications are welcome. Students who anticipate the need for special services are encouraged to contact the Marketing and Public Relations Department to arrange a visit to the campus. During the visit, applicants will receive information about campus life and can discuss with the Office for Students with Disabilities any information pertinent to their personal needs.

All students with a documented disability, whether or not they are seeking accommodations, should contact the Office for Students with Disabilities when applying to the College. This is recommended to ensure timely implementation of accommodations should the student request it during his or her attendance at Florida Hospital College.

The Office for Students with Disabilities will request completion of a Voluntary Declaration of Disability Form. This form will direct the Office regarding the student's necessary support documentation.

If the student requests accommodation, that student must provide the Office for Students with Disabilities the requested current, official documentation related to his or her disability. That documentation will be used to determine the type and extent of accommodation that is most reasonable and effective for that student.

If the Office for Students with Disabilities agrees to accommodations, the student must submit a copy of his or her class schedule and proof of payment. The Office will notify each of the student's instructors of his or her needs once the student has completed the Release of Information Form. The instructor will receive an Academic Accommodation Form explaining the accommodations necessary for that student.

For each subsequent trimester, it is the student's responsibility to notify the Office for Students with Disabilities of his or her updated class schedule. A Release of Information Form will also need to be submitted each trimester that the student is requesting accommodations.

At any time, students may request in writing to discontinue any information sharing related to their disability. They may request to discontinue their accommodations at any time. Questions or concerns should be brought to the attention of the Office for Students with Disabilities.

Student Rights and Confidentiality of Records

The procedures for protecting the confidentiality of student records are based on the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights with respect to their education records. The rights include the following:

- *The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.*

Students should submit **written requests** to the Registrar that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the appropriate official to whom the request should be addressed.

- *The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.*

Students may ask the College to amend a record they believe is inaccurate or misleading. They should submit written requests to the College official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- *The right to file a complaint with the US Department of Education, concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.*
- *The right to request that the College not disclose personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

Records

All medical records and disability reports are to be kept in a secure location on campus separate from the student's academic record. Academic records are kept in the Office of the Registrar.

Directory information may be released to the news media and other persons upon request. Such information includes the following:

- Name
- Address
- Dates of attendance
- Degrees and awards received
- E-mail
- Enrollment status
- Institutions previously attended
- Major field of study
- Photograph
- Year in school (freshman, etc.)

Students have the right to submit a request in writing to the Office of the Registrar to block the release of all or part of their directory information. To ensure confidentiality, this request must be completed and turned in by the end of the drop/add period of each trimester.

Personal information will be disclosed solely after a written consent is submitted. Students who choose to have their records released to a third party, such as a parent or spouse, must fill out a Records Release Form with the Office of the Registrar.

All documents submitted to Florida Hospital College become the property of the College.

Federal Drug-Free Workplace

It is the policy of Florida Hospital College of Health Sciences to maintain a safe and healthful environment for its students. A tobacco/alcohol/drug-free lifestyle for students is the goal. Therefore, it is the College's policy that the manufacture, distribution, and possession of illicit drugs are strictly prohibited. The use of tobacco, alcohol, and illicit drugs on the College campus or during any school-sponsored activity or event is strictly prohibited.

All students and College employees are provided annually with a copy of the FHCHS Drug Policy in which both College and legal sanctions for inappropriate drug use are detailed and the known health risks associated with inappropriate drug use are described. For the complete FHCHS Alcohol/Tobacco/Drug Policy, see the *Student Handbook*.

Campus Admission Information

Applying to Florida Hospital College

The Office of Enrollment Services assists prospective students, applicants, and current students with any needs relating to general admission to Florida Hospital College or to a specific program. The office is located on the first floor of the Campus Center Building and can be reached by calling 407-303-7742.

Important information for all incoming students:

- Students are required to have a laptop that meets the FHCHS specifications. Please refer to the Computer Initiative section in the *Academic Bulletin*.
- Students will be required to take a course entitled Philosophy of Healthcare. Please refer to the Academic Information section in the *Academic Bulletin*.
- Students are required to complete a background check once admitted and before registration takes place.
- Students must provide proof of current immunizations before registration takes place.
- Transfer students should pay close attention to transfer of credit time limits. Some older courses may be ineligible for transfer.

It is understood that timely information regarding an applicant's admission status is very important. The following steps are used in processing the application paperwork once it has been received.

1. Applicants are required to use our online application found at <http://www.fhchs.edu/apply>. Applications received are processed and a User ID number is assigned even if an applicant has not yet been accepted to the College. To obtain a User ID and Password, log on to <http://my.fhchs.edu>, scroll down to the bottom of the page, and click "Students: Look up your User ID and/or Password."
2. During the application process, prospective students are encouraged to contact their Campus Enrollment Specialist (407-303-7742) for information regarding processes and questions about becoming an FHCHS student. Applicants will not be considered for admission until all application materials have been received, including the application fee.
3. Applicants who are not U.S. citizens must provide proof of legal residency.
4. Completed files will be taken to the General College Admission Committee. Students will be notified of the Committee's decision in writing. Admission status is available at <http://my.fhchs.edu>.
5. Admission to the College allows a student to take general education courses. To enroll in program-specific courses, a student must be admitted to that program. Once admitted to the College, students should stay in touch with the Enrollment Services Office and academic coach or advisor to ensure their file is complete and ready for consideration by the specific program(s) to which they are applying. The option for a double major is available with either the B.S. Biomedical Sciences or B.S. Health Sciences degree.

- Applicants to Nursing and Occupational Therapy Assistant may repeat only two cognate courses one time each to remain eligible to enroll in either program. This includes any courses taken at other institutions.
- Separate applications for the on-campus degrees are required. Once a student is admitted to General College, they will be eligible to apply to a program through their student page at <http://my.fhchs.edu>.

Privacy Policy for Applicants to FHCHS

Florida Hospital College of Health Sciences (FHCHS) regards each applicant as an adult capable of transacting his or her own “business” relating to the application, enrollment, and progression processes at our College. Once an applicant is accepted, his or her information is subject to the Family Educational Rights and Privacy Act (FERPA). However, during the application process, it is the policy of FHCHS to discuss information pertaining to an applicant’s file with the applicant only.

Admission Deadlines

All applicants must submit required admission materials by the admission deadline for the trimester in which they plan to enroll. Florida Hospital College of Health Sciences does not accept late registration walk-ins. New applications received after the admission deadline will be considered for the following trimester.

General Admission/Program Admission

General admission to FHCHS does not guarantee admission to a program. Students wishing to enter a specific program should consult the individual program requirements.

Once a student is admitted to the College, he or she is then eligible to apply to an on-campus degree program. Program applications are accessible at <http://my.fhchs.edu>. Contact the Office of Enrollment Services with questions.

Program Admission Deadlines

Each program has an established date by which completed admission files will be reviewed for admission or readmission. The following table details the admission deadlines for the different programs.

Degree Programs	Admission Material Submission Deadline — Admission Review Begins	Program Begins
AS Degrees		
Diagnostic Medical Sonography - General Ultrasound	December 15	Summer
Diagnostic Medical Sonography - Cardiovascular Ultrasound	December 15	Summer

Degree Programs	Admission Material Submission Deadline — Admission Review Begins	Program Begins
Nursing	April 15 August 15 For additional deadlines and start dates, please call the Office of Enrollment Services.	Fall Spring
Occupational Therapy Assistant	May 1	Fall
Pre-Professional Studies	On going	Summer Fall Spring
Radiography	December 1	Summer
BS Degrees		
Biomedical Sciences/Health Sciences	On going	Summer Fall Spring
Nuclear Medicine Technology	May 15	Fall
All Distance Education in BS Completion Programs		
Diagnostic Medical Sonography	July 22, 2011 November 18, 2011 March 30, 2012	Fall Spring Summer
Nursing (RN-BSN)	July 22, 2011 November 18, 2011 March 30, 2012	Fall Spring Summer
Radiologic Sciences	July 22, 2011 November 18, 2011 March 30, 2012	Fall Spring Summer
Master's Degrees		
Nurse Anesthesia	April 1	Spring
Occupational Therapy	April 1	Fall
General College / Graduate General College / Post-Baccalaureate / Non-Degree Seeking		
	July 1 November 1 March 1	Fall Spring Summer

Note: Admission dates are subject to change. Contact the Office of Enrollment Services or visit www.FHCHS.edu for additional information.

General College Admission - Undergraduate

Students seeking admission to Florida Hospital College of Health Sciences must complete their admission file and meet the following general requirements.

High School Graduates, Transfer Students, or General Education Development (GED) Credential Recipients

Applicants will be considered for General College admission when they:

1. Submit an application online and \$20 application fee.
 - a. Paperwork received without an application on file will not be processed. Admission files will not be considered complete until the application fee is paid.
 - b. Please see “Privacy Policy for Applicants to FHCHS” for guidelines on disclosure of admission information.
2. Present evidence of graduation with the minimum of a standard diploma from a high school¹ with a minimum unweighted GPA of 2.50 or passing GED scores on an official transcript.² Applicants who have not graduated from a Department of Education recognized high school, including homeschooled students, please refer to the next section (High School Graduates from Schools not Recognized by State Department of Education or Homeschooled Students) for more details.
 - a. Applicants with 12 or more college-level credits from a regionally accredited college are exempt from the minimum high school GPA requirement. Only the cumulative college GPA will be used for admission purposes. This includes high school students with 12 or more college-level credits.
 - b. Applicants with fewer than 24 college-level credits from a regionally accredited college must submit official high school transcripts.
 - c. Applicants with more than 24 college-level credits from a regionally accredited college are not required to submit official high school transcripts for admission purposes but may be required to submit them for financial aid purposes. Applicants will be notified if this is required.
3. Submit official transcripts from all colleges³ previously attended. Transcripts must be mailed directly to the Office of Enrollment Services from each institution attended. Hand-delivered or faxed copies will not be considered official. Unofficial transcripts⁴ may be used for preliminary admission calculations. Failure to disclose all colleges previously attended could result in denial or dismissal.
4. Present a minimum cumulative GPA of 2.50 (on a 4.00 scale) on all previous college-level academic work from the above institutions.
5. Submit official transcripts for all College Level Examination Program (CLEP), Advanced Placement (AP), and/or International Baccalaureate (IB) coursework only if the applicant would like them to be considered for transfer of credit.
6. Submit official American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Applicants scoring less than a 14 on any section of the ACT or 690⁵ on the SAT will not be granted admission. Applicants with 24 or more college-level credits, including English and math courses from a regionally accredited college, are exempt from taking the ACT or SAT. Applicants with 24 or more college-level credits, not including English or math courses, will be required to provide ACT scores or take the English and/or math placement test(s) administered by FHCHS. Applicants scoring less than 19 composite on

the ACT or an individual score of less than 19 on the English or math portions will be required to complete academic placement testing once they are admitted. Additionally, applicants scoring less than a 910 combined SAT score or an individual score of less than 470 on the Critical Reading or Math portions will also be required to complete academic placement tests.

7. Provide evidence of English language proficiency for those applicants for whom English is not their primary language or who have graduated from a non-English speaking school (see English Language Proficiency section).

A transcript is considered official when stamped with the official school seal and security paper, signed by the appropriate school official, and received in a sealed envelope directly from the sending institution. Transcripts will also be considered official if sent directly to FHCHS via a secure electronic exchange site. Contact the Office of Enrollment Services for information on which electronic transcript exchange companies FHCHS uses. Florida Hospital College of Health Sciences will not accept transcripts issued to students or submitted by students as official documents. Faxed transcripts are not considered official. Recommendation forms, official transcripts, and career essays received for applicants with an FHCHS application will be retained for one year if the applicant does not become a student in that time. Applications received without an official transcript(s), career essay, and/or recommendation forms will be retained for six months.

Applicants who have not exhibited integrity and appropriate behavior during the application process or whose admission materials provide sufficient evidence that their character is not in keeping with the mission of Florida Hospital College may be denied admission.

¹ High school must be recognized by a state's Department of Education.

² Refer to the next section for minimum GED scores acceptable for admission.

³ Admission GPAs will be calculated, based on credits and grades from regionally accredited institutions only.

⁴ The Office of Enrollment Services accepts unofficial transcripts during the admission process and will use them in part to consider granting Provisional admission status. Unofficial transcripts will be accepted from the student or by fax from the institution but must be as similar to an official transcript as possible. Key elements must include courses taken, grades earned, credit hours, quality points, term GPAs, and the cumulative GPA. Degree audits and class schedules will not be accepted as unofficial transcripts. Courses will not be transferred at any time based on unofficial transcripts.

⁵ The minimum SAT is the combination of Critical Reading and Math sections.

High School Graduates from Schools not Recognized by State Department of Education or Homeschooled Students

Applicants will be considered for General College admission when they:

1. Submit an application online and \$20 application fee.
 - a. Paperwork received without an application on file will not be processed. Admission files will not be considered complete until the application fee is paid.

- b. Please see “Privacy Policy for Applicants to FHCHS” for guidelines on disclosure of admission information.
2. Submit a final official high school transcript including graduation date and a minimum unweighted GPA of 2.50¹ (on a 4.00 scale) and at least one of the following options:
 - a. Submit a 2.50 GPA on 12 hours of college-level academic work from a regionally accredited college or
 - b. Submit official passing scores on the GED test² or
 - i. **1988 Series:** a minimum score of 50 on each section of the test (with a minimum total score of 250) is required for Regular admission. Total scores of 225-249 will be accepted for Probation admission.
 - ii. **2002 Series:** a minimum score of 410 on each section of the test (with a minimum total score of 2500) is required for Regular admission. Total scores of 2250-2499 will be accepted for Probation admission.
 - c. Submit SAT³ results with a minimum score of 910 (combination of Critical Reading and Math sections) or
 - d. Submit ACT³ results with a minimum composite score of 19.
3. Transcripts submitted from homeschool graduates in which the applicant’s parent was their instructor must have the transcript notarized before submission.
4. Applicants with 12 or more college-level credits from a regionally accredited college are exempt from the minimum high school GPA requirement. Only the cumulative college GPA will be used for admission purposes.
5. Submit official transcripts from all colleges⁴ previously attended. Transcripts must be mailed directly to the Office of Enrollment Services from each institution attended. Hand-delivered or faxed copies will not be considered official. Unofficial transcripts⁵ may be used for preliminary admission calculations. Failure to disclose all colleges previously attended could result in denial or dismissal.
6. Submit official transcripts for all College Level Examination Program (CLEP), Advanced Placement (AP), and/or International Baccalaureate (IB) coursework only if the applicant would like them to be considered for transfer of credit.
7. Submit official American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Applicants scoring less than a 14 on any section of the ACT or 690⁵ on the SAT will not be granted admission. Applicants with 24 or more college-level credits, including English and math courses from a regionally accredited college, are exempt from taking the ACT or SAT. Applicants with 24 or more college-level credits, not including English or math courses, will be required to provide ACT scores or take the English and/or math placement test(s) administered by FHCHS. Applicants scoring less than 19 composite on the ACT or an individual score of less than 19 on the English or math portions will be required to complete academic placement testing once they are admitted. Additionally, applicants scoring less than a 910 combined SAT score or an individual score of less than 470 on the Critical Reading or Math portions will also be required to complete an academic placement test.
8. Provide evidence of English language proficiency for those applicants for whom English is not their primary language or who have graduated from a non-English speaking school (see English Language Proficiency section).

A transcript is considered official when stamped with the official school seal and security paper, signed by the appropriate school official, and received in a sealed envelope directly from the sending institution. Transcripts will also be considered official if sent directly to FHCHS via a secure electronic exchange site. Contact the Office of Enrollment Services for information on which electronic transcript exchange companies FHCHS uses. Florida Hospital College of Health Sciences will not accept transcripts issued to students or submitted by students as official documents. Faxed transcripts are not considered official. Recommendation forms, official transcripts, and career essays received for applicants with an FHCHS application will be retained for one year if the applicant does not become a student in that time. Applications received without an official transcript(s), career essay, and/or recommendation forms will be retained for six months.

Applicants who have not exhibited integrity and appropriate behavior during the application process or whose admission materials provide sufficient evidence that their character is not in keeping with the mission of Florida Hospital College may be denied admission.

¹ Applicants submitting an unweighted GPA of 2.00-2.49 may be accepted on Probationary status.

² GED scores from Canada are considered equivalent to GED scores from the United States.

³ SAT and ACT scores will be used to determine admission status, placement, and advising. Applicants with 24 or more college-level credits from a regionally accredited college are exempt from taking the ACT or SAT. Applicants scoring less than 19 composite or an individual score of less than 19 on the English or math portions will be required to complete academic placement testing. Additionally, applicants scoring less than a 910 combined SAT score or an individual score of less than 470 on the Critical Reading or Math portions will also be required to complete academic placement tests. Applicants scoring less than a 14 on all sections of the ACT or 690 on the SAT (combination of the Critical Reading and Math sections) will not be granted admission.

⁴ Admission GPAs will be calculated, based on credits and grades from regionally accredited institutions only.

⁵ The Office of Enrollment Services accepts unofficial transcripts during the admission process and will use them in part to consider granting Provisional admission status. Unofficial transcripts will be accepted from the student or by fax from the institution but must be as similar to an official transcript as possible. Key elements must include courses taken, grades earned, credit hours, quality points, term GPAs, and the cumulative GPA. Degree audits and class schedules will not be accepted as unofficial transcripts. Courses will not be transferred at any time based on unofficial transcripts.

Post-Baccalaureate

Applicants will be considered for Post-Baccalaureate admission when they:

1. Submit an application online and \$20 application fee.
 - a. Paperwork received without an application on file will not be processed. Admission files will not be considered complete until the application fee is paid.
 - b. Please see “Privacy Policy for Applicants to FHCHS” for guidelines on disclosure of admission information.

2. Submit official transcripts from all colleges¹ previously attended. Transcripts must be mailed directly to the Office of Enrollment Services from each institution attended. Hand-delivered or faxed copies will not be considered official. Unofficial transcripts² may be used for preliminary admission calculations. Failure to disclose all colleges previously attended could result in denial or dismissal.
3. Present evidence of graduation with a Bachelor's degree from a regionally accredited institution.
4. Present a minimum cumulative GPA of 3.00 (on a 4.00 scale) on all previous college-level academic work from the above institutions.
5. Submit official transcripts for any College Level Examination Program (CLEP), Advanced Placement (AP), and/or International Baccalaureate (IB) coursework only if the applicant would like them to be considered for transfer of credit.
6. Provide evidence of English language proficiency for those applicants for whom English is not their primary language or who have graduated from a non-English speaking school (see English Language Proficiency section).

A transcript is considered official when stamped with the official school seal and security paper, signed by the appropriate school official, and received in a sealed envelope directly from the sending institution. Transcripts will also be considered official if sent directly to FHCHS via a secure electronic exchange site. Contact the Office of Enrollment Services for information on which electronic transcript exchange companies FHCHS uses. Florida Hospital College of Health Sciences will not accept transcripts issued to students or submitted by students as official documents. Faxed transcripts are not considered official. Recommendation forms, official transcripts, and career essays received for applicants with an FHCHS application will be retained for one year if the applicant does not become a student in that time. Applications received without an official transcript(s), career essay, and/or recommendation forms will be retained for six months.

Applicants who have not exhibited integrity and appropriate behavior during the application process or whose admission materials provide sufficient evidence that their character is not in keeping with the mission of Florida Hospital College may be denied admission.

¹ Admission GPAs will be calculated, based on credits and grades from regionally accredited institutions only.

² The Office of Enrollment Services accepts unofficial transcripts during the admission process and will use them in part to consider granting Provisional admission status. Unofficial transcripts will be accepted from the student or by fax from the institution but must be as similar to an official transcript as possible. Key elements must include courses taken, grades earned, credit hours, quality points, term GPAs, and the cumulative GPA. Degree audits and class schedules will not be accepted as unofficial transcripts. Courses will not be transferred at any time based on unofficial transcripts.

Admission to a Degree Program

The first step for each applicant is to be reviewed for General College admission. (See General College Admission section.) Once the applicant is admitted to the College with Regular or Early Acceptance status, he or she may be considered for admission to a program.

Each degree program has admission requirements beyond those for General College admission. These are listed in each program section in this *Bulletin*. These admission requirements may include: a program application and additional application fee, an essay explaining the applicant's interest in attending FHCHS and the reason for choosing a particular field of study, an entrance exam, or recommendation forms. The graduate program requires a separate application process. Please refer to the *Graduate Academic Bulletin* for more information.

Once all requirements have been satisfied, the applicant's file is considered complete and will be taken to the appropriate program admission committee for consideration. It is the student's responsibility to follow up on the status of his or her application by visiting <http://my.fhchs.edu>.

Please refer to the Program Admission Deadlines section.

Limitations on Program Admission

Admission into all professional programs is competitive. Each program has a maximum number of students that can be admitted each year. Students meeting the admission requirements for a given program qualify to be considered for admission to that program. However, due to the competitive nature of each program's admission process, meeting minimum admission requirements does not guarantee acceptance. Students may be given preferential consideration for admission to degree programs when they have successfully completed 12 college-level credits at FHCHS.

Admission Status

Students are assigned an admission status by the General College Admission Committee based on admission requirements in one of the following categories: **Regular**, **Early Acceptance**, **Post-Baccalaureate**, **Probationary**, **Provisional**, or **Non-degree Seeking**. A student's status may change, based on the satisfactory completion of initial admission requirements. Only students granted an admission status may register for courses. Students are assigned an academic advisor when accepted to FHCHS.

Regular Status

Regular Admission Status is assigned to a student that has met the general admission requirements, has submitted all of the necessary official documents, and has a cumulative GPA of 2.50 or higher. This student will be allowed to enroll in general education courses offered by the Department of Health and Biomedical Sciences. Students with this status may be considered for acceptance to a degree program when they have fulfilled the admission requirements for that program.

Early Acceptance Status

Early Acceptance Status is assigned to a high school student with a minimum GPA of 2.50 who is currently in his or her final year of high school and has submitted all of the necessary official documents except proof of high school graduation. Before registering for FHCHS courses, students must present evidence of graduation with the minimum of a standard high school diploma and submit official copies of all final high school transcripts showing a graduation date.

The final unweighted high school GPA will determine enrollment status:

- Regular—GPA 2.50 or higher
- Probationary—GPA 2.00 to 2.49

Students with an Early Acceptance Status will be eligible to be considered for acceptance to a professional program only when they have fulfilled the admission requirements for that program and have submitted a final official high school transcript including the graduation date.

Post-Baccalaureate Status

Post-Baccalaureate status is assigned to a student who has previously earned a Bachelor's degree from a regionally accredited institution, has met Post-Baccalaureate admission requirements, has submitted all of the necessary official documentation, and has a cumulative GPA of 2.50 or higher. This student will be allowed to enroll in a minimum of 6 credits per trimester for up to one year in general education courses for the purpose of completing prerequisites for a graduate degree program offered at FHCHS. Financial aid is available for up to one year.

Probation Status

Probation Status is assigned to a student whose unweighted high school or college GPA is between 2.00 and 2.49.

Students on Probation Status at the time of the program admission deadline will not be considered for admission to a degree program. Probation Status allows a student up to two trimesters to improve his or her GPA on 12 credits of college-level coursework while taking general education courses at FHCHS.

Students must achieve the following within the first trimester:

- Successfully complete at least six college-level credit hours
- Achieve a cumulative GPA of 2.50

Students have two trimesters (including the first trimester) to complete the following:

- Successfully complete twelve college-level credit hours
- Achieve a cumulative GPA of 2.50

The student must achieve all requirements to within two trimesters to be granted Regular Status. If the student's GPA has not improved by this time, he or she may be subject to dismissal.

While on Probation, a student may not take more than 12 credit hours per trimester without the permission of his or her advisor. The Academic Review Committee will consider the student's academic progress at the end of each trimester.

Students accepted on Probation will not be eligible for the Federal Stafford or PLUS (Parent) loans during their first trimester. They will become eligible for loans in their second trimester if they have a minimum 2.00 GPA and have successfully completed at least 60% of the credits they have attempted. In most cases, the loans will be retroactive to the beginning of their first trimester on Probation Status.

Provisional Status

Provisional Status may be granted to an on-campus applicant who provides complete documentation but not all of the records are official. The Office of Enrollment Services accepts unofficial transcripts during the admission process and will use them in part to consider granting Provisional Status. Unofficial transcripts will be accepted from the student or by fax from the institution but must be as similar to an official transcript as possible. Key elements must include courses taken, grades earned, credit hours, quality points, term GPA, and overall GPA. Degree audits and class schedules will not be accepted as unofficial transcripts. Courses will not be transferred at any time based on unofficial transcripts. Please refer to the Transfer of Credit section in the *Academic Bulletin*.

A student may enroll in general education courses under Provisional Status for only one trimester and must provide official copies of the unofficial documents prior to the end of that trimester. Once all official documents are received, the Provisional Status will be changed.

While on Provisional Status, a student is expected to meet the academic standards for Regular Admission Status as outlined in this *Bulletin*. A student not meeting academic requirements will be subject to the Probation or Dismissal policies as stated in the Admission Information section.

Provisional students will not be eligible for Federal Stafford or PLUS (Parent) Loans and will not be considered for admission to a degree program.

Non-Degree Status

Non-Degree Status is assigned to any one of the following categories of students:

- **Transient students** - Transient students are registered at another college or university but wish to take courses at FHCHS without being admitted to a specific degree program. Documentation of permission from the resident institution, a completed application, and application fee must be provided to the Office of Enrollment Services. Please refer to the Transient Policy for additional information.
- **Persons seeking credentialing** - Individuals taking specific courses which only apply toward attaining or maintaining professional credentials may do so without entering a specific degree program. A completed application and application fee are required.
- **Enrichment students** - Individuals 18 years of age and older may enroll in courses at FHCHS without admission to a specific degree program for the purpose of personal enrichment. A completed application and application fee are required.

Non-Degree students are limited to two courses per trimester. Transient students may enroll in additional hours if approved by their resident institution. Academic transcripts may be required to demonstrate the successful completion of prerequisite courses. Financial aid is not available for Non-Degree students. These students must participate in online orientation and provide the required immunization information before they can register.

Denied Status

Applicants who have been denied admission to the College may reapply to FHCHS for the next trimester as long as they have successfully met the minimum admission requirements. Before reapplying, these individuals must submit any additional official transcripts documenting the successful completion of coursework required to raise their admission GPA or proof of English Language Proficiency. In addition, applicants should contact the Office of Enrollment Services to determine if other documents will be necessary.

Academic Forgiveness

The Academic Forgiveness Policy permits students to request before or during their first trimester of enrollment that FHCHS disregard all of their previous college-level academic work. Academic Forgiveness is available for transfer credit only and is not an option for non-degree or transient students. A student who is granted Academic Forgiveness will have his or her General College Admission Status granted, based on his or her admission GPA. Academic Forgiveness may only be invoked once and is non-reversible. To request Academic Forgiveness, the student must do the following:

- Meet with the Director of Enrollment Services to review the admission GPA.
- Meet with his or her advisor to discuss Academic Forgiveness and to review the admission GPA from Enrollment Services.
- Submit a typed request (minimum one full page) along with the signed Petition for Academic Forgiveness to the Office of the Registrar.

Students who have been granted Academic Forgiveness will:

- Be unable to apply for degree program admission until they have completed 24 hours of college-level credits at FHCHS. Twelve of the 24 credits may be earned through CLEP or challenge exams. *Only CLEP hours are transferable.*
- Be required to meet with their academic advisor before registering for courses.

The academic progress of these students will be monitored each trimester by the Academic Review Committee.

Although no coursework from previous colleges will be transferred or considered for admission to a degree program, all transcripts must be submitted before the program admission deadline. Students who have completed 24 or more college-level hours at another regionally accredited college or university will not be required to take the ACT.

Reapplication

Applicants who have been denied admission to the College may reapply to FHCHS for the next trimester as long as they have successfully met the minimum admission requirements. Before reapplying, these individuals must submit any additional official transcripts documenting the successful

completion of coursework required to raise their admission GPA or have proof of English Language Proficiency. In addition, applicants should contact the Office of Enrollment Services to determine if other documents will be necessary.

English Language Proficiency

Before applying to the College, all students for whom English is not their primary language must demonstrate English proficiency in **one** of the following ways:

- Graduation from an English-speaking high school and successful completion of two semesters of high school English IV or English IV-ESOL with a minimum grade of “C”; or
- Successful completion of college-level English Composition I from an English-speaking regionally accredited college with a minimum grade of “C”; or
- Successful completion of the English I CLEP exam; or
- A minimum score of 550 on the paper-based TOEFL exam; or
- A minimum score of 213 on the computer-based TOEFL exam; or
- A minimum score of 79 on the Internet-based TOEFL exam; or
- A minimum score of 19 on the English portion of the ACT.

Students who do not meet the above criterion should complete courses elsewhere to improve their English skills before enrolling at FHCHS.

Applicants to Distance Education programs requiring proof of licensure will be exempt from proving English language proficiency due to having met these requirements as part of the licensure process.

Degrees and Certificates

Curricula at FHCHS lead to Associate of Science and Bachelor of Science degrees. The following programs are offered at FHCHS:

Allied Health Programs	
Diagnostic Medical Sonography	A.S. degree; B.S. degree (Distance Learning)
Occupational Therapy Assistant	A.S. degree
Nuclear Medicine Technology	Certificate; B.S. degree
Radiologic Sciences	A.S. degree; B.S. degree (Distance Learning)
Nursing Programs	
Nursing	A.S. degree; B.S. degree (Distance Learning)
Health and Biomedical Science Programs	
Pre-Professional Studies	A.S. degree
Health Sciences	B.S. degree
Biomedical Sciences	B.S. degree

Health and Immunization Requirements

All FHCHS students must submit a completed FHCHS Immunization form to register for courses. The form must be completed by a health care provider.

General education students must present the following:

- Yearly verification of tuberculosis screening test. If test is positive, refer to the Communicable Disease Policy in the *Student Handbook*.
- Updated immunization records including MMR and Tetanus-Diphtheria
- Verification of varicella vaccination or immunity (titer).

Students who wish to reside in student housing must present the following:

- Menomune/Menactra (Meningococcal Meningitis)

Students in a professional program must present the following:

- Yearly verification of tuberculosis screening test. If test is positive, refer to the Communicable Disease Policy in the *Student Handbook*.
- Updated immunization records including Hepatitis B, MMR, and Tetanus-Diphtheria
- Verification of varicella vaccination or immunity titer
- Evidence of physical examination within three months prior to beginning a professional program
- Verification of current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.
- Evidence of a successfully completed “FIT” test prior to the professional program deadline, must be completed on an annual basis

In addition to the above criteria, individual programs may have specific requirements which are listed in the individual program sections of this *Academic Bulletin*.

Campus Undergraduate Reactivation, Enrollment Interruption, or Change in Program of Study

The following policy refers to reactivation or reapplication steps for General College campus or Denver undergraduate students who were accepted but did not enroll, students with an enrollment interruption of three trimesters or less, students with an enrollment interruption of more than three trimesters, and alumni pursuing a new program of study.

Accepted Students Who Do Not Enroll

Students who have been accepted to General College and choose not to enroll for the specific trimester for which they were admitted have one year from the date of acceptance before all new documents will be required. If it is within the one-year time frame, a student is required to submit:

- A Reactivation Form
- Updated transcript(s) for any additional college work

If it has been more than one year from the date of acceptance, the student will be required to reapply to the College and must provide new admission documents. This new information will be reevaluated by the Undergraduate General College Admissions Committee and a new admission decision given at that time. Students should contact Enrollment Services for more information regarding what is required of them to reapply. General College admission and registration deadlines will apply.

Enrolled Students with an Enrollment Interruption of Three Trimesters or Less

Students attending FHCHS with an enrollment interruption of three trimesters or less are also required to submit a Reactivation Form and any updated transcript(s) for additional college work completed during the enrollment interruption. Students have until the last day of the third trimester to reactivate their file but must still meet published admission deadlines to re-enroll. After the last day of the third trimester, students must reapply to the College.

A hold will be placed on the student's record to prevent registration until these requirements are met. Registration deadlines must be met.

Enrolled Students with an Enrollment Interruption of More than Three Trimesters

Students who interrupted their enrollment for more than three trimesters will need to reapply and will be reevaluated by the Undergraduate General College Admissions Committee. Students should contact Enrollment Services for more information regarding what is required of them to reapply. General College admission and registration deadlines will apply.

Alumni Pursuing a New Program of Study

Graduates of Florida Hospital College who choose to pursue an additional degree program on campus or online must submit a program application from their student page for campus undergraduate programs or a Program Reactivation Form for distance programs. Undergraduate alumni seeking admission to a graduate program must complete a new application online. All published admission requirements must be submitted by the deadline for the undergraduate or graduate program to which the alum is applying.

Transcripts collected during the first admission cycle will not need to be resubmitted if applying to a campus undergraduate program as long as they are still in the possession of the College, are stored legibly in the College's archive system, and have not been subject to purging according to the Document Retention Policy. Course time limits may apply to courses previously taken at FHCHS.

Mental and Physical Requirements for Applicants to Professional Programs

Applicants seeking admission to one of the FHCHS professional programs must be able, with or without reasonable accommodation, to do the following:

- Visually observe and assess a patient, discriminate color and depth, read and accurately complete reports, and visualize diagnostic/monitoring equipment in dimmed light.
- Auditorily monitor and assess patient health needs, monitor various equipment and background sounds, and communicate by telephone.
- Verbally communicate in a clear and concise manner.
- Communicate sufficiently to interact with others in appropriate professional verbal and written form. Must also be able to read and interpret relevant medical data from patients' charts, reports, and orders.
- Safely lift and transfer patients to accomplish bed/chair/stretchers transfer with assistance or assistive devices.
- Safely push a gurney or wheelchair.
- Stand or sit for an extended period of time.
- Possess sufficient manual dexterity necessary to perform activities specific to each professional program.
- Display critical thinking skills sufficient to think clearly and act professionally, safely, and accurately in stressful situations.
- Interact professionally with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

In addition to these criteria, individual programs may have requirements specific to their program which are listed in the individual program sections.

Readmission after Unsuccessful Progression in a Degree Program

Students who have not successfully progressed in a degree program will be withdrawn from that program, but not necessarily from the College. They must notify the program chair of their desire to be readmitted by submitting a *Reapplication Form* to the department and a *Program Readmission Form* to the Office of Enrollment Services. Students should also check with Enrollment Services to ensure that no additional documentation is required. Readmission is not automatic and is contingent upon available space. Students will be readmitted under current program policies (see individual program section in the current *Bulletin* for additional requirements and details).

Academic Placement Testing

Students admitted with less than a 19 composite on the ACT or 910 combined score (Critical Reading and Math) on the SAT are required to complete academic placement testing before registering for classes during the first trimester. Please refer to the list of criteria used to determine which placement tests students will need to complete. Placement testing is available at the Center for Academic Achievement. Tests may be scheduled by calling 407-303-7747 x110-6413.

Math Courses

Students pursuing a non-nursing degree who score less than 19 on the Math section of the ACT or less than 470 on the Math portion of the SAT must take the Compass Placement Test.

Compass Placement Test Score	Required Course
27 and below	MATH 091
28–39	MATH 105
40+	MATH 120

English Courses

Students who score less than 19 on the English section of the ACT or less than 470 on the Critical Reading portion of the SAT must take the Compass Placement Test.

Compass Placement Test Score	Required Course
69 and below	ENGL 091
70–100	ENGL 101

Science Courses

Students who score less than 19 on the Science Reasoning section of the ACT will be required to take BIOL 091 before they can take BIOL 101.

Background Check Requirement

Florida Hospital College of Health Sciences requires all new students to complete a background check before registering for the first time. This information is needed for participation in Service Learning projects and in clinical settings. The student is responsible for all costs incurred during this process.

The background check is a two-step process:

1. Go to <https://aissreports.acxiom.com/consumer/contractor.asp> to complete the online portion of the background check.
2. Visit www.fhchs.edu/enrollment/admission/backgroundchecks to download the waiver form. Once the waiver is printed and signed, it can be delivered, mailed, or faxed, to Enrollment Services. The address and fax number are listed on the form.

The background check hold will not be removed until both the online report and waiver are received. The online report is sent directly to FHCHS. The student does not need to provide a copy unless one is requested.

Only one background check is required per degree for students unless they are not admitted to a professional program within two years of completing the first background check. If it has been more than two years, students will be required to complete a second background check. FHCHS alumni from one program will be required to complete a new background check if they pursue another degree. Students in the BS Diagnostic Medical Sonography and BS Radiologic Sciences programs are the only ones exempt from this requirement.

Background Check Discrepancy Policy

The Office of Enrollment Services in conjunction with FHCHS Human Resources, will do a preliminary review of all background checks. Any report that includes a report of an incident not previously disclosed by the applicant in his/her application for admission will be forwarded to the Citizenship Committee for further consideration.

Applicants who are referred to the Committee shall have the opportunity to submit written comments regarding the incident reported on the background check. The comments must be provided to the Office of Enrollment Services within five (5) business days of the date the applicant receives a letter by certified U.S. mail that his/her file is being referred to the Committee. These comments will be added to the material to be reviewed by the Committee. Please note that because the Committee must review all applicants prior to the close of registration, the period of time for submission of comments may be compressed if information is received on a background check in the weeks nearing the close of registration.

Although the Assistant VP of Human Resources is not a regular member of the Citizenship Committee, he or she will be invited when reviewing background check discrepancy cases in addition to any others deemed appropriate by the Committee Chair. An attorney may serve as counsel to the Committee. The Committee shall meet on an as-needed basis to review applications referred to it by the Office of Enrollment Services.

The Committee will review the background check report, any additional information provided by the applicant, and any other information it considers relevant. Florida Hospital College may independently seek additional information about the incident that is the subject of the report. If it does so, it will share any additional information obtained with the Committee and the applicant.

Each case will be considered individually, and no information will automatically result in the revocation of acceptance. A decision regarding final acceptance will be made only after careful review of factors including, but not limited to, the nature and seriousness of the offense, the circumstances under which the offense occurred, the relationship between the offense and the program to which the student is applying (including its clinical components), the age of the person when the offense was committed, whether the offense was isolated or part of a pattern of behavior, the length of time since the offense was committed, past employment and volunteer experience, past history of misconduct at prior institutions, evidence of successful rehabilitation, and forthrightness of the information about the incident in the opportunities for self-reporting.

After fully considering each referred applicant, Committee members shall vote either to finalize or withdraw the offer of acceptance extended to the applicant. The Office of Enrollment Services shall advise the applicant of the Committee's decision within ten (10) business days of the date of the decision.

Foreign Transcript Evaluations

Applicants who attended high school or college outside of the United States will be required to submit a foreign credential evaluation for that coursework. Florida Hospital College of Health Sciences will accept evaluations from one of the three companies listed below only. Evaluations received from any other transcript evaluation companies will not be considered to fulfill admission requirements.

Applicants are responsible for the cost of these reports and will need to follow the instructions provided by the chosen credential evaluation company related to submitting documentation. Please note that documents in a foreign language

must be translated into English by a separate translation company and submitted with official transcripts to the evaluation company.

Acceptable transcript evaluation companies include only the following:

1. AACRAO: Foreign Education Evaluations (www.aacrao.org/international/ForeignEdCred.cfm)
2. Education Credential Evaluators (ECE) (www.ece.org)
3. World Education Services (WES) (www.wes.org)

Professional Program Deposit

Each applicant accepted to an on-campus professional program is expected to pay a non-refundable deposit of \$200 to reserve his or her place in the program. The applicant's acceptance letter will contain a deposit amount and deadline indicating when the deposit must be received by the College. Once the student enrolls in the program, this deposit will be applied toward the student's account. Students who have paid the deposit, but decide not to enroll in the program, will forfeit the deposit. If that student is admitted to the same program at a later date, he or she will be required to pay the full deposit amount again. If an applicant is admitted to a program with prerequisites in progress and becomes ineligible for admission due to his or her grades, a full refund will be provided. A professional program deposit is not transferable to another department. Distance Education students are not required to pay a program deposit.

Distance Admission Information

Applying to FHCHS

The Off-Site Admissions Center assists prospective distance students, applicants, and current students with any needs relating to general admission to Florida Hospital College or to a specific program. The office can be reached by calling 888-768-6276.

Important information for applicants:

It is understood that timely information regarding admission status is very important. The following steps are used in processing the application paperwork once it has been received.

1. During the application process, prospective students are encouraged to contact their Distance Enrollment Specialist at the number listed above for information regarding processes and questions about becoming an FHCHS student. Applicants will not be considered for admission until all admission materials have been received.
2. Completed files will be sent to the main campus of Florida Hospital College to be reviewed by Enrollment Services. Students will be notified of the Committee's admission decision.

Privacy Policy for Applicants to FHCHS

Florida Hospital College of Health Sciences (FHCHS) regards each applicant as an adult capable of transacting his or her own "business" relating to the application, enrollment, and progression processes at our College. Once an applicant is accepted, his or her information is subject to the Family Educational Rights and Privacy Act (FERPA). However, during the application process, it is the policy of FHCHS to discuss information pertaining to an applicant's file with the applicant only.

Admission Deadlines

All applicants must submit required admission materials by the admission deadline for the trimester in which they plan to enroll. FHCHS does not accept late registrations. New applications received after the admission deadline will be considered for the following trimester.

Program Admission

Applicants to any of the distance Bachelor's completion degree programs should refer to the section of the Academic Bulletin specific to the department associated with that program for admission requirements. Admitted distance students may be considered a Pre-Bridge, Bridge, or Pre-BSN student, depending on the program to which they are applying until they have satisfied the specific general education requirements to be eligible for the first program course. They will, however, be considered degree-seeking and eligible for financial aid. Progression requirements apply for students moving from Phase I into Phase II courses.

For admission deadlines, please refer to the table in the Undergraduate Academic Bulletin section for Main Campus and Denver students.

Distance Undergraduate Reactivation, Enrollment Interruption, or Change in Program of Study

The following policy refers to reactivation or reapplication steps for distance undergraduate students who were accepted but did not enroll, students with an enrollment interruption of three trimesters or less, and students with an enrollment interruption of more than three trimesters, and alumni pursuing a new program of study.

Accepted Students Who Do Not Enroll

Students who have been accepted to a distance program and choose not to enroll for the specific trimester for which they were admitted have one year from the date of acceptance before all new documents will be required. If it is within the one-year time frame, a student is required to submit:

- A Program Readmission Form
- Updated transcript(s) for any additional college work
- Current copy of licensure or professional registration

If it has been more than one year from the date of acceptance, the student will be required to reapply to the College and must provide new admission documents. This new information will be reevaluated by the program admission committee and a new admission decision given at that time. Students should contact the Off-Site Admission Office for more information regarding what is required of them to reapply. Admission and registration deadlines will apply.

Enrolled Students with an Enrollment Interruption of Three Trimesters or Less

Students attending FHCHS with an enrollment interruption of three trimesters or less are also required to submit a Program Readmission Form, any updated transcript(s) for additional college work completed during the enrollment interruption, and an updated copy of licensure or professional registration. Students have until the last day of the third trimester to reactivate their file but must still meet published admission deadlines to re-enroll. After the last day of the third trimester, students must reapply to the College.

A hold will be placed on the student record to prevent registration until these requirements are met. Registration deadlines must be met.

Enrolled Students with an Enrollment Interruption of More than Three Trimesters

Students who interrupted their enrollment for more than three trimesters will need to reapply and will be reevaluated by the program admission committee. Students should contact the Off-Site Admission Office for more information regarding what is required of them to reapply. Admission and registration deadlines will apply.

Alumni Pursuing a New Program of Study

Graduates of Florida Hospital College who choose to pursue an additional degree program on campus must submit a program application from their student page. Undergraduate alumni seeking admission to a graduate program must complete a new application online. All published admission requirements must be submitted by the deadline for the undergraduate or graduate program to which the alum is applying.

Transcripts collected during the first admission cycle will not need to be re-submitted if applying to a campus undergraduate program as long as they are still in the possession of the College, are stored legibly in the College's archive system, and have not been subject to purging according to the Document Retention Policy. Course time limits may apply to courses previously taken at FHCHS.

Placement Testing for Pre-Bridge or Bridge Students

Distance students accepted to Pre-Bridge or Bridge programs may be required to take placement testing for English and math. They will need to contact the Center for Academic Achievement at 407-303-7747 x110-6413 to set up a time and place to complete this testing.

If the student does not place on the exam, he or she may:

1. Take remedial coursework and retake the placement test.
2. Take remedial coursework and English Composition I or College Algebra at another institution and submit proof of successful completion of the course(s).
3. Take English Composition I or College Algebra at another institution to be transferred to FHCHS.

Readmission After Unsuccessful Progression in a Degree Program

Students who have not successfully progressed in a degree program will be withdrawn from that program, but not necessarily from the College. They must notify the program chair of their desire to be readmitted by submitting a *Reapplication Form* to the department and a *Program Readmission Form* to the Office of Enrollment Services. Students should also check with Enrollment Services to ensure that no additional documentation is required. Readmission is not automatic and is contingent upon available space. Students will be readmitted under current program policies (see individual program section in the current *Bulletin* for additional requirements and details).

Reapplication

Distance applicants who have been denied admission to the College may reapply to FHCHS for the next trimester as long as they have successfully met the minimum admission requirements. Before reapplying, these individuals must

submit any additional official transcripts documenting the successful completion of coursework required to raise their admission GPA. In addition, applicants should contact the Off-Site Admissions Center to determine if other documents will be necessary.

Academic Information References

All distance students should refer to the Academic Information and department sections of the Undergraduate Academic Bulletin. In addition, students should refer to the program-specific manuals and reference guides.

Academic Information

Educational Philosophy

Florida Hospital College of Health Sciences, a Christian institution, is built on the belief that God is the Creator and Sustainer of all things. This concept provides the foundation for the holistic approach FHCHS takes toward human life. The general education curriculum endeavors to enhance students' search for God, encourage a respect for themselves and others, and expand their appreciation for all aspects of creation.

The faculty believe that a quality educational program should offer students the opportunity to develop the personal and professional skills which will enable them to succeed in today's complex and fast-changing world. To achieve this success, graduates should be knowledgeable in a broad range of disciplines, including religion, the humanities, the natural, behavioral, and social sciences, health and well-being, oral and written communication, mathematics, and computer science.

Blended Education

Blended learning includes content and activities delivered in a web-based format, while other content and activities are offered in a classroom setting. The blended course promotes learning that is interactive and engaging for students in the classroom but also allows them the autonomy to learn at their own pace outside the classroom. In the blended format, a portion of the course activities will be completed on campus to provide real-time contact with course instructors. Course activities may include, but are not limited to: lecture content, case scenarios, chat or discussions, exams, and clinical involvement.

Distance Education

Simulating the best of classroom learning, distance education is a blend of best practices in synchronous and asynchronous learning. All distance courses require regular real-time interaction in small groups providing strong student engagement, tracking learning accountability, fostering collaboration and community building, and enhancing instructor presence. Audio lectures and interactive content enhance comprehension and retention. The individual attention provided to distance students helps the instructor know each student as more than just a name. Integrated within a course management system, distance learning delivers education to students located anywhere without compromising quality, rigor, or integrity.

Philosophy of Healthcare

All incoming students are required to take and successfully complete, with a minimum grade of C (2.00), the course *Philosophy of Healthcare* during their first trimester. This two- or three-credit course will help students prepare to be successful at the College and also set the stage for their career as a healthcare professional.

General Education Competency Requirements

All students of Florida Hospital College of Health Sciences must fulfill competencies¹ in general education courses by enrolling in a variety of courses including English, math, religion, computer science, social sciences, humanities, history, and health and natural sciences. Upon graduation, all students will be able to demonstrate:

- A fundamental understanding of Christian principles;
- Quantitative skills and the ability to apply these skills to real-life situations;
- Basic computational skills required for their educational programs;
- An ability to communicate effectively in written and oral English language;
- An understanding of the application of the natural sciences;
- An understanding of the fundamental constructs of one behavioral science;
- The ability to apply the basic skills of computer use in their personal, educational, and professional life;
- An understanding of the benefits of a healthy and physically active lifestyle;
- An understanding of the complex social and psychological environment.

¹ The *Measure of Academic Progress and Proficiency* (MAPP) will be used to assess general education competencies.

Degree Requirements - Undergraduate

Students must complete the following college-level general education requirements in order to be eligible for an Associate of Science degree:

A.S. Degree Requirements	Trimester Credits
English Composition	6
Mathematics	3
Computer Literacy	2–3
Natural Sciences	6
Religion ^{1, 2}	6
Behavioral Sciences	3–6
Physical Education	1–2
Additional Requirements for a B.S. Degree	Trimester Credits
Statistics	3
Physical Education	1–2
Religion ^{1, 2}	6
Humanities	3–6
Elective	3

¹ FHCHS graduates must complete six college-level credits for the Associate of Science degree and six for the Bachelor of Science degree. Students may not use the same courses to meet both degree requirements. Graduate of both degrees will complete 12 college-level credits of religion.

²All incoming students are required to take and successfully complete, with a minimum grade of C (2.00), the course *Philosophy of Healthcare* during their first trimester. This two or three credit course will help students prepare to be successful at the College and also set the stage for their career as a healthcare provider. This course may count towards the FHCHS religion or humanities requirement.

A.S. Degrees

Course credits listed in parentheses are prerequisite courses and must be completed before entering a degree or certificate program.

ASN = Nursing	ASDMS = Diagnostic Medical Sonography				
ASR = Radiography	ASPP = Pre-Professional				
ASOTA = Occupational Therapy Assistant					
	ASN	ASR	ASOTA	ASDMS	ASPP
Behavioral Sciences					
General Psychology		3	3	3	3
Developmental Psychology	(3)		3		
Introduction to Sociology	(3)				
English/Language Arts					
English Composition I	(3)	3	3	(3)	3
English Composition II	(3)	3	3	3	3
Medical Terminology		2	2	2	
Introduction to Public Speaking					3
History/Humanities					
World Civilization I or II					3
Humanities					3
Mathematics/Computer Literacy					
Intermediate Algebra			3 ¹		
Survey of Mathematics	(3) ²		3 ¹		
College Algebra		(3)	3 ¹	(3)	
Introduction to Statistics					
Any college-level Mathematics course					3
Introduction to Microcomputers	(2)	3	2 ³	3	3
Natural Sciences					
Anatomy and Physiology I w/lab	(4)	4	4	4	
Anatomy and Physiology II w/lab	(4)	4	4	4	
Concepts of Pathophysiology			3	3	
Sectional Anatomy w/lab		3		3	
Principles of Microbiology w/lab	(4)				
Principles of Chemistry	(3) ⁴				
Principles of Chemistry Lab					
Any college-level Chemistry course with Lab					
Nutrition	(3)				
Survey of Physics w/lab		4		(4)	

	ASN	ASR	ASOTA	ASDMS	ASPP
Physical Education					
Fitness	(1)		1		
Health and Wellbeing					
Any college-level Physical Education course		2		2	2
Religion					
Issues in Grieving and Loss			2	2	
Introduction to Christian Ethics			2	2	
Philosophy of Healthcare			2	2	
Any college-level Religion course(s)	(6)	6			6

¹ The OTA program requires MATH 103, 105, or 120.

² Students who have completed two semesters of high school algebra with a minimum grade of “B” (3.00) in each semester within the last five years are exempt from this requirement.

³ Students who can validate competency by achieving a passing score on a computer challenge exam may be exempt from this course.

⁴ Students who have completed two semesters of high school chemistry with a minimum grade of “B” (3.00) in each semester within the last five years are exempt from this requirement.

B.S. Degrees

Course credits listed in parentheses are prerequisite courses and must be completed before entering a program.

BSN = Nursing	BSHS = Health Sciences
BSRS = Radiologic Sciences	BSBS = Biomedical Sciences
BSDMS = Diagnostic Medical Sonography	BSNMT = Nuclear Medicine Technology

	BSN	BSRS	BSDMS	BSHS/ BSBS ¹	BSNMT
Behavioral Sciences					
General Psychology	3	3		3	3
Developmental Psychology	3			3	
Introduction to Sociology	3			3	
Aging and Society	3				
Business					
Legal Aspects of Healthcare		3	3		
Leadership and Organizational Behavior		3	3		
Marketing and Healthcare		3	3		
Components of Healthcare Financial Management		3	3		
U.S. Healthcare System					3
English/Language Arts					
English Composition I	(3)	3	(3)	3	(3)
English Composition II	(3)	3	(3)	3	(3)

	BSN	BSRS	BSDMS	BSHS/ BSBS ¹	BSNMT
Medical Terminology					2
Survey of American Literature				3	
Technical Writing		3	3		
Introduction to Public Speaking				6	
History/Humanities					
Philosophy of Healthcare					3
World Civilization I or II	3			3	
Any college-level History course				3	
Any college-level Humanities course	3			3	
Mathematics/Computer Literacy					
College Algebra		3	(3)		(3)
Any college-level Mathematics course equivalent to College Algebra or above	(3)			3	
Introduction to Statistics					
Introduction to Applied Statistics	3	3	3		
Elementary Statistics				3	(3)
Any college-level Mathematics course					
Introduction to Microcomputers ²	(3)	3	3	3	
Physical Education					
Fitness					
Health and Wellbeing	2			2	2
Any college-level Physical Education course				1	
Religion					
Christian Ethics and Healthcare				3	
Ethics for Nursing and Allied Health					
Issues in Grieving and Loss					
Introduction to Christian Ethics				2	2
Jesus and Contemporary Society				3	
Lessons on Living: Biblical Perspectives		3	3		
Philosophy of Healthcare					
World Religions for the Healthcare Professions (upper division)	3	3	3		
Any upper-division Religion course(s)	3			3	6
Any college-level Religion course(s)				1	4
Natural Sciences					
Anatomy and Physiology I w/lab	4	4	(4)		(4)
Anatomy and Physiology II w/lab	4	4	(4)		(4)
Concepts of Pathophysiology					3
General Chemistry I w/lab					4
General Chemistry II w/lab					4
General Physics I w/lab					4
General Physics II w/lab					4

	BSN	BSRS	BSDMS	BSHS/ BSBS ¹	BSNMT
Sectional Anatomy w/lab		3	3		3
Principles of Microbiology w/lab	4				
Survey of Inorganic Chemistry	(3)				
Survey of General Chemistry Lab					
Nutrition	3				
Survey of Physics		4	4		

¹ Students in the Bachelor's degree program in Health Sciences or Biomedical Sciences will meet their core and science requirements based upon the criteria listed. For information about the required courses, refer to the Department of Health and Biomedical Sciences section of the *Academic Bulletin*.

² If a computer course was not part of the transfer A.S. degree, a computer course must be taken as part of the B.S. degree (students may take a challenge exam). This computer course may count as an elective course. Students who complete the entire B.S. degree in the online format may obtain this credit by validation.

General Degree Requirements: Associate of Science

The general degree requirements for an Associate of Science degree are as follows:

1. Completion of a *minimum* of 60 trimester hours.
2. Completion of a *minimum* of 50 trimester hours earned in residence at FHCHS.
3. Successfully complete *Philosophy of Healthcare* with a minimum grade of "C" (2.00).
4. Completion of a major with a cumulative grade point average as required by each program, and completion of cognate, general education, and elective courses to satisfy the total credit requirements for graduation. Courses completed with grades lower than a "C" (2.00) will not be applied toward a major.
5. Meet the specific requirements of each major as outlined in the departmental sections of this *Academic Bulletin*.
6. Completion of the service-learning requirement (refer to the Service Learning Requirement section in the *Academic Bulletin*).
7. Completion of the degree within the appropriate time limits (refer to the Time Limits for Completion of a Program section in the *Academic Bulletin*).

General Degree Requirements: Bachelor of Science

The general degree requirements for a Bachelor of Science degree are as follows:

1. Completion of a minimum of 37 upper division credits, to include at least 28 upper division hours in the declared major.
2. Completion of a minimum of 86 hours earned in residence at FHCHS for those in a four-year degree program. A minimum of 36 hours earned at FHCHS for those entering a Baccalaureate completion program.
3. Successfully complete *Philosophy of Healthcare* with a minimum grade of "C" (2.00).

4. Completion of the major with a cumulative grade point average as required by each program, and completion of cognate, general education, and elective courses to satisfy the total credit requirements for graduation. Courses completed with grades lower than a “C” (2.00) will not be applied toward the major.
5. Meet the specific requirements for each major as outlined in the department sections of this *Academic Bulletin*.
6. Completion of the service-learning requirement (refer to the Service Learning Requirement section in the *Academic Bulletin*).
7. Completion of the degree within the appropriate time limits (refer to the Time Limits for Completion of a Program section in the *Academic Bulletin*).

Communication Requirements

All degree-seeking candidates must complete two written communication courses: English 101 and English 102. For other courses to qualify as written communication courses, there must be a minimum of 2,000 cumulative words written for each course. The writing in such courses will be evaluated for effectiveness, organization, clarity, and coherence, as well as grammar, punctuation, and usage of standard written English. The student will be provided feedback on the written work submitted.

Students will be required to demonstrate oral communication skills as part of their program. The presentation must be specifically assigned as an oral presentation made in a formal setting and must be evaluated not only according to the content criteria of the assignment, but also according to basic speech criteria appropriate for the style of presentation.

Graduation

Certificate, Associate, Bachelor’s, and Master’s of Science degrees are conferred three times a year at the end of each trimester. Graduation ceremonies are held at the end of the fall and spring trimesters.

All incomplete, deferred, and missing grades must be resolved before a student can graduate. Students have the option to graduate with a double major (refer to the Double Major Policy section).

All students must submit a *Graduation Application* to initiate the graduation process. These applications are available on the College website. Students anticipating completion of degree requirements must file this form with the Office of the Registrar by the date indicated on the form. Failure to meet the deadline will result in being unable to participate in the graduation ceremony and register for his or her last term. Please contact the Office of the Registrar for more information.

All degree candidates are encouraged to participate in the graduation ceremonies. A graduation fee (see the Fee Schedule section) will be assessed the last trimester students are in attendance before completing their degree requirements.

Students who have received Federal Stafford Loans while enrolled at FHCHS will need to complete exit loan counseling before receiving their diploma or transcript.

Students completing degree requirements at the end of the summer and fall trimesters should participate in the fall ceremony. Students completing degree requirements at the end of the spring trimester should participate in the spring ceremony.

Students who plan to complete degree requirements at the end of the summer trimester may participate in the preceding spring graduation ceremony under the following policies:

1. At the time of graduation, the student may not have more than 12 credits pending.
2. The outstanding credits must be completed by the last day of final exams during the summer trimester immediately following the spring graduation ceremony.
3. If students fail to complete the degree requirements by the end of the summer trimester, a fee equal to 50% of the current graduation fee will be assessed to cover additional processing costs.
4. Students who are pending completion of degree requirements will not be eligible for graduation honors¹.
5. Students will not be eligible to participate in any other graduation ceremony for the conferral of the same degree.
6. Incomplete, deferred, and missing grades must be resolved before the degree can be conferred.

¹Graduates of Occupational Therapy Assistant and Nuclear Medicine Technology programs are eligible for graduation honors.

Graduation Honors

Students who achieve a cumulative FHCHS GPA of 3.50 or higher will graduate with the following honors

Summa Cum Laude	3.90–4.00
Magna Cum Laude	3.75–3.89
Cum Laude	3.50–3.74

Courses taken in a previous encapsulated FHCHS degree will not contribute to the GPA calculation for honors distinction at graduation. This applies to students in completion degrees, certificate, and graduate degree programs only.

Definition of a Major

A major is a field of study designated by a prescribed set of courses in an academic discipline. When combined with specific general education and cognate courses, the successful completion of the requirements within the major lead to a degree in that area of study. All degree-seeking students must declare a major.

Double Major Policy

Students have the option of simultaneously completing coursework and graduating with two majors in different fields of study. Only one of these programs may be clinically-based, however. Students must apply by completing the *Double Major Request Form* and *Program Change and Activation Form* and receive

approval from the department chairs of both academic programs and Academic Administration. Only students in good academic standing who meet the criteria for progression within each professional program at FHCHS may apply for the double major status. Both forms can be obtained from the Office of Enrollment Services.

To graduate, the student must complete all requirements for both majors. Two separate diplomas will be issued. In the Graduation Program, the student's name will appear under each major as graduating from that program. Refer to the Graduation section for additional graduation requirements.

Definition of a Minor

A minor is a program of study with less depth than a major. It may be completed as an addition to a major or to complement a major.

To minor in a program of study, a student must complete a minimum of 18 credit hours. The requirements and the curriculum for a minor are determined by the academic department offering the minor. Students must apply and receive approval from the department chairs of both academic programs and Academic Administration. Credits applied toward a minor will not count toward completion of a declared major.

Service Learning Requirement

All students receiving an undergraduate degree at FHCHS must complete the service-learning graduation requirement. In Service-Learning, students engage in service activities with intentional academic learning goals and opportunities for reflection that connects to their academic disciplines. Guided reflection is a key component of service-learning; students will integrate their service experience(s) with classroom knowledge to enhance the learning process. Service-learning is part of the curriculum in select courses and is validated by the faculty of those courses and by the department in which those courses are taught. Students accepted into a program prior to fall 2011 will be required to complete the service-learning hours requirements as stated in the *Academic Bulletin* for the year of their program acceptance. If you have questions or concerns about your service-learning requirements, please contact the Director of Community Engagement in the Student Services Department.

Policies and Procedures - Undergraduate

Academic Advising

Academic advising is provided to all FHCHS students. Advisors assist with setting academic goals, interpreting academic policies and procedures, course selection, registration, and personal development. Advisors may refer students to additional resources as needed.

All students are assigned an academic advisor upon acceptance to FHCHS. Students must contact their academic advisor prior to the beginning of each trimester for course selection and approval and to monitor progress toward their educational and career goals.

Academic Appeal

Should a student have an academic grievance concerning a grade or other matters concerning a particular course, he or she should follow the appeal procedure outlined below:

1. The student should discuss the grievance with the instructor involved no later than five business days after the incident prompting the grievance.
2. The instructor must respond to the student within five business days of the appeal.
3. If the grievance is not resolved, a written statement should be submitted to the department chair no later than ten business days after the instructor's response. The chair will then speak with the instructor involved and reply in writing to the student within five business days of receiving the student's written statement. In departments where there is a program director, and when it is appropriate, the written statement may be submitted to that individual. The program director will respond within five business days of receipt of the statement. If the matter is not resolved, the student may appeal in writing to the department chair who will respond within five business days.
4. If a resolution has not been reached, the student may request that all materials concerning the grievance be given to the Office of Academic Administration. This individual will then review the grievance materials and return a written decision within ten business days of their receipt. The decision of the Office of Academic Administration is final.

Should a student have an academic grievance concerning a decision of his or her academic program, he or she should follow the appeal procedure outlined below:

1. The student should discuss the grievance with the department chair no later than five business days after the decision prompting the grievance.
2. The department chair must respond to the student within five business days of the appeal.
3. If resolution has not been reached, a written statement should be submitted to the Office of Academic Administration no later than ten business days after the chair's response. This individual will then speak with the department chair and reply in writing to the student within ten business days of receiving the student's written statement. The decision of the Office of Academic Administration is final.

Academic Classification

A Florida Hospital College student's academic classification is based on the number of credit hours earned including transferred hours.

Freshman

Students are classified as freshmen when they have enrolled and/or successfully completed a minimum of 1-31 credits. Freshmen are limited to lower division courses except when granted permission by the chair of the department in which the course is being taught.

Sophomore

Students are classified as sophomores when they have successfully completed 32-62 credits.

Junior

Students are classified as juniors when they have successfully completed 63-93 credits and have been accepted to a baccalaureate degree program at FHCHS.

Senior

Students are classified as seniors when they have successfully completed 94 or more credits and have been accepted to a baccalaureate degree program at FHCHS.

Graduate

Students are classified as graduate students when they have been accepted to a graduate degree program at FHCHS.

Academic Dismissal

A student is subject to academic dismissal when any one of the following occurs:

- Failing to meet the requirements of the probationary admission status.
- Failing to achieve a cumulative GPA of 2.00 after being placed on academic probation for two trimesters.
- Earning a GPA below 1.00 during any trimester.
- Displaying a high degree of academic irresponsibility in matters of course attendance or class assignments.
- Displaying a high degree of academic dishonesty (see the Academic Integrity section).

To petition for readmission, see the Readmission after Academic Dismissal section. Please be aware that if readmission is granted, additional admission documents may be required by the Office of Enrollment Services.

Academic Probation

A student is placed on academic probation when his or her trimester grade point average falls below 2.00. The student has one trimester to raise his or her GPA above 2.00. At the end of that trimester, the Academic Review Committee will review his or her status (see the Academic Dismissal section). A student on academic probation should not take more than 12 credit hours during the fall and spring trimesters or six credit hours during the summer trimester. Students on academic probation should consult with their assigned advisor regarding strategies for academic success.

Academic Evaluation

The following grading system records students' achievements and computes their progress:

Grade	Quality Points
A	4.00
A-	3.70
B+	3.30
B	3.00

Grade	Quality Points
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00

Additional Designations

Grade	Explanation
AU	Audit
CR	Credit Received
DG	Deferred Grade ¹
I	Incomplete work ²
IP	In Progress
NP	No Pass
P	Pass
W	Withdrawal from a course

¹ This designation is given at the initiative of the instructor when he or she is unable to submit a final grade.

² Students must apply for an incomplete grade prior to the end of the trimester (see the Fee Schedule section for charges).

Audit Policy

Any student has the option to audit a course. An audited course does not contribute toward grade point average, does not meet degree requirements, and does not count toward residency requirements or financial aid hours. The student may participate in all aspects of a course, but will not receive a grade or trimester credit. **A student who registers for an audit must do so within the drop/add period.** The designation “AU” will be placed on the transcript for each audited course. Students who wish to audit a professional program course must receive permission from the department chair. The tuition rate for audited courses is listed in the Fee Schedule in the Financial Information section.

Grade Point Average (GPA)

A student's grade point average, for admission, academic standing, and graduation, is based on the quality points assigned to each letter grade. Non-letter grade designations (AU, DG, etc.) do not earn quality points and do not affect the grade point average. Florida Hospital College uses the following GPA designations:

Trimester GPA

GPA for each term

AS/BS Degree GPA

FHCHS courses that meet specific degree requirements

FHCHS Residency GPA

All courses taken at FHCHS

CUM GPA

Includes only coursework at FHCHS and does not include transfer credits

Admission GPA

May include credits earned both at FHCHS and at previously attended institutions (used for College and/or program admission).

Incomplete Policy

An Incomplete (I) is assigned when an approved or extenuating personal circumstance prevents a student who is passing a course from completion of final assignments and other course requirements by the end of the trimester. Circumstances may include, but are not limited to, illness, the death of a family member, a family emergency, program remediation, or extension/interruption of a clinical schedule. Students must request an incomplete grade in writing from the course instructor prior to the end of the course. The instructor determines whether an Incomplete grade is appropriate and submits the completed *Request for Incomplete Grade Form* to the Office of the Registrar with approval from the department chair.

To change an Incomplete, a student must submit all completed work established by the department. If required work is not completed by the established deadline, the Incomplete will automatically be changed to the grade noted on the *Request for Incomplete Grade Form*. Students may have up to the end of the following trimester to complete the outstanding assignments. A student who cannot complete course requirements by the specified deadline may request an extension from the instructor and department chair.

Students are assessed a charge for the processing of an Incomplete grade. Refer to Fee Schedule in this *Academic Bulletin*.

Pass/No Pass Grade Designation

The Pass (P) grade receives academic credit but no quality points, while a No Pass (NP) grade receives neither credit nor quality points. The P or NP notation does not affect a student's grade point average. For courses that receive a P or NP as a final grade, a P is designated as equivalent to a minimum grade of "C."

Academic Honors**Academic Honors**

The *Academic Honors List* is published each trimester identifying students who have earned a trimester GPA of 3.00-3.49 and have no grade below a "B" (3.00) on at least 12 hours of college-level work.

Dean's List

The *Dean's List* is published each trimester identifying students who have earned a trimester GPA of 3.50-3.99, and have no grade below a "B" (3.00) on

at least 12 hours of college-level work. The Office of Academic Administration notifies students selected for this list.

President's List

The *President's List* is published each trimester identifying students who have earned a trimester GPA of 4.00 on at least 12 hours of college-level work. The President notifies students selected for this list.

Academic Integrity

Academic integrity is fundamental to the vision and mission of Florida Hospital College of Health Sciences. We place a high value on truth, which implies a corresponding intolerance of academic dishonesty. It is important that all students are judged on their ability, and that no student is unfairly allowed an advantage over others, affects the security and integrity of the learning process, or diminishes the reliability and quality of a conferred degree. To graduate ethical, skilled professionals and citizens is a desired outcome of the College.

Ethical and Professional Behavior

Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Such standards are generally communicated to students by instructors and are available through publications produced by professional organizations. Unethical or unprofessional behavior will be treated in the same manner as academic dishonesty.

Categories of Academic Misconduct

The following document is concerned with students' actions – not their intentions. Academic dishonesty includes, but is not limited to, the following actions:

Cheating on Examinations

Cheating is using or attempting to use materials, information, notes, study aids or other assistance in any type of examination or evaluation which has not been authorized by the instructor.

Clarification

1. Students completing any type of examination or evaluation are prohibited from looking at another student's materials and from using external aids of any sort (e.g., books, notes, calculators, electronic resources, or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their place.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

Plagiarism

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations or words of another

person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue. Students will have plagiarized in any situation in which their work is not properly documented.

Clarification

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text, in a footnote, or in an endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or in an endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

Fabrication, Forgery and Obstruction

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences. Forgery is the imitating or counterfeiting of images, documents, signatures, and the like. Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged, or misleading information to College officials on College records or on records of agencies in which students are fulfilling academic assignments (including clinical sites, service learning, etc.)
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, or mutilation of resources so as to deprive others of their use.
5. Students may not access or use patient information in ways that violate HIPPA regulations.

Multiple Submissions

Multiple submission is the submission of the same or substantially the same work for credit in two or more courses. Multiple submission shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submission shall not include those situations where the prior written approval of the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submission of the same or substantially the same work in the same trimester or in different trimesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).
3. Students may resubmit a prior academic endeavor if there is substantial new work, research or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with prior written permission from all faculty involved. Instructors will specify the expected academic effort applicable to their courses, and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain written permission from each instructor shall be considered a multiple submission.

Complicity

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other College official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous trimesters.

Misconduct in Research Endeavors

Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the College in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing, or data as their own.

4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and College regulations for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

Computer Misuse

Use of computers that is disruptive, unethical, or illegal use of the College's computer resources, including any actions which violate the *Florida Hospital College of Health Sciences Student Computer Use Policy* is prohibited. Misuse of computers also includes disruptive, unethical, or illegal use of the computers of another institution or agency in which students are performing part of their academic program.

Clarification

1. Students may not use the College computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.
3. Students may not use College computer resources to engage in illegal activity, including but not limited to the following: illegally accessing other computer systems, exchanging stolen information, and violating copyright agreements which involve software or any other protected material.
4. Students may not use any College computer as a host system for any unauthorized service or application.

Misuse of Intellectual Property

Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets, or intellectual properties.

Clarification

1. Students may not violate the College policy concerning the fair use of copies. This policy can be found in the *FHCHS Academic Bulletin*.

Policies and Procedures for Dealing with Academic Misconduct

Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice pending completion of the disciplinary process. If the instructor must submit a final course grade before the case is resolved, then the student should be given an "Incomplete," which will not affect his or her GPA.

1. An instructor or other staff member who suspects a student of academic misconduct or receives a complaint alleging misconduct that raises suspicion may consult the Office of Academic Administration to learn whether there is any record of prior academic misconduct. The instructor will inform the student in writing within seven (7) days of discovering the misconduct. The instructor will include in the letter that he or she desires to meet with the student to discuss the allegation. The student must respond within seven (7) days from the date of the letter.

2. The instructor reviews all evidence, interviews any witnesses, meets with the student to discuss the allegation and to hear the student's explanation. The instructor makes a decision regarding the allegation. The student may have an FHCHS faculty or staff member of their choice accompany him or her to the meeting with the instructor, if they choose.
 - a. If the student does not respond to the notification within seven (7) days, the instructor continues with the investigation and report without the student's input.
3. If the instructor determines that the student has not violated the policy, the student will be notified in writing within seven (7) days of meeting with the instructor, whether or not the student responded.
4. If the instructor determines that the student has violated the policy, the instructor completes the Academic Dishonesty Report Form (ADRF) within five (5) days of the initial meeting with the student or from the end of the student's seven (7) day response period. The student then has five (5) business days to respond and to attend a formal meeting with the instructor.
5. If the student fails to respond, the instructor completes the Academic Dishonesty Report Form and imposes a final academic sanction which may include referring the matter to the Office of Academic Administration.
6. If the student responds, the student is given the ADRF and is asked to initial and sign the appropriate response. The student may have an FHCHS faculty or staff member of his or her choice accompany him or her to this meeting with the instructor if they choose.
7. A copy of the ADRF is given to the student (if he or she responds), Academic Administration, and the Department Chair. A copy is also given to the College Disciplinary Committee if the matter is referred to them.
8. If the instructor takes no action within (5) five days of meeting with the student, the allegations will be considered dismissed.

The disciplinary authority of FHCHS is vested in the President, those asked by the President to act on his or her behalf, and in the committees and administrators of FHCHS for whom jurisdiction may be conferred for specific cases or specific areas of responsibility.

If violations of academic integrity come to light subsequent to a student's graduation from the College, the instructor, program director, or department chair may make recommendations for disciplinary action to the Office of Academic Administration. This action may include nullification of the degree awarded. Decisions of this nature may be appealed to the President of the College.

Disciplinary Sanctions for Academic Misconduct

Sanctions will be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the College reserves the right to require counseling or testing of students as deemed appropriate. Definitions of disciplinary sanctions include the following:

1. Academic action
 - a. May include altering a grade or assigning a failing grade for the assignment, examination, or course.

2. Disciplinary report
 - a. All academic misconduct and sanctions are recorded on an Academic Dishonesty Report Form, which is kept on file with the Office of Academic Administration for the duration of the student's attendance at the College. If academic misconduct reoccurs, the report will be taken into consideration in determining further sanctions.
3. Restitution
 - a. Students are required to compensate the College or other persons for damages, injuries, or losses. Failure to comply could result in suspension or dismissal.
4. Probation
 - a. There may be specific restrictions or extra requirements placed on the student for a specified period. These may vary with each case and may include action not academically restrictive in nature, such as restriction from participation in College activities or other requirements. Disciplinary action should be consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated persons. Any further misconduct on the student's part during the period of probation may result in disciplinary suspension or dismissal.
5. College suspension
 - a. Suspension prohibits the student from attending the College. It prohibits the student from being present on specified College-owned, leased, or controlled property without permission for a specified period of time. Students placed on College disciplinary suspension must comply with all suspension requirements. A student seeking to attend the College after the conclusion of his or her suspension may apply for readmission to the College.
6. College dismissal
 - a. Dismissal permanently prohibits the student from attending classes at the College and permanently prohibits the student from re-enrolling at the College.

Resources

The following institution's policies were the sources referred to for guidance in the creation of the Florida Hospital College of Health Sciences Academic Integrity Policies and Procedures for Dealing with Academic Misconduct:

The University of Cincinnati

<http://nursing.uc.edu>

The University of New Orleans

<http://www.studentaffairs.uno.edu>

Rutgers University

<http://academicintegrity.rutgers.edu>

Iowa State University

<http://www.public.iastate.edu>

Copyright Policy

1. Introduction

Florida Hospital College expects all members of the College community to make a good faith effort to respect the rights of copyright owners. This policy serves to affirm the College's commitment to comply with copyright law, to educate members of the College community about copyright law and rights available under that law, and to provide a standard approach for addressing complex copyright issues. This policy outlines the relevant statutes, codifies College practices relevant to copyright, and recommends tools by which faculty, staff, and students can ensure they respect the rights of copyright owners.

2. Copyright Basics

2.1. *The Extent of Copyright*

Copyright is the right of an author, artist, or other creator of an original work of authorship to control how his or her work is used. Under the United States copyright law (title 17, U.S. Code), copyright attaches the moment the original work of authorship is fixed in any tangible form—no formal registration is necessary. Copyright protection extends to literary works; musical works; dramatic works; pantomimes and choreographic works; pictorial, graphic, and sculptural works; sound recordings; and architectural works. Ideas, concepts, principles, procedures, processes, methods of operations, and discoveries are not protected by copyright.

United States copyright law grants copyright owners the exclusive rights to copy and/or distribute their work, to create derivative works, and to publicly perform or display their work (17 U.S.C Section 106). There are limitations on these rights, but in general the unauthorized reproduction, performance, display, or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties.

2.2. *Limitations on Exclusive Rights*

The exclusive rights of copyright owners have several limitations placed on them by copyright law. These limitations include copyright term limits, the first sale doctrine, special classroom exceptions, reproduction by libraries and archives, and fair use. Uses that fall under these limitations are allowed without the permission of the copyright owner. For any other use of copyrighted materials, the user must seek permission from the copyright owner.

2.2.1. *Copyright Term Limits and Public Domain (Sections 301 – 305)*

Copyright protection is not eternal. In the United States, copyright now lasts for the life of the author plus 70 years. For works where the author is unknown or the copyright owner is a corporation, copyright lasts for the shorter of 120 years from the creation date or 95 years from the publication date (17 U.S.C Section 302). Once a work's copyright term expires, it enters the public domain and can be freely used by anyone without permission. Works created by officers or employees of the United States government as part of their official duties are also part of the public domain; however, works published by state governments may be copyrighted.

All works published before 1923 have entered the public domain, and other works will be added as their copyright terms expire. For more information and guidelines for determining the copyright status of a work, see Cornell University's "Copyright Term and the Public Domain in the United States" (http://www.copyright.cornell.edu/public_domain/) and the American Library Association's Digital Copyright Slider (<http://librarycopyright.net/digitalslider/>).

2.2.2. The First Sale Doctrine (Section 109)

Section 109 (17 U.S.C Section 109) grants certain rights to the owner of a particular copy of a copyrighted work. The owner of the copy may, without permission, publicly display or sell it. The owner may also lend or lease his or her copy, though the commercial lending or leasing of computer software and sound recordings is specifically prohibited.

The first sale doctrine provides libraries with the right to lend out books and movies. Section 109 also gives libraries and non-profit education institutions the special right to lend computer software and sound recordings.

2.2.3. Special Classroom Exceptions (Section 110)

In a strict sense, any presentation of a copyrighted work in a classroom, such as reading aloud from a textbook, qualifies as a public display or performance and requires permission from the copyright owner. While drafting the copyright law, Congress was aware of the need of teachers to present copyrighted material during their lessons. Schools could not function if teachers had to obtain permission before discussing any copyrighted works in class. Section 110 (17 U.S.C Section 110) addresses this problem by granting teachers and students the right to perform or display copyrighted works in face-to-face teaching situations.

For a use to qualify under the exception granted by section 110, it must meet a number of requirements. The display or performance must be an integral part of the class, must be supervised by an instructor, must take place in a classroom or similar location, and must be open only to members of the class. Also, the copies displayed or performed must be lawfully obtained.

In 2002, Congress passed the TEACH act, which extends section 110 rights to distance education. TEACH allows the digital transmission of "a performance of a nondramatic literary or musical work or reasonable and limited portions of any other work, or display of a work in an amount comparable to that which is typically displayed in the course of a live classroom session" (17 U.S.C Section 110); digital educational works (works marketed specifically for transmission in distance education) are not covered.

TEACH also adds to the existing section 110 requirements. The educational institution must apply technological measures to prevent students from retaining the work past the class session or sharing the work without permission. And the institution must have in place copyright policies that promote copyright compliance and warn students that the works may be copyrighted.

2.2.4. Reproduction by Libraries and Archives (Section 108)

Copyright law recognizes several special rights that apply only to libraries. The primary right is the right of libraries to make and distribute a single copy of a work for non-commercial use (17 U.S.C Section 108). A library can copy an article or small portion of other types of works and give it to a library user provided

that the library includes a copyright notice on the copy and has no notice that the user intends to use the copy for anything other than private study, scholarship, or research.

Section 108 also gives libraries the right to make multiple copies of works for preservation and to provide access to unpublished works.

2.2.5. Fair Use (Section 107)

One of the purposes of copyright is “to promote the Progress of Science and useful Arts” (U.S. Constitution, Article 1, Section 8). United States copyright law recognizes that there are uses, such as criticism, comment, news reporting, teaching, scholarship, and research that are necessary to promoting intellectual progress. Such “fair use” is not an infringement of copyright. While the other exceptions to copyright are put forth in some detail, fair use is left intentionally broad. Section 107 lists four factors to consider in determining whether a use qualifies as fair use:

1. “the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.” (17 U.S.C Section 107)

These factors are not precise, and different people may make different determinations about what constitutes fair use. Only the court can officially state whether a given use is fair use or copyright infringement.

2.3. Infringement and Damages

If a copyright owner believes that a use violates his exclusive rights, he can sue the person responsible for copyright infringement. If the court agrees that the use is infringing, the user must cease the use and can face damages of up to \$150,000 per violation plus the copyright owner’s court costs and attorney fees (17 U.S.C Chapter 5). If a person makes 10 copies of a copyrighted work, each copy counts as a single violation, so damages can quickly reach millions of dollars.

A person or institution can be guilty of infringement without directly violating copyright. United States copyright law recognizes three types of infringement: direct, contributory, and vicarious. Direct infringement is the actual act of violating copyright. Contributory infringement takes place when a person or institution knew or should have known about the infringement and contributed to it. Vicarious infringement takes place when a person or institution knew or should have known about the infringement and benefited financially from it. FHCHS would be guilty of vicarious infringement if a professor made illegal copies of an article for a class rather than paying for it from the department’s budget.

3. Responsibility

Individual FHCHS faculty and staff members are responsible for reading and understanding the College’s copyright policy and shall be held accountable for willfully disregarding it in their use of copyrighted works. FHCHS will provide

faculty and staff with access to resources that assist with determining permitted use. Faculty and staff are responsible for consulting those resources and applying them in accordance with the law.

At no time shall a faculty member, staff member, or student assistant who reproduces or distributes copyrighted materials in accordance with the written or verbal instructions of a supervisor be liable for any failure to follow copyright law. This protection does not apply if the faculty member, staff member, or student assistant acts without instructions or in a manner that falls outside of such instructions.

4. Guidelines for Proper Use of Copyrighted Materials

FHCHS endorses the following guidelines on the correct use of copyrighted materials in various situations:

- Agreement on Guidelines for Classroom Copying in Not-for-profit Educational Institutions with Respect to Books and Periodicals (<http://www.copyright.gov/circs/circ21.pdf>)
- CONTU Guidelines for Interlibrary Loan Photocopying (<http://www.librarycopyright.net/presentations/GLsInterlibLoan.pdf>)
- Fair Use Guidelines for Educational Multimedia (<http://ccumc.org/node/210>)
- Guidelines for Off-Air Taping for Educational Purposes (<http://www.lib.berkeley.edu/MRC/Kastenmeier.html>)

Members of the FHCHS community are expected to abide by these guidelines where applicable. However, the guidelines represent an attempt to define the minimum use that would be considered non-infringing. They should not be considered statements of the maximum use allowed. Many uses that fall outside the recommendations of the guidelines may be covered by fair use. The guidelines are also not infallible guards against infringement. A use that seems to fit within a guideline's boundaries may actually be infringing under certain circumstances. It is important to consider how the four factors of fair use apply to every proposed use that is not clearly covered by one of the exceptions in sections 108, 109, and 110.

5. Resources

Copyright is a complex issue. In addition to guidelines, FHCHS provides access to the following resources for students, faculty, and staff to use in determining if a use of work is permitted.

- University of Texas' Copyright Crash Course (<http://www.lib.utssystem.edu/copyright/>)
- Stanford University Libraries, Copyright and Fair Use (<http://fairuse.stanford.edu/>)
- North Carolina State University's TEACH Act Toolkit (<http://www.provost.ncsu.edu/copyright/toolkit/>)
- Columbia University Libraries, Copyright Advisory Office's Fair Use Checklist (<http://www.copyright.columbia.edu/fair-use-checklist>)

For additional help in making decisions regarding copyright, please contact FHCHS' copyright resource officer.

6. Peer-to-peer Filesharing

Peer-to-peer filesharing has gained popularity over the last several years as a way to obtain copies of music and movies. Peer-to-peer networks allow people to download and upload material to and from any computer on the network. These networks make it easy for people to freely copy and distribute or download copyrighted music and movies.

Copying and distributing copyrighted movies and music for entertainment purposes without permission is a clear violation of copyright law. A growing use of peer-to-peer filesharing among college students is downloading textbooks. Even though the textbooks are used for education, downloading them simply to avoid paying for them is copyright infringement, not fair use. See Indiana University's "Filesharing and Copyright" (<http://www.copyright.iupui.edu/fileshare.htm>) for a more detailed discussion.

Florida Hospital College of Health Sciences' computer use policies state that the computer network on campus is not to be used for any illegal activity. This includes downloading and uploading files in violation of copyright law. Anyone who downloads or uploads copyrighted files illegally, whether through a peer-to-peer network or other means, will be subject to the penalties outlined in the College's computer use policies.

7. Permissions

If a proposed use of copyrighted material is not within fair use or any other exception, it doesn't mean that you cannot use the material. You may be able to obtain permission from the copyright owner. The copyright owner may control licensing directly, or rights may be available from a licensing agency.

Rights are often readily available. Check with the library to find out what rights FHCHS already has. The library's licenses for electronic access to a text-based work may include some reproduction and distribution rights. Licensing agencies, such as the Copyright Clearance Center (<http://www.copyright.com/>) or the Authors Registry (<http://www.authorsregistry.org/welcome.html>), can quickly provide rights the library doesn't have. For audio-visual materials, the library may have public performance rights for a performance not covered by section 110, or the library staff may be able to obtain those rights from the distributor.

For a comprehensive discussion of licensing and how to search for the owner of a copyright, see the Columbia University Libraries' Copyright Advisory Office (<http://www.copyright.columbia.edu/permissions>).

Active Military Duty

Any student called to active duty from the reserves of any branch of the military or the National Guard will receive special consideration from the College to ensure a smooth transition. Students should notify their department chair and submit a copy of the military orders. The length of service should be defined when possible. A full refund of tuition and fees for the current trimester will be granted.

Upon returning to College, the student should provide documentation that he or she has been released from active duty. Students leaving a professional program for active duty will be able to re-enter the program at the beginning of the same trimester in the suggested plan of study. Students should refer to the individual professional program section of this *Academic Bulletin* for readmission policies.

Students in the Department of Health and Biomedical Sciences will be able to begin courses at the beginning of the next trimester following their return to civilian life. Exceptions and special needs will be addressed on an individual basis.

Attendance Policies

FHCHS students are expected to attend all scheduled courses, laboratories, clinicals, and/or pacticums. The following attendance policies are in effect:

- Regular attendance in courses, laboratories, and clinicals is required.
- Failure to attend the first day of the course will result in automatic course withdrawal.
- It is the student's responsibility to contact the instructor if class appointments have been missed.
- All arrangements for an excused absence must have the instructor's prior approval. In the event of an emergency (e.g. illness), instructors may require official documentation or verification.
- When a student's number of absences (excused or unexcused) for any course exceeds 20% of the total course appointments, a grade of "F" may be given for that course.
- Students are allowed to consider as excused absences up to five days off for bereavement if the death was an immediate family member (spouse, parent, sibling, child, or grandparent). Other family members, such as aunts, uncles, and cousins, are usually not in this category unless they were part of the immediate family. Additional time must be requested by the student and agreed to by the instructor. Verification must be provided at the time of the student's return to class. All coursework must be made up within a time frame agreed upon with the course instructor.
- The student is considered to be enrolled in the course until the completed *Drop/Add/Withdrawal Form* is submitted to the Office of the Registrar. It is the student's responsibility to complete these forms as soon as the decision to drop has been made.
- Failure to drop a course before the drop deadline may result in the grade of "WF" being given for the course.
- Please refer to the program handbook for additional attendance policies.

Cancellation of Course Section

A course may be cancelled if the enrollment in a particular section of a course does not reach at least six students. If necessary, course sections may be combined and/or moved. Every effort will be made to keep scheduled courses open in a given trimester.

Emergency Course Cancellation

All decisions regarding emergency school closure will be made by Florida Hospital College Administration. Information on campus closings may be obtained from the following sources:

- Campus voice message system: (407) 303-9798 or (407) 303-7747
- Campus plasma screen displays

- College Web sites: www.FHCHS.edu, my.FHCHS.edu
- Local area TV stations: WESH (2), WKMG (6), WFTV (9), Central Florida News (CFN 13)

College Credit by Examination

FHCHS recognizes the following types of college credit by examination:

- Advanced Placement Credit (AP)
- *College Level Examination Program* (CLEP)
- *FHCHS Challenge Exam*
- International Baccalaureate Credit (IB)
- Credit by Validation for Professional Licensure and Registry

College credit that is earned by examination:

- Will be recorded as a credit received (CR) grade for which no quality points will be given
- Will not count toward residency or financial aid hours
- Will be awarded only in areas which fall within the regular curricular offerings of FHCHS and which are related to the student's educational goals
- Must be completed within the first week of the course a student wishes to challenge
- Must be successfully completed before the last trimester prior to graduation

Fees charged for CLEP and *FHCHS Challenge Exam* and recording fees are listed on the Fee Schedule in the Financial Information section of the *Academic Bulletin*. Applications are available in the Center for Academic Achievement and the Office of the Registrar.

Advanced Placement Credit

College-level credit may be granted to students who have completed Advanced Placement (AP) college-level courses in high school and have passed the College Board AP Examinations with a minimum score of 4. Partial credit will not be awarded for AP scores below the required minimum score of 4. Credit granted may not exceed credit for similar courses offered at FHCHS. Please contact the Office of the Registrar for a list of exams that are eligible for transfer of credit.

College Level Examination Program

The *College Level Examination Program* (CLEP) gives students the opportunity to receive college credit for course content they have already mastered through previous coursework or through life experiences. The computer-based program, offered through the *CollegeBoard*, is available at the Center for Academic Achievement. Students must take a CLEP test rather than the *FHCHS Challenge Examination* if there is a CLEP test available.

To qualify for the CLEP test a student must:

1. Have already taken college-level coursework or obtained equivalent knowledge and/or skill in the subject.

2. Contact the Center for Academic Achievement for application materials
3. Complete the exam before the last trimester prior to graduation.

Repeat Policy: CLEP exams may not be repeated.

FHCHS does not award credit for *all* of the CLEP exams provided by the *College Board*. If a student has already enrolled in a course he or she wishes to challenge, the CLEP must be completed within the first week of the course. Test credit is applied according to the College policy at the time the credit is received and posted by the College. Contact the Center for Academic Achievement to register for the exam. Information on FHCHS courses that qualify for CLEP may be obtained by contacting the Office of the Registrar or the Center for Academic Achievement.

FHCHS Challenge Exam

The *FHCHS Challenge Exam* may be taken if there is no equivalent CLEP test available. Other institutional challenge exams will not be recognized or transferred. The *FHCHS Challenge Exam* may only be taken once. The *FHCHS Challenge Exam* must be passed at the 80% level.

To qualify for the exam, a student must:

1. Have already taken college-level coursework or obtained equivalent knowledge and/or skill in the subject.
2. Petition the department in which the test will be prepared.
3. Receive approval from the department chair and the Office of Academic Administration.
4. Complete the exam before the last trimester prior to graduation.

Repeat Policy: *FHCHS Challenge Exams* may not be repeated

If a student has already enrolled in a course he or she wishes to challenge, the *FHCHS Challenge Exam* must be completed within the first week of the course.

International Baccalaureate Credit

College-level credit may be granted to students who have completed International Baccalaureate (IB) college-level courses in high school and have passed the IB Examinations with a minimum score of 5. Partial credit will not be awarded for IB scores below the required minimum score of 5. Please contact the Office of the Registrar for the current policy on awarding college-level credit for successfully completed International Baccalaureate exams.

Licensure and Registry

FHCHS validates college level credit for eligible students. Students must meet the following criteria:

1. Acceptance into one of the three Bachelor Completion programs
 - a. Diagnostic Medical Sonography (32 credits)
 - b. RN-BSN Completion Program (36 Credits)
 - c. BS in Radiologic Sciences (37 Credits)
2. Current and valid professional licensure or registry in the following areas:
 - a. Diagnostic Medical Sonography

- b. Nuclear Medicine Technology
- c. Nursing
- d. Radiography

College Credit for Experience

It is not the policy of Florida Hospital College of Health Sciences to grant credit for life or work experience.

College Credit by Validation

Under certain circumstances, FHCHS may give credit for prior coursework in a particular field when the student validates knowledge and ability by successful completion of more advanced coursework at FHCHS in that field (see individual program conditions and specifications).

A student must submit a petition to be given credit by validation. The petition must be approved by the department chair and the Office of Academic Administration before the last trimester prior to graduation.

Credit granted by validation will not generate quality points or affect the grade point average, but will apply toward degree credit requirements. Credit by validation is awarded only in areas which fall within the regular curricular offerings of FHCHS and which are related to the student's current educational goals. Credit by validation will not count toward residency or financial aid hours.

Communication Policy

Florida Hospital College of Health Sciences (FHCHS) employs three electronic modes of communication to meet the needs of its student population. Instructors will communicate in their syllabus their preferred method of communication with their students. This will vary from course to course. It is expected that all students will check these electronic modes of communications at least weekly. Students are held accountable for all information communicated to them through these systems.

- **My Academic Resource System (MARS):** MARS is used primarily for communication between students and key offices on campus relating to their enrollment and progression at FHCHS. Students can access their academic advisor or ask questions about placement testing in addition to communicating with the following departments or offices: Enrollment Services, Business Office, Registrar, Financial Aid, Bookstore, Residence Hall, and Student Services. All communication in MARS is logged and recorded for future reference. To access MARS:
 - Log in to my.fhchs.edu
 - Under Academics, click on My Messages.
- **FHCHS E-mail Account:** FHCHS e-mail accounts will be used to inform students of upcoming events, such as social events, registration and application information, school closings, and department-specific communications.
- **E-Learning E-mail:** The e-learning courseware management system includes an e-mail component which allows the members of the course and their instructors to communicate with each other. The instructors who utilize the e-learning courseware management systems

will communicate in their syllabus their preferred method of communication with their students. This will vary from course to course.

Convocation

An annual Convocation event is held each Fall, bringing together and celebrating the entire FHCHS family during the new school year. All students are required to attend this campus-wide event. The President's Reception is held following Convocation for all students, faculty, and staff.

Course Classification

All courses are classified as remedial, lower division, upper division, or graduate. Remedial courses are numbered 090 through 099. Lower division courses are numbered 100 through 299. Upper division courses are 300 through 499. Graduate courses are 500 and above. Students should take courses in the order prescribed in their plan of study and follow the requirements for prerequisites to avoid scheduling conflicts.

Course Credit

Students will not receive credit for a course unless they are officially registered for it by the end of the approved registration period. Please refer to the Academic Calendar for registration dates and the *Late Registration Policy* for more information.

Course Evaluations

Students are required to complete end-of-course evaluations for all courses, including didactic, clinical, and lab sections, in which they are enrolled. Evaluations must be completed by the last day of class (or as otherwise determined by the course instructor). Failure to comply with this mandatory requirement will result in a grade of incomplete (I) being awarded for the class, including the process and fees attached (see *Academic Bulletin* for complete guidelines and fees).

Course Load

Course load is expressed in trimester credits. A trimester credit represents one 55-minute lecture course or equivalent per week for one trimester of 14 weeks with approximately two hours of preparation per hour in each course. Thus, a four-credit lecture course would meet 220 minutes and require eight hours of preparation per week. Laboratory courses are measured with either a 2:1 or 3:1 ratio, with two or three 55-minute periods of lab time making up one trimester credit. Each department sets clinical ratios.

Full-time students are defined as those who are enrolled in 12 or more credits per trimester. The normal course load for a student at FHCHS is 12-16 credits per trimester, although more than 16 credits may be required by specific programs in some trimesters (see the academic department sections of this *Academic Bulletin*). Main and Denver campus students who wish to register for more than 16 credits in any given trimester must obtain permission from their advisor and their department chair. Distance education students who wish to register for more than 12 credits in any given trimester must obtain permission from their advisor and their department chair. Additionally, distance education students can enroll in no more than two courses in any seven-week period.

Students requesting an overload will receive appropriate counseling from their respective program advisers.

A student may not be concurrently registered at another college or university and FHCHS without permission from the Office of Academic Administration. Refer to the Transient Policy in the Academic Information section for more information.

Directed Study

Students have the opportunity to participate in courses that are designed to concentrate on a particular problem or area in any of the academic disciplines offered at FHCHS. These courses may be taken for up to three credit hours and are recorded on the student's permanent academic record as Directed Study. Students interested in these courses should complete the *Application for Directed Study* available from the Office of the Registrar.

Drop Policy

It is the responsibility of the student to withdraw in writing to the Office of the Registrar prior to the deadline published in the *Academic Bulletin*. The student must submit a completed drop form (Main campus and Denver, *Drop/Add/Withdrawal Form*; Distance Education, *Drop/Withdrawal Form*) by the deadline. The assigned grade is determined by the date the student or faculty member notifies the office, not the last date of attendance. The last day to drop a course is determined by the week number in the session. Students may withdraw during the first week of the course without penalty. No record will appear on the permanent academic record. Beginning with the second week of the course to the published Drop deadline, students will receive a "W" for the course. Students who withdraw after the published deadline will receive a "WF" for the course. This grade is equivalent to a failure.

Student-initiated withdrawals

Important information for students seeking to withdraw from a course(s). Students should be aware that course withdrawals may affect:

- Anticipated graduation dates
- Immigration status
- Financial status
- Eligibility for a professional program
- Progression requirements for a professional program.

Before a student withdraws, we recommend that the student:

- Meet with the professor to discuss his or her progress in the course
- Meet with an academic advisor to discuss how the withdrawal will affect his or her educational plans
- Meet with a financial aid advisor to discuss how the withdrawal will affect his or her financial aid
- Refer to the Refund Policy in the Financial Information section of the *Academic Bulletin*.

Faculty-initiated withdrawals

An Administrative Drop may take place if a student is absent for a period of two consecutive weeks and does not contact the instructor or complete the appropriate paperwork.

Drop Deadlines for All Academic Sessions

Number of Weeks in Session	No Grade will be Recorded During this Period	Grade of "W" will be Assigned During this Period	Grade of "WF" will be Assigned
4	End of 1st school week in the session	Beginning of 2nd week to end of 3rd week	Beginning with the 4th week
5	End of 1st school week in the session	Beginning of 2nd week to end of 4th week	Beginning with the 5th week
7	End of 1st school week in the session	Beginning of 2nd week to end of 5th week	Beginning with the 6th week
9	End of 1st school week in the session	Beginning of 2nd week to end of 7th week	Beginning with the 8th week
10	End of 1st school week in the session	Beginning of 2nd week to end of 8th week	Beginning with the 9th week
11	End of 1st school week in the session	Beginning of 2nd week to end of 8th week	Beginning with the 9th week
12	End of 1st school week in the session	Beginning of 2nd week to end of 9th week	Beginning with the 10th week
14	End of 1st school week in the session	Beginning of 2nd week to end of 11th week	Beginning with the 12th week
16	End of 1st school week in the session	Beginning of 2nd week to end of 12th week	Beginning with the 13th week
17	End of 1st school week in the session	Beginning of 2nd week to end of 13th week	Beginning with the 14th week
18	End of 1st school week in the session	Beginning of 2nd week to end of 14th week	Beginning with the 15th week

Duplicate Diploma

Duplicate diplomas may be issued under the following conditions:

- Lost
- Damage
- Legal name change

Students must submit a notarized letter detailing his or her request. Additional documents may be required. Please contact the Office of the Registrar for more information. Students will be charged \$100 processing fee.

Examinations and Grade Reports

Credit will not be granted for any course unless the student has completed the required work. Students are expected to adhere to the published final examination schedule. If multiple examinations are scheduled concurrently or the student is required to sit for more than three examinations in one day, arrangements for alternate test dates (within the final exam period) may be made with the department chair.

Grade reports are available online. Grades will be disclosed to third parties only with a student's signed consent. Refer to the Student Rights and Confidentiality of Records section in this *Academic Bulletin*.

Jury Duty

The individual course instructor will make reasonable accommodations for any student required to fulfill jury duty obligations. This includes providing additional time to complete assignments, tests, or quizzes missed during the absence. Students should submit a copy of their jury duty notice to the course instructor.

Laptop Policy

All incoming students will be required to have a laptop that meets the FHCHS specifications (see the Software and Hardware Requirements section in the *Academic Bulletin*). Students may purchase a laptop from the College or bring their own if they meet the standards. Some professional programs may require that the laptop be purchased from the College. Students should contact their program of interest for more information. Financial aid may be available to cover the cost of purchasing a new computer.

Software and Hardware Requirements

Florida Hospital College of Health Sciences' computers use the *Microsoft* Windows-based operating system. Students are required to submit all work in a format compatible to *Microsoft* Office 2007.

Requirements

The College campus offers an open wireless environment. To use the Internet, your computer should be able to access an 802.11b/g wireless network, have the latest version of FLASH and JAVA installed, and have a current and updated version of antivirus software installed.

Laptop/Mobile Device Policy

The use of laptops/mobile devices in the classroom is strictly for learning activities related to the class in session. Instructors have the prerogative to ask the lid of the laptops to be closed or mobile devices turned off. Students may bring laptops to all classes as long as they abide by this policy.

Library

The Robert A. Williams Library provides instruction and resource materials that support the educational programs and goals of FHCHS. The Library is located on the first and second floors of the General Education.

Individual reference service is offered during library hours of operation. Customized group and individual instruction in the effective use of information resources, such as databases or educational modules, are available upon request. A group study room, individual study carrels, computers, scanning, printing, photocopying, and faxing are available at the Library.

Access to materials from other libraries is available through Interlibrary Loan. The online catalog, subscription databases, e-journals, e-books, streaming video, *Refworks* citation management tool, copyright guidelines, Internet-based learning modules, *APA Style Guide*, *Ask-A-Librarian* (reference questions), and *Interlibrary Loan/Document Delivery* request information may be accessed remotely at library.fhchs.edu. Several multidiscipline academic and general reference databases are available, as well as specialty databases in nursing, allied health, consumer health, business, literature, computer technology,

opposing viewpoints, student resources, and newspapers. Specialty database reference modules are offered in health, science, arts, humanities, psychology, social science, women's interests, children's issues, education, law, international issues, military, and multicultural topics.

Readmission after Academic Dismissal

Students not enrolled in an academic program who have received an academic dismissal from the College may petition the Office of Academic Administration for readmission. If readmission is granted, additional admission documents may be required by the Office of Enrollment Services.

Students within an academic program who have received an academic dismissal from the program must refer to individual program readmission policies.

Registration

Registration is conducted via the College website my.fhchs.edu for both new and returning students. Students must select courses and submit them for advisor approval to reserve their seats in the desired courses. All remaining steps must be completed for the registration process to be finalized.

To accommodate web registration, a schedule of all courses will be published in advance of the designated term (fall, spring, or summer). The schedule includes the courses offered, sections, days, times, and building and room locations. Additionally, registration deadlines, dates and times of final exams, and other important announcements will be published.

All FHCHS students must complete the following to register for courses:

- Complete New Student Orientation to register for courses.
 - On campus Navigation Workshop
 - Online Modules
- Receive Background Check clearance (may not apply to all students).
- Submit a completed FHCHS Immunization form to register for courses (may not apply to all students). The form must be completed by a health care provider.
- Have an approved FHCHS *Graduation Application* on file in the Office of the Registrar to register for their final term.

Late Registration

All students must complete the registration process within the approved registration periods. Exceptions to this policy are rare; only extenuating circumstances will be considered. Students will need to submit all documentation with the *Late Registration Form*.

Remedial Courses

The Department of Health and Biomedical Sciences offers several remedial courses. These courses are designed to provide students with the opportunity to bring their academic skills and knowledge in particular areas up to levels that will enable them to successfully complete college-level work in those areas. As such, they are neither factored into a student's GPA for admission to the College or professional program, nor are the credits transferable. Courses are designated Pass/No Pass.

English

Students with an ACT score below 19 on the English portion, a combined SAT score below 910, or SAT Critical Reading subtest score below 470 will be required to take a screening exam to determine whether they are eligible to begin college-level work in this area or they may enroll in *ENGL 091 English Review*.

Mathematics

Students with an ACT score below 19 on the math portion, a combined SAT score below 910, or SAT Math subtest score below 470 will be required to take a screening exam to determine whether they are eligible to begin college-level work in this area. Students with an ACT score between 16-19 on the math portion may enroll in *MATH 091 Introduction to Algebra*. The placement exam will determine which math course the student may enroll in: *MATH 091 Introduction to Algebra*, *MATH 105 Intermediate Algebra*, or *MATH 120 College Algebra*.

Science

Students with a standard composite ACT score of less than 19 or a combined SAT score of less than 910 must enroll in *BIOL 091 Introduction to Anatomy and Physiology*.

Repeated Courses

If a student chooses to repeat a course, the following policies apply:

- If a course taken elsewhere is repeated at FHCHS, the FHCHS course and grade will be recorded on the transcript and will be used in computing the GPA. The other course will not be transferred. Students who choose to repeat courses that have already been transferred must notify the Office of the Registrar in writing so the transferred course may be removed from their transcript.
- If the course was taken and repeated at FHCHS, both courses and grades will appear on the transcript. The lower grade will remain on the transcript, but the quality points will be disregarded. The higher grade will be used in computing the GPA.
- Courses taken at FHCHS must be repeated at FHCHS in order to receive grade forgiveness.

Permission to repeat a course may be limited by the policies of certain degree programs. Please consult the individual program sections of this *Academic Bulletin*.

Student Conduct

Florida Hospital College of Health Sciences will admit and retain only those students who demonstrate by their conduct that they are in accord with its objectives and standards. These objectives and standards are summarized in the *Student Handbook*, which is available electronically through the College website. Students who register for classes agree to accept and abide by the standards and regulations of a Seventh-day Adventist College.

Student Grievance Policy

Students with grievances which are not covered under the Academic Appeal Policy (*Academic Bulletin*) or the Discipline Policy (*Student Handbook*) are

encouraged to take the appropriate steps to resolve the issue informally by discussing it directly with the individual(s) involved. If informal resolution is not possible or the issue was not resolved, students may submit a written grievance to the Vice President for Student Services within ten business days of the incident. The Vice President for Student Services will investigate the case and respond to the student in writing within ten business days.

Time Limits for Completion of a Program

- Certificates (one-year) 24 months
- A.S. degrees 48 months
- B.S. degrees 84 months
 - B.S. Health Sciences
 - B.S. Biomedical Sciences
 - B.S. Nuclear Medicine Technology
- Bachelor's completion degrees 60 months
 - B.S. Diagnostic Medical Sonography (DMS)
 - B.S. Radiologic Sciences (R)
 - R.N. to B.S.N. - Nursing (N)
- Bridge programs 84 months
 - BSDMS bridge
 - BSRS bridge
 - BSN bridge

Students may request short extensions beyond these time limits by submitting a petition to the department chair. The decision either to grant or deny such a request is final.

Transcripts

The Registrar issues transcripts of a student's FHCHS academic record upon receipt of the Transcript Request form or by written and signed request of the student. Requests for transcripts should be received by the Office of the Registrar at least ten business days before they are needed. Telephone or e-mail requests cannot be honored. Official transcripts will not be issued to students with unpaid accounts or those who are in default on federal loan payments and/or who owe a repayment on any federal grant unless the student can provide official documentation that arrangements have been made with the lending institution.

Transfer Credit

College-level credit earned at another institution will be transferred and applied toward degree requirements under the following policies. Grades and quality points are not transferable and will not be added or reflected in the Grade Point Average.

1. All credit must appear on an official transcript from the original institution at which the credit was earned.¹

2. Foreign transcripts must be evaluated (course-by-course evaluation) and/or translated by an evaluation organization approved by Enrollment Services. Information regarding the approved organizations may be obtained from the Office of Enrollment Services.
3. Only general education courses that are required in the curriculum of the student's professional program will be transferred.
4. Only courses with a minimum grade of "C" (2.00) will be considered for transfer. Courses considered equivalent with grades of "P" (Passing) or "S" (Satisfactory) as the final grade will be evaluated individually based on the institution's interpretation of a passing grade.
5. Transfer credit will be placed on a student's transcript during the first trimester in which the student enrolls as a degree-seeking student. Time limits on prerequisite courses are based on date of acceptance to the College rather than the date of entrance to the degree program.
6. Math, science, and computer courses must have been completed within five years of acceptance to the College.² Courses completed more than five years before the date of acceptance will require the student to validate competency by passing a challenge examination or by enrolling in the appropriate course or courses.
7. All other general education courses must have been completed within seven years of acceptance to the College, unless the courses are encapsulated in an earned degree.³
8. The total number of credits transferred may not exceed those allowed by the residency policy. According to the residency policy, a student must complete 50 trimester credits at FHCHS to earn the Associate of Science degree, and 36 additional trimester credits at FHCHS to earn the Bachelor of Science degree.
9. Students who wish to transfer courses from a professional program (for example, a nursing course) must petition the respective department for evaluation of credit.
10. Courses that are not clearly defined on a transcript may not be automatically transferred. The student will be asked to submit course descriptions and/or syllabi for further evaluation.
11. Current FHCHS students wishing to take coursework at another college or university while enrolled at the College may do so only after receiving permission from their department chair and the Office of Academic Administration. The student must file a Transient Form and Transient Letter with the Registrar no fewer than 15 business days before registration at the other institution. Please refer to the Transient Policy.
12. The credit-granting institution must have regional accreditation.⁴
13. Transcripts and/or diplomas received from institutions affiliated with regionally accredited U.S. institutions will not be subject to an independent transcript evaluation.

¹ A transcript is considered official when stamped with the school seal, signed by the appropriate school official, and received in a sealed envelope directly from the sending institution. FHCHS will not accept transcripts issued to students or submitted by students as official documents.

² Transfer students entering any bachelor's completion program or certificate with an A. S. degree or higher may be exempt from the five-year limit on math, science, and computer courses. Please refer to the program section of the *Academic Bulletin*.

³ If a student has a break in enrollment at FHCHS of longer than one year, the time limit policy will be applied, based on the trimester the student re-enters the College.

⁴If the institution was placed on provisional status or lost its accreditation (by the regional accrediting body to which it belongs) at the time of the student's attendance, those courses will be evaluated on an individual basis. If the institution was placed on candidacy status at the time the student took the course, FHCHS will accept the courses for transfer under general FHCHS guidelines. If the institution was regionally accredited at the time the student took the course, but is no longer accredited or is on provisional status at the time of transfer evaluation, FHCHS will accept the courses for transfer under general FHCHS guidelines.

Transient Policy

Transient Students from Another Institution

Students seeking degrees at another college or university who wish to enroll at FHCHS for one trimester are classified as non-degree seeking. In order to register as a transient student, the official transient form(s) from the student's current institution verifying eligibility must be submitted to the Office of Enrollment Services.

Transient students who have not been previously enrolled at FHCHS, must submit an *FHCHS Application* with their verification document(s) to the Office of Enrollment Services.

- Registration as a transient student does not imply acceptance to FHCHS or to a degree or certificate program.
- Financial Aid is not available to transient students.
- Transient students are subject to add/drop policies that apply to FHCHS students.
- Prerequisite coursework (if required) must be successfully completed before enrolling in the desired course(s).
- Transient students may be asked to submit official transcripts to verify successful completion of prerequisite courses.

FHCHS Students Transient at Another Institution

Currently enrolled FHCHS students wishing to enroll in courses at another institution must meet the following conditions:

- Have regular academic standing.
- The institution at which the student wishes to take the transient course(s) must be regionally accredited.
- Residency requirements for FHCHS must still be met. (Refer to the Residency Requirements.)
- Prerequisite coursework must be successfully completed for the desired course.
- Students must not exceed the FHCHS approved course load. (Refer to the Course Load Policy.)

A Transient Letter may be issued for the following reasons:

- The required course cannot be completed at FHCHS by graduation.
- FHCHS students residing outside Seminole, Orange, or Osceola counties wishing to complete courses in their home town during the

summer trimester (does not apply to Distance Education students).

- A required course is offered at a time that would present an undue burden for the student.

Process for Granting Transient Status

- Complete the *Petition for Transient Letter*.
- Submit the course description(s) with the *Petition for Transient Letter* to the Office of the Registrar at least 15 business days before the start of the trimester.

If the student's request is approved, the student will be mailed a copy of the transient letter. If the request is denied, the student will be mailed notification of denial.

An approved Petition for Transient Status is valid for the requested term only.

Transfer of Credit for Transient Courses

FHCHS will only accept the credit hours earned from transient courses with a minimum grade of "C" (2.00)¹. Quality points from transient courses are not recorded on the FHCHS transcript. Therefore, credits earned at another institution will not affect the FHCHS cumulative GPA.

- Students must request that an official transcript with a record of the completed course be sent to FHCHS for evaluation and transfer.
- Transferred credit must meet the guidelines under the Transfer of Credit Policy.
- Students may look online at my.FHCHS.edu, to view transferred courses.

¹Only courses approved for transient status are eligible for transfer of credit evaluation.

Withdrawal Policy

This policy applies to students wishing to withdraw from all courses in a given trimester, from a program, or from the College. Such students must:

- Obtain a *Drop/Add/Withdrawal Form*.
- Meet with their appropriate department representative(s).
- Meet with representative(s) from Financial Aid and/or Financial Services.
- Submit the *Drop/Add/Withdrawal Form* with all required signatures to the Office of the Registrar.

Students who temporarily leave the College will be given a withdrawn status if they are gone for more than two academic periods. Students who attend other institutions after leaving will be asked to provide updated official transcript(s) for evaluation upon re-entry to FHCHS.

International Student Regulations

Florida Hospital College of Health Sciences (FHCHS) is enriched by the diverse body of international students on campus. It is our goal to educate international students as to their responsibility as the recipient of an F-1 Visa from the United States government. The following information will help explain how to stay in status. Failing to maintain status is serious and could result in removal (deportation). It is each student's responsibility to make sure that all Department of Homeland Security (DHS) rules and regulations pertaining to international students are observed.

The International Student Advisor in the Office of Enrollment Services is happy to assist our students with documentation, application for Practical Training, and other individual needs. The following regulations apply to currently enrolled international students only. Florida Hospital College is currently accepting a limited number of applications from new international students requiring an F Visa. Contact the Office of Enrollment Services for pre-screening criteria. Additionally, FHCHS does not admit international students on Probation status. A minimum cumulative GPA of 2.50 must be presented during admission review in order to be eligible to study at the College.

Academic Requirements

All F-1 students are required to enroll in no fewer than 12 credits per trimester. Please refer to "Permission to Fall Below Full-Time Status" for limited exceptions to this rule.

All students are bound to the international student regulations in the Academic Bulletin during the year they first enrolled. Students taking classes before Fall 2007 will have different requirements than those who enrolled during or after Fall 2007. It is imperative to keep in touch with the International Student Advisor to ensure that these regulations are being followed correctly.

General Requirements

All international students are expected to stay in close contact with the International Student Advisor. Notification of travel, dropping and adding courses, employment arrangements, and anything else that may affect an international student's status must be communicated to the International Student Advisor. In addition, the Office of Enrollment Services hosts a mandatory meeting for all international students once per school year. All international students are required to attend.

Health Insurance

As part of the admission process, F-1 students must purchase health insurance coverage provided through Florida Hospital College or provide proof of current coverage. Students must maintain this health insurance coverage during their entire period of study at Florida Hospital College.

Obtaining a Social Security Card

Effective October 13, 2004, the Social Security Administration will not accept an application for a social security number from an F-1 student who will be engaged in on-campus employment unless the student has both a letter from the

Designated School Official and proof of employment. For more information visit <http://www.ssa.gov/ssnumber/>. Please contact the International Student Advisor for more information or assistance.

On-Campus Employment

On-campus employment is defined as employment on the College's premises. This would permit eligible F-1 students to work on campus for 20 hours per week or less. Working over 20 hours per week cannot be authorized. F-1 students who are maintaining their status by enrolling in no fewer than 12 credits per trimester may work beginning with their first term at the College. Florida Hospital is considered on-campus employment.

Off-Campus Employment

Students with an F-1 visa are strictly prohibited from working off campus. Only three exceptions apply to this rule:

- Severe financial hardship – If an F-1 student has been enrolled at FHCHS for one full year and can exhibit severe financial hardship, he or she can appeal to the government for permission to work off campus for up to 20 hours per week.
- Clinical requirements – If an F-1 student is required to complete clinicals at a location other than one of the seven Florida Hospitals located in Orlando, he or she must be authorized for Curricular Practical Training (CPT).
- Optional Practical Training (OPT) - This option is available to international students once they have graduated from a degree program and plan to work in the field related to their degree.

The International Student Advisor must be consulted for any of these off-campus employment options. If an F-1 student is found to be working off-campus without CPT or economic hardship authorization, he or she will be terminated from SEVIS immediately and must exit the country as soon as possible. Any appeals for reinstatement will be automatically denied by the U. S. Citizenship and Immigration Services (USCIS).

Traveling

F-1 students planning to travel out of the country during school breaks should contact the International Student Advisor no fewer than two (2) weeks before their departure date. The Advisor must sign the student's I-20 before leaving the country to ensure a smooth return into the United States. The signature on the student's I-20 is good for one year only.

Permission to Fall Below Full-Time Status

There are three main instances in which F-1 students may legally fall below full-time student status (12 credits per trimester). They are:

- Language difficulty (this can only be authorized for the student's first trimester).
- Medical reasons (will be approved only with proper documentation from a Medical Doctor, Doctor of Osteopathy, Psychologist, or Psychiatrist).
- Final trimester of study.

If any student would like to use one of these options, the International Student Advisor must be consulted for proper documentation in SEVIS. All other international students have the responsibility to maintain at least 12 credits per trimester. If 12 credits are not maintained, the student will fall out of legal status.

Permanent Residency Application

Once an F-1 student has filed an I-485 Form with USCIS to apply for Permanent Residency and has received a Notice of Action from USCIS, that student is no longer required by law to maintain full-time student status. However, Florida Hospital College strongly recommends to its F-1 students with a Notice of Action that they continue to maintain full-time student status in the event that the Notice of Action is withdrawn. Please consult with the International Student Advisor as to the best course of action in this situation.

Optional Practical Training (OPT)

Optional Practical Training (OPT) is a temporary employment benefit extended to F-1 students after graduation who have been maintaining their full-time student status for at least one full academic year. Its purpose is to give students the opportunity to gain work experience related to their degree and is limited to 12 months total for each degree level in a field directly related to the students' course of study. A 17-month STEM extension for OPT is available to graduates of the B.S. Biomedical Sciences or B.S. Health Sciences degrees only. For more information on this STEM extension, please contact the International Student Advisor.

Students with an active I-20 cannot attend school to pursue a degree while completing OPT. Students are allowed to take up to 6 credits of courses per trimester while on OPT as long as a degree is not being pursued. OPT authorization expires the day an international student enrolls in a new academic program with an I-20 prior to the expiration of the OPT. Part-time classes may be taken for enrichment purposes only during OPT.

To apply for OPT, make an appointment with the International Student Advisor at least three months prior to the date of graduation. Do not apply for OPT if you think you may not graduate on time.

Requirements Following Graduation

Students graduating from an Associate of Science degree program intending to pursue a Bachelor of Science degree program at Florida Hospital College should see the International Student Advisor, once acceptance to the BS program has been obtained and no less than one month before graduation for an updated I-20.

After graduation, all F-1 students have a 60-day grace period before returning to their home country or enrolling in a new academic program. If no arrangements are made to maintain legal status in the United States, the student will be in violation of their F-1 status on the 61st day after graduation.

Keep in Touch

One of the most common difficulties encountered by international students is miscommunication. Abiding by the government regulations pertaining to F-1

students is the responsibility of each F-1 student, but the International Student Advisor is always willing to assist with questions. It is very important to keep in touch with the International Student Advisor, and you can do so by calling 407-303-7742 or 407-303-7747 ext. 110-6111.

Academic Support

Center for Academic Achievement

The Center for Academic Achievement (known as The Center or CAA) believes that students should study smarter, not harder. That's why The Center helps students in the areas of Academic Advising/Coaching, Tutoring, Counseling, and Disability Services. The CAA is also the place where students can register and sign up for various exams and tests prior to starting College or a professional program. For detailed information on any of the areas the Center specializes in or to reserve a spot for a test, please call 407-303-7747 ext. 110-6413.

Tutoring

The CAA offers both group and individual tutoring for general education and nursing courses free of charge. In order to secure a spot for tutoring, students need to sign up. It's good to note that the majority of our tutors are also students, so if tutors don't have anyone signed up for that day, they will cancel their session so that they can prepare for their own classes.

General Education Tutoring

General Education students can sign up in the General Education Tutoring Center on the second floor of the Campus Center Building. Tutors act as a support for professors, providing extra review and practice for the course material previously taught. Tutors are trained to assist in learning strategies that will help in the understanding and retention of class materials. Each trimester, the tutors' schedules are posted in the Tutoring Center for students to use as sign-up sheets. Tutoring sessions are scheduled in one hour blocks of time. Students are allotted up to two hours of tutoring per class, per week. Tutoring sessions can also be scheduled for additional help in preparing for the Nursing entrance test.

Both distance and on-campus students can receive tutoring help by accessing Smarthinking through their ANGEL homepage. Smarthinking offers online help with most math, science, and English courses. When it comes to English help, it's important to remember that both FHCHS College and Smarthinking tutors will not correct a paper, but will help students understand what types of errors were made and work with students to help correct them. Students who submit a paper on campus or with Smarthinking will receive it back within one to three school days depending on the service a student utilizes.

Nursing Tutoring

Nursing students have access to tutoring and mentoring through small group tutoring, seminars, Smarthinking tutoring help, and course mentoring sites. Individual Mentoring is also available for special circumstances to enhance successful progression through the Nursing Program.

Most of the tutoring sessions are held in the Learning Co-Op classroom, and students are expected to sign up for sessions at the Co-Op front desk. Tutoring session times, dates, and places are communicated via the individual ANGEL

courses and posted in the Learning Co-Op. Tutoring is offered Monday through Thursday on Campus. Online tutoring/mentoring is always available. Students should also remember to check Smarthinking protocol and instructions for nursing tutoring availability.

The Professional Success Program has been developed for both undergraduate and graduate Nursing Students. This program offers support for students as they pursue their professional degrees. Specialized tutoring is available both for individuals and groups. Links and information are available for the student to complete a learning style inventory which identifies information to enhance the individual's potential to comprehend course content. This program helps students learn to improve study skills, and test-taking strategies; manage time more efficiently; and as needed, make the appropriate adjustments for their emerging roles as health care professionals. The CAA invites graduate and undergraduate nursing students to take advantage of this free service, become a skilled learner, and make the most of their professional experience.

Testing

The CAA offers a variety of tests that students may need. These tests are provided by appointment only and are listed below. For more information and to register for these tests, please call 407-303-7747 ext 110-6413.

Compass Placement Exams for both math and English are designed to predict success for College students and to assist with the academic advising process. Students must schedule the math or the English Compass Placement exams with the CAA. Students are automatically required to take the Compass math placement exam if they score less than 19 on the math section of the ACT or less than 470 on the math portion of the SAT. Students who score less than 19 on the English section of the ACT or less than 470 on the Critical Reading portion of the SAT must take the Compass English Placement Exam.

American College Test (ACT) is an application requirement unless the student has 24 or more college credits from a regionally accredited school. The ACT covers four areas: English, Mathematics, Reading, and Science Reasoning. FHCHS is a Residual Testing Center, meaning the scores stay at the College and will not be sent anywhere. Students should remember that the dates for this exam are posted per trimester in the CAA, and the exam is offered once a month. If a student is applying to get into a professional program, it is the responsibility of the student to take note of professional program deadlines and take the ACT with adequate time.

The Test of Essential Academic Skills V (TEAS) is an admission application requirement for the Nursing program. Please contact the CAA to receive more information on this test.

College-Level Examination Program (CLEP) are examinations that are computerized comprehensive assessments that demonstrate college-level achievement in specific content areas. By achieving a passing American Counsel on Education (ACE) score of 50 or higher students will receive college credit for the equivalent FHCHS course. A list of available tests that are offered can be found in the CAA, as well as on the CAA website. In addition, the FHCHS bookstore sells study guides to help students prepare for the CLEP. Students should note that CLEP exams cannot be repeated if failed.

Counseling

Counseling assists students in resolving personal difficulties and in acquiring the necessary skills and resources to both succeed in the college environment and pursue productive and satisfying lives. Counseling can help clarify concerns, gain insight into self and others, and teach new ways to most effectively cope and/or resolve issues. Counseling can offer emotional support, new perspectives, and help in considering possible solutions. Other reasons to see a counselor may include: academic, career direction/concerns, self-esteem issues, relationship issues, grief and loss, family, communication, stress management, anger management, and physical, sexual, or substance abuse. Counseling is free to all students and students are encouraged to seek counseling assistance proactively. For appointments please call 407-303-7747 ext. 110-6074 or email counseling@employee.fhchs.edu.

Online counseling (e-Therapy) is available to both on-campus and distance students. Counseling is offered via email and real-time chat. For more information or to set up an appointment, please send an email to counseling@employee.fhchs.edu. It's good to remember that online counseling is not appropriate for all kinds of problems; students should speak to the counselor to determine if e-therapy would be a good fit.

Disability Services

All students with a documented disability who are seeking accommodations should contact the Office for Students with Disabilities (OSD) located in the CAA, at least two weeks before the beginning of the trimester or immediately following any injury or illness. This recommendation is to ensure timely implementation of accommodations.

Information on Academic Accommodations

If a student requests accommodation, that student must provide the OSD the requested current, official documentation related to his or her disability. That documentation will be used to determine the type and extent of accommodation that is most reasonable and effective for that student.

If criteria have been met and accommodations granted, the student must submit a copy of his or her class schedule and proof of course payment. The OSD will then notify each of the student's instructors of his or her needs once the student has completed the *Release of Information* form [available in the CAA]. The instructor will receive an *Academic Accommodation* form explaining the accommodations necessary for that student.

For each subsequent trimester, it is the student's responsibility to notify the OSD of his or her updated class schedule and complete the trimester accommodations form. At any time, students may request in writing to discontinue any information-sharing related to their disability. Students may request to discontinue their accommodations at any time. Questions or concerns should be brought to the attention of the OSD.

To be eligible for disability-related services, students must have a documented disability as defined by the Federal Rehabilitation Act of 1973, Section 504, and/or the Americans with Disabilities Act of 1990 (ADA). A person with a disability is an individual with a physical or mental impairment that substantially limits one or more major life activities.

Please note that school plans such as an Individualized Education Program (IEP) or 504 Plans are not sufficient documentation to establish the rationale for accommodations in a college setting. Original documents are not necessary—a copy or fax of the material is sufficient. If documentation is incomplete, or otherwise inadequate to determine the disability and/or reasonable accommodations, the OSD will require additional documentation. Documentation costs are to be paid by the student.

For further information regarding Academic Accommodations, please contact The CAA.

Academic Advising

All new, incoming, non-professional program students will be assigned to an Academic Advisor located in the CAA. The Academic Advisor is also an Academic Coach who works with students through the Philosophy of Healthcare class. [See Philosophy of Healthcare]. The Advisor helps students through the registration process as well as developing a course schedule that will enable a student to continue working towards entrance into a professional program.

Philosophy of Healthcare

The Philosophy of Healthcare (POH) class is designed to help shape the lens with which a student will come to view healthcare. It is the goal of this class to help students understand: that working in healthcare is more than just a job, that in different ways they are indeed the hands and feet of God helping patients through difficult times, and that they will continue to sharpen and hone their critical thinking and communication skills. The class is intended to encourage students to understand how their faith, outlook, assumptions, and their own life story can contribute to or impede the care they give.

Each student taking POH will meet with an Academic Coach for 30 minutes every other week for a total of 6 sessions during the term they are taking POH. These meetings will help to further unpack class discussions, and readings, and will design an individualized academic success plan for the student. To do this, the Coaches utilize various assessments and learning styles inventories when working with each student.

The Learning Co-Op

The Learning Co-Op is located on the ground floor of the Nursing Building. It's full of great resources to help a student's projects and grades reach the next level. In the Co-Op a student can find the latest and greatest Macs and PCs, 2 scanners, one capable of scanning larger format paper, a large format inkjet printer, a sound booth, microphones, and Pro Tools system. The Co-Op is a place to be creative! A place where a student can create multimedia projects and presentations and burn them to a CD, DVD, copy them to an external hard drive or thumb drive, and even print posters! To find out how to use some of this equipment, students can visit the Co-Op or go online to the CAA website and under the Center for Academic Achievement page, click on Learning Co-Op.

Financial Information

Fee Schedule

Following is the 2011–2012 tuition and fee schedule. Tuition and fees are determined annually and are subject to change without prior notice.

Tuition and General Fees	Amount
Tuition per credit hour	\$315.00
Matriculation fee (per trimester) ¹	\$290.00
Professional Program deposit (non-refundable) ²	\$200.00
Audit per credit hour	\$158.00
Application fee ¹	\$20.00
Special examination fee ³	\$50.00
Science lab fee	\$50.00
Institutional Challenge Examination fee	\$35.00
Credit by FHCHS Challenge Exam recording fee per credit	\$35.00
CLEP (College Level Examination Program) examination fee	\$92.00
ACT Early Fee	\$35.00
ACT Basic Fee	\$50.00
ACT Standby Testing	\$70.00
Test of Essential Academic Skills (TEAS)	\$45.00
Incomplete grade recording fee	\$15.00
Duplicate Diploma	\$100.00
Graduation fee (final trimester attended) ⁴	\$100.00

Master of Science in Nurse Anesthesia	Amount
Program Tuition Cost (New Students)	\$43,260.00
Matriculation Fee (per trimester)	\$290.00
Professional Fee (per trimester)	\$250.00
Professional Program deposit (non-refundable) ²	\$500.00
Application Fee	\$100.00
Laptop Computer and software bundle (approximation)	\$2,000.00

Graduate General Studies	Amount
Tuition per credit hour	\$560.00
Matriculation Fee (per trimester)	\$290.00

Professional Program Fees	Amount
Allied Health Programs per trimester	\$160.00
A.S. Nursing per trimester in which clinical nursing courses are taken	\$300.00
A.S. Nursing Web-based curriculum support per trimester	\$95.00
A.S. Nursing lab - skills kit	Varies
A.S. Nursing unexcused clinical make-up	\$25.00/hr.
A.S. Nursing laptop computer (approximation)	\$1,800.00
NCLEX-RN review course (approximation)	\$300.00
A.S. Final HESI Exam (2nd attempt, if applicable)	\$75.00
NRSRG 327 Nursing Assessment (clinical lab)	\$25.00
Nursing Skills Validation Examination	\$225.00
Challenge credit recording fee	Varies

Housing Fees	Amount
Apartment room rental per person per trimester (non-refundable)	\$1,700.00
Laundry Fee per trimester	\$50.00
Room deposit (refundable, see FHCHS Housing Handbook)	\$200.00

¹The matriculation fee is used to subsidize the costs of activities and services provided to all students by the following major support departments: Office of the Registrar, Office of Enrollment Services, Information Technology, and Student Services.

²For students accepted to professional programs, the deposit is applied toward tuition once the student enrolls in the program.

³The special examination fee is a charge for a mid-term or final examination when taken at a time other than the scheduled time.

⁴**The current balance for the final trimester must be paid in full (or satisfactory arrangements made) before graduation.** The graduation fee is used to subsidize the review of graduation applications and the resolution of related issues, as well as the printing and mailing of official transcripts and diplomas. While a portion of this fee is used to defray the cost of the graduation ceremony, the total cost associated with conferring a degree is incurred by the College, regardless of a student's attendance at the ceremony. Therefore, this fee is charged to every student, whether or not he or she chooses to attend the graduation ceremony.

Financial Policies

Florida Hospital College of Health Sciences offers students the opportunity to obtain a Christian education. Every effort will be made to assist students in meeting their financial obligations to reach this goal.

Information on student costs and the means of paying those costs are given below to assist students in financial planning.

Student Accounts

All tuition and fees must be paid each trimester by the dates indicated on the "Payment Method" page of the online registration process. Tuition and fees may be covered by financial aid for those who are eligible. All account balances must be settled or arrangements made with the Financial Services Office prior to registering for a new trimester. Any remaining balance on a student's account must be paid in full before transcripts or diplomas are released.

Payment Methods

For making payments on student accounts, the Financial Services Office accepts cash, personal checks, VISA, MasterCard, Discover, American Express, and debit cards (VISA or MasterCard logo).

Third Party Payment

When registering for classes, those students who are arranging for a third party to make payments to the College for tuition and fees must complete the **3rd Party Billing Form** and submit this form to the Financial Services Office. Third party payment sources include: Conference subsidy, Florida Prepaid, Vocational Rehabilitation, WorkForce Central Florida, a current employer, or any

other party that has agreed to make full or partial payment for tuition and fees. Invoicing to any third party will occur after the add/drop period closes.

If tuition and fees are partially or fully covered by WorkForce Central Florida or Vocational Rehabilitation, the student must obtain a **Tax Exempt Form** from the Financial Services Office. This form must be completed and presented to the College Bookstore when textbooks are purchased or charged to the student account. **ORIGINAL bookstore receipts must be submitted to the Financial Services Office for third party invoicing purposes. If original bookstore receipts are not received by the close of the add/drop period, the student will be responsible for all bookstore charges.**

If tuition and fees are fully or partially covered by Florida Prepaid and the student is transferring from a previous institution, a **Transfer Form** must be completed. This form can be obtained by calling Florida Prepaid at 1-800-552-4723 or by e-mailing schoolhelp@florida529plans.com.

Statements

Monthly statements will be mailed directly to each student's primary address. Statements can also be viewed online via each student's password-protected "My" page. For further instructions regarding viewing a student account online, please contact the Financial Services Office.

Delinquent Accounts

A 1% finance charge will be assessed each month on all outstanding account balances.

Students completing or terminating their studies at FHCHS are required to make arrangements for payment of unpaid accounts prior to leaving.

If no payment or response to correspondence or other communication is received within 60 days after a student's departure, the unpaid account balance will be submitted to a collection agency or an attorney.

If FHCHS employs a collection agency or an attorney to collect defaulted accounts, all charges for these services, including court costs, if incurred, will be added to the unpaid bill.

Parking Violation

A \$50 parking ticket will be assessed for parking violations on campus. If payment is not made within 30 days of the initial parking violation, a parking fine of \$100 will be assessed to the student account.

Transcripts, Diplomas, Test Scores, and Graduation Participation

It is the policy of FHCHS to withhold transcripts, diplomas, test scores, certificates, and other records if a student has any unpaid or past-due balance. These documents will be issued when the account is paid in full. To expedite the release of these documents, the student should send a money order or certified check to cover the balance of the account when requesting documents.

Refund Policy

Refund of tuition for trimester credit hours dropped is calculated according to the last day a class is attended. The *Add/Drop/Withdrawal Form* must be completed with the required signatures and filed with the Office of the Registrar.

Application fees are non-refundable. Matriculation, lab, and professional fees will be refunded if a student receives 100% refund on all classes for the trimester without incurring any processing fees. Book returns are subject to the FHCHS Bookstore return policy.

Students who do not officially complete withdrawal or drop procedures during the tuition refund period will be responsible for the full amount of the applicable tuition and fees.

Main-Campus and Denver Site Refund Schedule

Time Period	Refund
1st week of class	100% refund
2nd week of class	90% refund
3rd week of class	80% refund
4th week of class	70% refund
5th week of class	60% refund
Beyond the 5th week of class, no refunds will be given.	

Refunds for Shortened School Term Withdrawal

Time Period	Refund
School days 1–2	100% refund
School days 3–7	50% refund
Beyond the 7th day of class, no refunds will be given.	

Distance Refund Schedule

Time Period	Refund
1st week of class	Full refund will be given
2nd week of class	50% refund will be given
3rd week of class	No refund will be given
Beyond the 3rd week of class, no refunds will be given.	

Refund Policy for Credit Balance on Account

A credit balance on the account of a currently enrolled student may be left on the account to be applied to future charges or the student may request, in writing, that a check be issued to him or her in the amount of the credit balance.

A student who is no longer enrolled at FHCHS may request, in writing, a refund of any credit balance still remaining on his or her account 45 days after the final monthly statement is issued.

If the student has received financial aid during the current trimester, any credit balance will be refunded according to the financial aid policy.

Housing

Florida Hospital College of Health Sciences provides a limited amount of housing for students enrolled in a minimum of six trimester hours. Placement in Student Housing is based on the following priorities: enrollment in a degree program, returning students, students with completed housing files, and space availability. Housing Commitment and Deposit Forms are available from Marketing and Public Relations or the Student Housing Coordinator.

College Housing Deposit

A \$200 damage deposit is required of all students living in College housing. Deposits should be mailed directly to Financial Services at the time of application for housing. The deposit will be held in reserve until the student matriculates, at which time \$200 will be refunded to the student's account. Deposits are refundable until 30 days prior to the published move-in date.

Students are expected to maintain and leave College housing clean and undamaged. After the Student Housing Coordinator completes the check-out procedures, Financial Services will be notified and the \$200 room deposit credit will be applied to the student's account. If the credit creates a balance due to the student, the student may submit a written request to Financial Services to receive a refund.

Damage and cleaning costs will be charged to the student's account if the room deposit is insufficient to cover those costs.

For complete information on College housing costs, please refer to the *FHCHS Housing Handbook*.

Health Insurance

FHCHS requires medical insurance coverage for all on-campus students enrolled for six or more credit hours per trimester. Students are required to enroll in the health plan provided through FHCHS at the time of registration unless proof of current coverage is provided. If students have current health insurance coverage, this coverage information must be entered **each trimester** at the time of registration on the *Health Insurance Waiver Form* found in the online registration process. The annual cost for the College health insurance (provided through United Healthcare) is posted each term on the online registration page, or it can be obtained by contacting the Financial Services Office. Insurance may also be purchased for an enrolled student's spouse and/or dependent(s). Insurance is pro-rated for students who begin enrollment in the spring or summer trimesters. The costs for 2010-2011 are \$667.00 for the student, \$2,621.00 for a spouse, \$1,515.00 for each child. Optional major medical insurance for students and dependents is available upon application.

Non-Liability for Personal Belongings

When determining what to bring to campus, students should remember that FHCHS is not responsible for the personal belongings of any student, even though such belongings may be required by FHCHS. In addition, the FHCHS insurance plan does not insure the personal belongings of any individual. The College recommends that students consider carrying insurance to cover such losses.

Financial Aid

Financial Assistance General Information

To apply for financial aid, students need to complete the Free Application for Federal Student Aid (FAFSA), and the online FHCHS Financial Aid Application. Students will also need to be accepted to the College for us to award financial aid. The forms are available at www.FHCHS.edu.

In order to be eligible for any financial aid, the student must:

1. Be accepted on Regular, Provisional, or Probationary status.
2. Be enrolled in a program of study leading toward a degree or certificate.
3. Be registered at least half-time (six trimester credits).
4. Be a U.S. citizen or permanent resident.
5. Not be in default or owe a refund on Title IV (federal) funds. If you are in default or owe a refund, contact your lender, servicer, or prior institution to make a payment in full or make arrangements.

If a student is selected for verification, he or she will need to supply additional documentation required to complete the financial aid file. The student will be able to view this via the online financial aid system.

Once all documentation is received, students will be able to view the types and amounts of financial aid they are eligible to receive via the online financial aid system.

Students do not receive any aid during non-enrollment periods. Students who withdraw or drop out during a given enrollment period will fall under the Financial Aid Refund policy. A student's continued eligibility is also based on maintaining Satisfactory Academic Progress (SAP).

Federal and state regulations require FHCHS to ascertain that the combined financial resources available to a student from all sources do not exceed the student's documented educational need. The Financial Aid Office monitors all financial aid and adjusts the award to conform to federal, state, and institutional regulations.

For financial aid purposes, need is determined by using the following financial aid formula:

$(\text{Cost of Attendance}) - (\text{Expected Family Contribution}) = \text{Educational Need}$

Cost of Attendance refers to the amount it costs to attend FHCHS. This cost includes tuition, an estimated book allowance, an estimated cost for uniforms, an estimated cost for computer for first-time students, a matriculation fee, professional fees, room and board, and personal and travel allowances. The *Expected Family Contribution* is determined by analyzing the data the student and/or parent provide(s) on the FAFSA according to a process which has been mandated by the Congress of the United States. The difference between the above two components is considered to be the student's *Educational Need*.

Students will be able to view their estimated awards they should receive for the coming year via the online financial aid system. Awards that are listed before

the end of the drop/add period will disclose estimated awards that are based on the enrollment information provided by the student on the FAFSA and the FHCHS Financial Aid Application. If the student enrolls for credits that are different from what the aid was based on, the award may change. Students are not eligible for financial aid if they are not making Satisfactory Academic Progress (SAP), or are in default on or owe a refund for Title IV (federal) aid. Although the estimated amount of a Federal Stafford or PLUS Loan may appear, notifying students that they are eligible for that form of assistance, students or parents must still apply for the loan(s) by completing a Master Promissory Note, Entrance Loan Counseling, and indicating on the Financial Aid Application or the Stafford/PLUS Loan request form the amount to be borrowed. Parents can apply for the PLUS Loan by completing a Master Promissory Note. Each year, the parent needs to complete a PLUS credit decision request. The Master Promissory Note and Entrance Loan Counseling need to be completed only once. If a student/parent changes lenders, then a new Master Promissory Note needs to be completed.

Financial Aid Application Deadlines

Students must apply for financial aid each award year, which is available after January 1. The FHCHS Financial Aid Office must receive the results from the FAFSA and have a completed online FHCHS Financial Aid Application. The student must be accepted to the College. All material should be submitted by April 9, 2012, for best award consideration for the 2012-2013 award year. All students needing to use financial aid for registration purposes must complete the financial aid process at least **six weeks** before the first day of classes of the trimester for which they wish to enroll. See the calendar for the exact deadline dates.

Students who wish to have a Stafford Loan processed and who will not be enrolled for the following term of the award year (award year is fall, spring, and summer) need to make sure that all documentation is turned into the Financial Aid Office at least four weeks prior to the end of the trimester. This deadline is to guarantee that the dollars will be on the student's account by the end of the term.

Rights and Responsibilities of Financial Aid Recipients

All of the information submitted to the Financial Aid Office is treated confidentially. Only FHCHS employees directly associated with processing financial aid documents have access to the files. Financial aid recipients have the right to know what the Financial Aid Office has done with their information and what will be expected of the recipients. This includes information about how need is determined, how recipients are selected, how financial aid is awarded, and what rules are followed. Financial aid awards are made without regard to race, sex, age, national origin, or disability. Students who are concerned that they have not been treated equally or fairly should discuss the situation with the Financial Aid Director or the Senior Vice President for Finance.

The student is responsible for reading the information provided regarding financial aid, providing complete and accurate information, and following the instructions that are given regarding the application for financial aid.

Fund Disbursements

Financial aid for the trimester is based on the number of credits a student is registered for at the end of the drop/add period. At that time, financial aid will be credited to the student's account. Students who have been selected by the U.S. Department of Education for verification must have the verification process completed before financial aid will be released. Students will be notified of the procedure by the Financial Aid Office.

Students eligible for the Federal Pell Grant need to have the verification process completed no later than 120 days after their last day of enrollment or August 31, whichever is earlier. Students eligible for the Federal Supplemental Educational Opportunity Grant (FSEOG) have until 120 days after their last day of enrollment, and students requesting loans need to have the verification process completed by their last day of enrollment.

If a credit occurs after Title IV (federal) aid has been disbursed to the student's account, the credit will be issued to the student or parent within fourteen days. Students or parents who want the credit to stay on the account must provide written notification to the Financial Aid Office. Students or parents who have given the school permission to hold their credit and then change their mind must provide written authorization of change to the Financial Aid Office. Students should be prepared to cover their own living expenses well into the trimester.

Satisfactory Academic Progress for Financial Aid Recipients

The U. S. Department of Education requires that all students who receive financial aid must make progress toward their program of study. Satisfactory Academic Progress (SAP) is the measure of a student's overall progress. FHCHS has created the following requirements to comply with the federal regulations. Students who fail to meet these requirements may not receive financial aid, including loans.

A student's entire academic history will be reviewed for the purposes of determining SAP, including credits not paid for by financial aid. Whether a student is considered to be making satisfactory academic progress depends on his or her cumulative grade point average (GPA), successful completion of courses (credit hours), and maximum time limits to complete his or her course of study. Students must meet all the requirements listed below:

Grade Point Average (GPA) Requirement

A student must maintain an overall GPA of 2.00 at the end of each trimester. The GPA is calculated on FHCHS courses. If a student repeats a course, the policies regarding repeated courses will apply.

Cumulative Completion Requirement

A student must successfully complete (with letter grades A,B, C, D) a minimum of 67% of the cumulative credits attempted, combining all FHCHS credits and all transfer credits added to Florida Hospital College of Health Sciences transcript. The percentage of earned credits is calculated by dividing all earned credits by all attempted credits.

- **Attempted credits** Are defined as the credits for which the student is enrolled. All courses are considered attempted credits whether or not the course is completed. Grades of F, course withdrawals (W or WF), audits, pass/no pass, deferred grades, incompletes, in progress, or grades not submitted by the instructor are considered attempted hours.
- **Earned credits** Are defined as the sum of credits for which a student has earned a minimum grade of “D-” (0.70). Audits, deferred grades, failures, incompletes, in progress, withdrawals, or grades not submitted by the instructor are not earned credits. Passing credits received for pass/no pass courses are considered earned credits. Failing grades in pass/no pass courses are considered not earned. Changes in the GPA due to the completion of the incomplete or deferred grade are taken into account for aid eligibility at the next appointed evaluation time.
- **Repeated credits** These credits are included in the calculation of both attempted and earned credits. Financial aid is available for the initial time a course is taken and one retake.

Maximum Time Limit Requirement (Pace)

Students must complete their program in no more than 150% of the published length of the educational program. Part-time enrollment and summer enrollment counts in the maximum time frame calculation. At evaluation time if it is clear that a student cannot mathematically finish his program within the maximum time frame, he becomes ineligible for aid. For example, the Associate of Science degree in Nursing requires 72 credits. The student must complete the program within 108 total credits attempted. Credits used in this calculation include those accepted for transfer and those attempted at FHCHS. If a student changes course of study, only the hours from the previous course of study that will count toward the student’s new degree requirements are included in the calculation of attempted and earned credits.

Consortium Agreement

Students who are receiving financial aid under a consortium agreement must submit their transcripts from the other institution within three weeks after the end of the term. These credits will be counted as attempted and earned in the calculation.

Evaluation of Academic Progress

A financial aid recipient’s satisfactory academic progress is evaluated after each trimester. Students meeting the SAP Policy will continue to receive aid.

Financial Aid Warning

A student not meeting the cumulative GPA or the completion requirements will be placed on financial aid warning automatically for one term only during the next trimester of enrollment and is eligible to receive aid during the warning trimester. The student will receive a letter of financial aid warning. At the end of the warning trimester, the student must meet the SAP Policy to continue to receive aid. If a student does not meet the SAP Policy, he or she can submit an appeal to be considered for financial aid probation status.

Financial Aid Suspension

Students who do not meet the cumulative GPA and completion rate requirements are no longer eligible for financial aid until they have taken classes, using their own funds, and have raised their cumulative GPA and completion rate to meet the above requirements. The students will receive a financial aid suspension letter. Students who have been suspended may appeal for reinstatement of financial aid eligibility and must submit a written appeal with documentation by the first day of classes.

Financial Aid Probation

The student who does not meet SAP and has used the Financial Aid Warning trimester and has successfully appealed may continue to receive financial assistance during the financial aid probationary period. At the end of the financial aid probationary period, the student will:

- Be removed from the financial aid probationary status because both cumulative GPA and completion rate requirements are met; or
- Be suspended from receiving assistance from federal, state, and institutional sources and will receive a financial aid suspension letter.

Appeal Procedure

A student has the right to appeal a suspension of financial aid once, based on extenuating circumstances, such as, but not limited to, illness, death of a family member, and natural disaster(s), etc.

- Appeals must be submitted in writing to the Financial Aid Appeal Committee using the Satisfactory Academic Progress Appeal Form. A student must make sure to put in details why he or she did not meet SAP and what has changed to allow him or her to meet SAP at the next evaluation period.
- Documentation verifying the special circumstances should be attached (example, doctor's letter, third-party letter, etc.).
- An Academic Progress Plan is also required, and it must be reviewed and signed by the student and his or her academic advisor.

Once the Financial Aid Appeal Committee considers the appeal, notification of the decision will be sent to the student within two (2) weeks of the date the appeal was received or after the trimester final grades have been posted. If the appeal is granted, the student will receive aid for the financial aid probation trimester. At the end of that trimester and subsequent trimesters, the student's academic progress will be reviewed. If the conditions of the appeal are met, the student will continue to be eligible for aid. If the conditions of the appeal are not met, the student will no longer be eligible for financial aid until SAP is met.

Financial Aid Refund Policies

A student who does not begin attending classes is not eligible for any type of financial aid. Aid is based on the number of credits for which a student is registered at the end of the drop/add period. Students who have withdrawn by this time will not receive any financial aid for that term.

When a student begins classes and subsequently withdraws, financial aid is subject to adjustment, depending on the withdrawal date and the type of financial aid (see Withdrawal Policy in the Academic Information section). The adjustment will involve a determination of how much of the student's financial aid was "earned" and how much was "unearned" or was excess aid. Earned financial aid will be retained in the student's account to apply to his or her charges. If a student received excess funds, FHCHS must return a portion of the excess equal to the lesser of (a) the institutional charges multiplied by the unearned percentage of the student's funds, or (b) the entire amount of the excess funds.

Federal Aid

A student who receives federal aid, (Pell Grant, Supplemental Educational Opportunity Grant [FSEOG], Subsidized Stafford Loan or Unsubsidized Stafford Loan, or Parent Loan) and withdraws during the first 60% of the trimester or enrollment period will have his or her federal aid adjusted, based on the amount of time the student was enrolled. The amount of federal aid a student *earns* will be directly proportional to the percentage of time enrolled. The student who withdraws after the 60% period will be able to keep all of his or her federal financial aid.

The unearned amount of federal aid will be returned to the source, using the following distribution priority:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other federal aid

If FHCHS is not required to return all of the unearned loan funds, the student must return the remaining amount. Any loan funds that the student has to return will be repaid according to the terms of the promissory note.

If a student is responsible for returning federal grant funds, only 50% is required to be returned. A student retains eligibility for 45 days from the date that FHCHS sent notification to the student that he or she owes the overpayment. During the 45 days, students will have the opportunity to continue their eligibility for federal aid by repaying the overpayment in full to the College or by signing a repayment agreement with the U.S. Department of Education. If the student does not take one of these two actions during the 45-day period, he or she becomes ineligible for future funding on the 46th day. Additional information regarding signing the repayment agreement may be obtained from the Financial Aid Office.

If a student withdraws from the College during a trimester and the total amount of federal funds the student earned is greater than the total amount disbursed, the student may be eligible to receive a post-withdrawal disbursement. For the post-withdrawal disbursement, the College can credit grants and loans for tuition, fees, room and board (without authorization) and for other educational charges (with authorization from the student or parent). The College will send written notification to the student or parent within 30 days of the date that the College determined that the student withdrew. Confirmation must be received

before the funds can be credited to the account or directly disbursed. The written notification will:

1. Include the grant and/or loan to be credited and the grant and/or loan available as direct disbursement.
2. Explain that the student or parent may accept or decline some or all of the post-withdrawal disbursement.
3. Explain the student's or parent's obligation to repay the loan.
4. Explain that no post-withdrawal disbursement will be made if the student or parent has not responded within 14 days of the written notification date.

If the student and/or the parent responds to the FHCHS notice within 14 days and instructs the College to make all or a portion of the post-withdrawal disbursement, the funds will be disbursed in the manner specified in the response within 120 days of the date that the College determined that the student withdrew. If the student and/or the parent does not respond to the FHCHS notice, no post-withdrawal disbursement will be credited to the account or disbursed directly.

Grants from Other States or Private Source Scholarships

These types of aid will be handled in accordance with the policy of the sponsoring organization. Lacking specific guidance, the following applies:

- A student who does not begin attending classes will have his or her grant or scholarship returned to the sponsoring organization.
- A student who begins attending classes and withdraws will be allowed to retain the full amount of the grant or scholarship for the term.

If there is any question as to the intent of the grant or the scholarship, FHCHS will contact the organization for guidance.

State of Florida Aid

A student who receives FRAG, FSAG, or CDDV from the State of Florida and withdraws from FHCHS after the end of the drop/add period will not have any adjustment unless tuition is refunded at 100%. Students must maintain a minimum 2.00 cumulative GPA and must have successfully completed 12 credits for each term they received the FRAG or FSAG and 6 credits for each term they received CDDV. A.S. Nursing students must successfully complete 9 credits for each term they received the FRAG. Credits from the summer, fall, and spring trimesters are used to determine credits successfully completed.

Students that receive the Bright Futures Scholarship will be required to repay the cost of any course dropped or withdrawn unless an exception is recommended by the Financial Aid Office. Repayment for the cost of dropped or withdrawn courses is required to renew a Bright Futures award for a subsequent academic year. For renewal criteria, see the Bright Futures section.

Academic Transcript Request Policy for Student Loan Borrowers in Default

Florida Hospital College policy prevents the Registrar's Office from releasing official academic transcripts for borrowers who are in default on their Federal Direct Stafford (Subsidized/Unsubsidized) Loans, GSL, or Federal Supplemental Loan for

Students (SLS). Every request is handled on an individual basis until the loan default has been cleared. An academic transcript may be requested by students for educational or employment purposes when the request satisfies the following conditions:

Transcript for Educational Purposes

1. The borrower must have made the necessary payments to the lending institution to bring the loan payment current, and
2. The borrower must have made six consecutive monthly payments as scheduled prior to release of the transcripts.
3. The transcript will be sent directly to the academic institution.
4. The provisions and conditions in No. 1 and No. 2 above must be attested to in writing by the lending institution or the guaranty agency handling the loan.
5. A copy of the letter described in No. 4 above confirming satisfactory status must be sent to the Financial Aid Office, together with a cover letter from the student requesting an academic transcript. A confirmation letter is valid for the purposes of this policy for six months from its date.

Transcript for Employment Purposes

1. The transcript is released for employment purposes only and is so stamped.
2. The transcript is sent directly to the prospective employer and may not be shared with any other party.
3. The borrower in default must contact his or her guaranty agency in writing to acknowledge his or her student loan debt and make an acceptable repayment commitment of a specified monthly amount.
4. A copy of the letter written to the borrower's lender or guaranty agency, as stated in item No. 3 above, must be sent to the Financial Aid Office, along with a cover letter from the student requesting an academic transcript.

Future requests for academic transcripts may be denied should a borrower not follow through on his or her commitment as stated in the letter to the lender or guaranty agency.

State Financial Aid Programs

Bright Futures Scholarship

This is a scholarship program composed of three awards for Florida high school or academy graduates with outstanding academic achievement who will attend an eligible Florida institution (such as FHCHS). The student (or the parents if the student is a dependent) must be a Florida resident for a minimum of twelve consecutive months prior to the beginning of the academic term for which funds are requested. The dates for each term will be listed on the online financial aid system. The student must be enrolled for at least six trimester credit hours and not have been found guilty of nor pled *nolo contendere* to a felony charge. The student cannot have a prior Bachelor's degree, be in default, or owe a repayment on federal or state grants or loans.

Applications must be completed during the last year in high school. Students may apply online at www.floridastudentfinancialaid.org or submit an application which is available from high school guidance counselors.

Students must complete the FAFSA and the online FHCHS Aid Application each year for us to determine the amount eligible to receive.

Student will be required to repay the cost of any course dropped or withdrawn unless an exception is recommended by the Financial Aid Office. Repayment for the cost of dropped or withdrawn courses is required to renew a Bright Futures award for a subsequent academic year.

For renewal criteria, Bright Futures recipients are required to meet a GPA standard that is listed under each category and must meet minimum earned credit hour requirements.

Student Credit Hours Funded (per term)	Required Earned Credit Hours (per term)
12 or more credit hours	12 credit hours
9–11 credit hours	9 credit hours
6–8 credit hours	6 credit hours

The three award categories are as follows:

Florida Academic Scholars Award

Students must achieve a minimum cumulative GPA of 3.50 in 15 credits of college preparatory courses and have attained the score established by the state legislature on the SAT or ACT.

To renew the scholarship, students must maintain a minimum cumulative GPA of 3.00 and meet the minimum earned credit hour requirements that are listed in the Bright Futures section. If students fail to achieve a 3.00 GPA in college but achieve a minimum 2.75 GPA, they will automatically be transferred to the Florida Medallion Scholars Award level for the remainder of their college career. There is a one-time restoration option.

The award will be an amount per credit hour that is specified by the General Appropriations Act. The award may cover up to 45 trimester credit hours per academic year. Summer tuition and fees may be covered if funds are available, and the student has not completed 45 trimester credit hours during the first two trimesters. Students may use the scholarship for up to 132 trimester credit hours to complete an undergraduate degree.

The top Academic Scholar award recipient in each school district receives a cost per credit hour award established by the Florida Legislature in the General Appropriations Act in addition to the Florida Academic Scholars award.

Florida Medallion Scholars Award

Students must achieve a minimum cumulative GPA of 3.00 in 15 credits of college preparatory courses and have attained the score established by the state legislature on the SAT or ACT.

To renew the scholarship, students must achieve a minimum 2.75 cumulative GPA and meet the minimum earned credit hour requirements that are listed in the Bright Futures section.

The award will be an amount per credit hour that is specified by the Federal Appropriations Act. The award may cover up to 45 trimester credit hours per academic year. Summer tuition and fees may be covered if funds are available,

and the student has not completed 45 trimester credit hours during the first two trimesters. Students may use the scholarship for up to 132 trimester credit hours to complete an undergraduate degree.

Florida Gold Seal Vocational Scholars Award

Students must achieve a 3.00 weighted GPA in subjects required for high school graduation excluding electives, a 3.50 unweighted GPA in a minimum of three Career and Technical Education credits in one vocational program (taken over two academic years), and have passed the College Placement test. To see the minimum scores for the College Placement test or other ways to qualify go to www.floridastudentfinancialaid.org/SSFAD/bf/gsvrequire.htm.

To renew the scholarship, students must achieve a minimum cumulative GPA of 2.75 and meet the minimum earned credit hour requirements that are listed in the Bright Futures section.

The award will be an amount per credit hour that is specified by the General Appropriations Act. The award may cover up to 45 trimester credit hours per academic year. Summer tuition and fees may be covered if funds are available, and the student has not completed 45 trimester credit hours during the first two trimesters.

This is a two-year scholarship. Students may use the scholarship for up to 90 trimester credit hours or their equivalent.

Florida Resident Access Grant (FRAG)

This grant program provides tuition assistance to Florida undergraduate students attending an eligible private, non-profit institution (such as FHCHS). The student (or the parents if the student is a dependent) must be a Florida resident for a minimum of twelve consecutive months prior to the beginning of the academic term for which funds are requested. The dates for each term will be listed on the online financial aid system. Students must be U.S. citizens or eligible non-citizens and must be enrolled for at least 12 credits (9 credits for AS Nursing students) by the end of the drop/add period and maintain Satisfactory Academic Progress (SAP). The student cannot have a prior Bachelor's degree, be in default, or owe a repayment on federal or state grants or loans. The grant is available for nine trimesters of undergraduate work. Funding is not available during the summer trimester. To receive the FRAG for the following school year, the student must maintain a minimum 2.00 cumulative GPA and must have successfully completed 12 credits (9 credits if A.S. Nursing) for each term he or she received the FRAG. Credits from the summer, fall, and spring trimesters are used to determine credits successfully completed.

Students must complete the FAFSA and the online FHCHS Financial Aid Application and must be received by the Financial Aid Office by the end of the drop/add period (the last day to drop with no record) of the trimester for which the grant is requested. The grant is awarded in the fall and spring trimesters only. The amount of the award is specified each year by the Florida Legislature.

Florida Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service members

This scholarship program (CDDV) provides scholarships for dependent children or unremarried spouses of Florida veterans or servicemembers who died as a result of service-connected injuries, diseases, or disabilities sustained while on

active duty or who have been verified by the Florida Department of Veterans' Affairs as having service-connected 100% permanent and total disabilities. The program also provides funds for dependent children whose parent is classified as a prisoner of war or missing in action by the Armed Forces of the United States or as civilian personnel captured while serving with the consent or authorization of the United States Government during wartime service. Funds are for tuition and registration fees.

The student (or the student's parents, if the student is a dependent) must be a Florida resident for a minimum of twelve consecutive months prior to the beginning of the fall term for which funds are requested. The date will be listed on the online financial aid system. Students must be U.S. citizens or eligible non-citizens, be enrolled for a minimum of 6 credits by the end of the drop/add period. The student cannot have a prior Bachelor's degree, be in default, or owe a repayment on any federal or state grants or loans.

Students apply by completing the FAFSA by April 1 and ensuring that the Florida Department of Veterans Affairs certifies the applicant's eligibility by April 1.

To receive CDDV for the following school year, the student must have a minimum cumulative GPA of 2.00 and earned 6 credit hours for the number of terms for which the award was received.

Florida Student Assistance Grant (FSAG)

Students may be eligible for the need-based Florida Student Assistance Grant (FSAG) from the Florida Department of Education if they attend an eligible public or private Florida institution (such as FHCHS). The student (or the student's parents, if the student is a dependent) must be a Florida resident for a minimum of twelve consecutive months prior to the beginning of the fall term for which funds are requested. The date will be listed on the online financial aid system. Students must be U.S. citizens or eligible non-citizens and must be enrolled for at least 12 credits by the end of the drop/add period. The student cannot have a prior Bachelor's degree, be in default, or owe a repayment on federal or state grants or loans. The grant is available for nine trimesters of undergraduate work. Funding is not available during the summer trimester. To receive FSAG for the following school year, the student must maintain a minimum 2.00 cumulative GPA and must have successfully completed 12 credits for each term he or she received the FSAG. Credits from the summer, fall, and spring trimesters are used to determine credits successfully completed.

Students may apply by completing and submitting the FAFSA and the online FHCHS Financial Aid Application. The grant is awarded on a first-come, first-served basis. The annual minimum and maximum award amount may vary each academic year. For the 2009-10 academic year, the minimum annual award amount was \$200 and the maximum was \$2,069. Notice of eligibility may be viewed via the online financial aid system.

Jose Marti Scholarship Challenge Grant

This is a need-based scholarship of \$2,000 per academic year for students of Hispanic culture who were born in (or have a natural parent who was born in) Mexico, Spain, South America, Central America, or the Caribbean. Students

must be U.S. citizens or eligible non-citizens, enrolled full time, and have been continuous residents (or the parents if the student is a dependent) of Florida since August of the year preceding the one for which they are applying. Students must not be in default or owe a repayment on federal or state grants or loans. Students must apply as high school/academy seniors or graduates.

Students may apply online at www.floridastudentfinancialaid.org by April 1. The FAFSA must be completed in time to be processed by May 15.

Federal Financial Aid Programs

Federal Grants

Federal Pell Grant

To be eligible for the Pell Grant, one must demonstrate substantial financial need. The Federal Pell Grant is for undergraduate students. Students may apply by completing the FAFSA. The FAFSA is available online at www.fafsa.ed.gov, or by calling 1-800-433-3243. Notification of eligibility is sent to the student from the processing agency and the Financial Aid Office. The amount of the award (\$555 - \$5,550) is based on the determination of eligibility and the cost of attendance at the college of the student's choice. Students who first receive a Pell Grant on or after July 1, 2008 can receive Pell for 18 semesters (or equivalent). To see when the dollars have been credited, the student may look online at my.FHCHS.edu, Student Account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is given to undergraduate students who have not completed their first baccalaureate degree. Awards will be given to students who have the lowest family contribution, and priority will be given to Federal Pell Grant recipients. Students must be enrolled at least half-time and be making satisfactory academic progress. The minimum award is \$100. To see when the dollars have been credited, the student may look online at my.FHCHS.edu, Student Account.

Federal Loans

Federal Direct Subsidized and Direct Unsubsidized Loans

Federal Direct Subsidized Loan

The Direct Subsidized loan enables undergraduate students to borrow money directly from the government. It is a fixed-interest-rate loan at 3.4% for undergraduate students. There is a six-month grace period from the time the student is no longer enrolled half-time until the student must start making payments. The U.S. Department of Education subsidizes or pays the loan's interest while the student is enrolled at least half-time during the six-month grace period and during certain deferment periods.

Eligibility for the Federal Direct Subsidized Loan is based strictly on need as determined by the financial information provided by the student and/or parent on the FAFSA. Total financial aid, including scholarships, grants, loans, and work-study cannot exceed documented educational need. The Master Promissory Note (MPN) is available online at www.studentloans.gov and must be certified by the Financial Aid Office while the student is enrolled. The Master Promissory

Note only needs to be completed **once**. You can borrow additional loans on a single MPN for up to ten years.

Students requesting the Federal Direct Subsidized Loan for the first time at FHCHS must complete an Undergraduate Entrance Loan Counseling session online at www.studentloans.gov before disbursement of student loans is made. Students withdrawing from school, drop to less than half-time enrollment, as well as those who graduate, must complete an Undergraduate Exit Loan Counseling session online at www.studentloans.gov in which important payback information concerning their loan is covered.

You will receive a disclosure statement from the Department of Education that will give you specific information about any loan that the school plans to disburse under your MPN, including the loan amount, fees, and the expected disbursement dates and amounts.

To see when the dollars have been credited, the student may look online at My.FHCHS.edu, Student Account. You will also receive notice in writing each time we disburse part of your loan funds and will provide information about how to cancel all or part of your disbursement if you find you no longer need the funds.

Students are not eligible for the Federal Direct Subsidized Loan while on provisional acceptance status. Students on probation will become eligible during their second trimester if they have a 2.00 cumulative GPA and have successfully completed 67% of the credits attempted. In most cases, the loan will be retroactive to the beginning of the first trimester of the current award year.

Federal Direct Unsubsidized Loan

The Federal Direct Unsubsidized Loan has the same requirements and loan limits as the Federal Direct Subsidized Loan program except it is not based on need, the interest rate is 6.8%, and the interest is the responsibility of the borrower. Students may pay the interest while they are in school, or they may have it capitalized (added to the principal balance of the loan).

All financial aid cannot exceed the cost of attendance.

To see when the dollars have been credited, the student may look online at My.FHCHS.edu, Student Account. You will also receive notice in writing each time we disburse part of your loan funds and will provide information about how to cancel all or part of your disbursement if you find you no longer need the funds.

Students are not eligible for Federal Direct Unsubsidized Loans while on provisional acceptance status. Students on probation will become eligible during their second trimester if they achieve a 2.00 cumulative GPA and have successfully completed 67% of the credits attempted. In most cases, the loan will be retroactive to the beginning of the first trimester of the current award year.

Borrowing Limits

The total combined amounts a student may borrow in Direct Subsidized and Unsubsidized Loans may not exceed the annual loan limits or aggregate limits,

which are specified in federal regulations. Annual loan limits are determined by class standing (freshman, sophomore, etc.) and dependency status. Students who will be finished with their program during the award year and do not enroll for three trimesters will have their loan prorated.

Annual Limits

Dependent

Class Standing	Credits Earned	Maximum Subsidized	Additional Unsubsidized	Combined Subsidized & Unsubsidized
Freshman	0–31	\$3,500	\$2,000	\$5,500
Sophomore	32–62	\$4,500	\$2,000	\$6,500
Junior/Senior	63–124	\$5,500	\$2,000	\$7,500

Independent

Class Standing	Credits Earned	Maximum Subsidized	Additional Unsubsidized	Combined Subsidized & Unsubsidized
Freshman	0–31	\$3,500	\$6,000	\$9,500
Sophomore	32–62	\$4,500	\$6,000	\$10,500
Junior/Senior	63–124	\$5,500	\$7,000	\$12,500
Graduate		\$8,500	\$12,000	\$20,500

Aggregate Limits

The cumulative amount that a student can borrow through the years is called the aggregate limit. A student who exceeds the aggregate loan limit is ineligible to receive any Title IV funding. The graduate aggregate loan limit includes any loan amount borrowed during undergraduate study.

	Dependent Undergraduate	Independent Undergraduate	Graduate (Includes undergraduate amount)
Maximum Subsidized	\$23,000	\$23,000	\$65,500
Combined Subsidized and Unsubsidized	\$31,000	\$57,500	\$138,500

Federal Direct Parent Loan for Undergraduate Students (PLUS)

The Direct PLUS is a federal credit-based loan which parents of a dependent student may borrow to help with the cost of education. Parents may be eligible to borrow up to the total cost of attendance minus other aid received. A parent is defined as a student's natural mother or father, adoptive parent, or step-parent. A parent with an adverse credit history may be denied a Direct PLUS Loan. This is a fixed-interest-rate loan at 7.9%. This loan is also unsubsidized; consequently, interest accrues from the date of origination and is the responsibility of the parent borrower. Payment of the loan starts 60 days after the loan has been fully disbursed for the year or can be delayed at the request of the borrower until six months after the student is no longer enrolled at least half-time. Each year, the parent must complete a Direct PLUS Credit Decision Request and the Loan Request Form. The parent completes the Direct PLUS Master Promissory Note (MPN) only once. The parent can borrow additional

loans on a single MPN for up to ten years as long as there was no endorser. The Loan Request Form is available online at www.FHCHS.edu or at the Financial Aid Office, and the loan must be certified by the Financial Aid Office while the student is enrolled at least half-time. The parent also must provide proof of U.S. citizenship or permanent resident status.

The parent will receive a disclosure statement from the Department of Education that will give the parent specific information about any loan that the school plans to disburse under the MPN, including the loans amount, fees, and the expected disbursement dates and amounts.

To see when the dollars have been credited, the parent should have his or her student look online at My.FHCHS.edu, Student Account. The parent or student will also receive in writing each time we disburse part of the loans funds and will provide information about how to cancel all or part of the disbursement if the parent finds they no longer need the funds.

Parents are not eligible for Federal Direct PLUS loans while their student is on provisional admission status. Parents of students on probation will become eligible during their student's second trimester if the student achieves a 2.00 cumulative GPA and has successfully completed 60% of the credits attempted. In most cases, the loan will be retroactive to the beginning of the first trimester for the current award year.

Federal Direct Loan Counseling

In order to help prevent defaults, FHCHS offers entrance and exit loan counseling to explain the rights and responsibilities of a student borrower. Students who have disputes or problems with their loans may contact the Student Financial Assistance Ombudsman for help at 1-877-557-2578 or <http://ombudsman.ed.gov> or Office of the Ombudsman, Student Financial Assistance, U.S. Department of Education, Rm. 3012, ROB #3, 7th and D Streets SW, Washington, DC 20202-5144. The procedures for Entrance and Exit Counseling are as follows:

Entrance Loan Counseling

All students who are awarded the Federal Direct Subsidized or Direct Unsubsidized Loan for the first time at FHCHS are required by federal regulations to complete Entrance Loan Counseling prior to receiving any loan proceeds.

Students will be able to meet the requirement by doing Entrance Loan Counseling online at www.studentloans.gov.

Items to be reviewed will include the following:

- Explanation of all sources of aid
- What effect the loan will have on the eligibility of the borrower for other forms of student aid
- Constraints on aid
- Explanation of the use of the Master Promissory Note (MPN)
- Terms and conditions of various loan programs
- Option of the borrower to pay the interest while in school on the Direct Unsubsidized Stafford Loans or the Direct PLUS loans

- Information on how interest accrues and is capitalized during periods when the interest is not paid by the borrower or the Secretary
- Definition of half-time enrollment and consequences of not maintaining half-time enrollment
- Importance of contacting the Financial Aid Office if the borrower withdraws prior to completing the program of study
- Example of monthly repayment schedule
- Loan repayment and options, financial planning, and consequences of delinquency and default
- Keeping the lender informed
- Deferment, forbearance, and cancellation conditions
- Information on the NSLDS and how the borrower may access his or her records
- Need for the student to retain all loan documentation
- Explanation of sale and servicing of loans
- Review of refund policy
- Review of Satisfactory Academic Progress policy

First-time, first-year borrowers (students who have NEVER received federal student loans) are required to have their loan proceeds held by the Financial Aid Office for 30 days AFTER the first day of classes. If still enrolled at that time, a student's loan proceeds may then be disbursed.

Exit Loan Counseling

All students who are graduating or who will no longer be enrolled at least half-time at FHCHS are required to complete Exit Loan Counseling. Students will need to complete exit loan counseling before receiving their diploma.

Students will be able to meet the requirement by doing Exit Loan Counseling online at www.FHCHS.edu.

Items to be reviewed will include the following:

- Loan repayment obligations and options
- Loan repayment plans
- Option to prepay loans or change repayment plans
- Deferment, forbearance, loan forgiveness, and cancellation conditions
- Information on consolidation
- General description of the types of tax benefits that might be available to borrowers
- Information on how borrowers can use NSLDS to get information on the status of their loans
- Average anticipated monthly repayment
- Debt management strategies
- Keeping the lender informed
- Loan terms and conditions

- Student rights and responsibilities
- Name and address of borrower's lender
- Consequences of delinquency and default

Student will need to supply:

- Borrower's expected permanent address
- Name and address of expected employer
- Name and address of borrower's next of kin
- Borrower's driver's license number

Students who fail to complete Exit Loan Counseling will be sent a letter to remind them to complete the counseling online. A record of this mailing will be retained in the student's file.

FHCHS Scholarships

The following scholarships are available to students who meet the criteria listed under each scholarship. To demonstrate financial need, students need to complete the FAFSA and the FHCHS Endowed Scholarship Application by the indicated deadlines available from the Financial Aid Office. The FHCHS Endowed Scholarship Applications are available in November at the Financial Aid Office to apply for the scholarships for the following award year.

Amelia Roeder Scholarship

This scholarship is for students who achieve a minimum cumulative GPA of 2.75, demonstrate financial need, have been accepted into a degree program, and have a commitment to the healing professions.

Don and Helen Bradley Scholarship

This scholarship is for students who achieve a minimum cumulative GPA of 2.75 and are in their second or more years of a nursing program. The scholarship is for tuition, books, and uniforms as required.

Emily Reeves Tremml Scholarship

This scholarship is for single mothers who have young children under six years of age for whom the applicant is legally responsible. The applicant must have a minimum cumulative GPA of 3.20 and demonstrate financial need.

Femmes de Coeur Scholarship

This scholarship is for students who achieve a minimum cumulative GPA of 2.75, demonstrate financial need, and are in their second or more year of a nursing program.

Florida Hospital Credit Union Scholarship

This scholarship is for students who are Florida Hospital employees or dependents of a Florida Hospital employee. Students must demonstrate financial need, be accepted into an Associate or Baccalaureate program, and have a minimum cumulative college GPA of 3.00 on 12 or more college credits.

Frances and William J. Green Trust Scholarship

This scholarship is for students who are academically qualified, demonstrate financial need, and demonstrate commitment to the nursing profession.

Hubbell Family Scholarship

This scholarship is for students who are highly motivated, are academically qualified, demonstrate financial need, and are in the second year of a Health Care program.

Jean Gould Scholarship

This scholarship is for nursing students who have a good GPA and show outstanding leadership ability.

Jean W. Iles Scholarship

This scholarship is for students who are academically qualified, demonstrate a commitment to the healing professions, and have financial need. Students who have a desire to attend FHCHS and then transfer to Southern Adventist University are also eligible.

Katie Pluta Franklin Scholarship

This scholarship is for students who achieve a minimum cumulative GPA of 3.00 and are in the second or more years of a nursing program. Strong preference will be given to students who may have lost a spouse of an immediate family member due to sickness.

Marley and Beverly Soper Scholarship

This scholarship is for students who achieve a minimum cumulative GPA of 2.75, demonstrate a commitment to the healing professions, and have financial need. First preference will be given to those who are accepted into an Associate or Baccalaureate degree program.

Paula Curren Scholarship

This scholarship is for students who complete a minimum of 12 credits at FHCHS with a minimum GPA of 2.50. Strong preference will be given to students who may have lost a spouse due to sickness or have endured a financial hardship due to illness.

Soler Family Scholarship

This scholarship is for second-year nursing students who have a strong academic standing and demonstrate financial need.

Susan J. Kintner Scholarship

This scholarship is for students who are academically qualified, demonstrate financial need, and demonstrate commitment to the nursing profession.

Trent Tindell Scholarship

This scholarship is for students who achieve a minimum cumulative GPA of 2.75, demonstrate financial need, and are in their final year of the Radiography program. First preference will be given to students who are single parents.

William H. Coleman and the West Orlando Rotary Club Scholarship

This scholarship is for second-year nursing students who are academically qualified and who have financial need.

Winter Park Memorial Hospital Auxiliary Scholarship

This scholarship is for highly motivated students from Orange or Seminole county that are U.S. citizens, have a desire to serve in the healing professions, have a minimum cumulative GPA of 2.75, and demonstrate financial need.

Veteran's Certification

Admission to the College

All students receiving VA educational benefits must follow all FHCHS admission and registration procedures.

Attendance Policy

Record of attendance for any approved certificate program will be maintained. The last date of attendance will be reported for partial or complete withdrawal from all programs.

Whenever a veteran's number of unexcused absences for any approved certificate program is greater than three days for any given class during a trimester, VA benefits will be terminated.

Satisfactory Progress

Veterans and other persons eligible to receive VA educational benefits must be aware of current policies that apply.

Satisfactory progress must be maintained according to the Satisfactory Academic Progress (SAP) standards for Financial Aid Recipients. Veteran students enrolled in a program must meet the academic standards within that professional program. When a student is not eligible to receive financial aid because of not making SAP or not meeting that professional program's academic standards, a request for termination of benefits will be forwarded to the appropriate VA regional office. Once students have raised their cumulative grade point average to the minimum and have successfully completed the required number of credits attempted, they will be recertified for Veteran's Benefits.

Appeal procedures for a student receiving VA benefits are the same as those found under the Satisfactory Academic Progress Policy for financial aid recipients.

Certification will not be made for any course taken which does not directly apply to the program authorized by the VA.

The following are of specific concern to those students who desire VA Enrollment Certification:

- Students pursuing the A.S. degree in Radiography, Nuclear Medicine Technology, or Occupational Therapy Assistant must achieve a minimum grade of "C" (2.00) in each professional and cognate course.

- Students pursuing the A.S. degree or Advanced Placement in Sonography must achieve a minimum grade of “C+” (2.30) in each professional course and a minimum grade of “C” (2.00) in each cognate course.
- Students pursuing the A.S. degree in Pre-Professional Studies must achieve a minimum grade of “C” (2.00) on all math/science courses. Students must also achieve a minimum cumulative GPA of 2.50.
- Students pursuing the A.S. degree in Nursing must achieve a minimum grade of “C” (2.00) in each professional and cognate course. Students must also achieve a minimum cumulative GPA of 2.50 in both professional and cognate courses when the student has completed all 100-level nursing courses.
- Students pursuing the B.S. degree in Health Sciences or Biomedical Sciences must achieve a minimum grade of “C” (2.00) on all science and health science requirements. Students must also achieve a minimum cumulative GPA of 2.50.
- Students pursuing the B.S. degree in Radiologic Sciences must achieve a minimum grade of “C” (2.00) at the end of each course. Students must also achieve a minimum baccalaureate degree program GPA of 2.50.
- Students pursuing the B.S. degree in Sonography must achieve a minimum grade of “C” (2.00) at the end of each course.
- Students pursuing the B.S. degree in Nursing must achieve a minimum grade of “C” (2.00) in all courses. Students must also achieve a minimum Baccalaureate degree Nursing program GPA of 2.50, which is determined when 20 Baccalaureate degree Nursing credits have been completed and each trimester thereafter.
- Students pursuing the Certificate in Nuclear Medicine Technology must achieve a minimum grade of “C” (2.00) in each Nuclear Medicine course.
- Students pursuing the Advanced Imaging Certificate Program must achieve a minimum grade of “C” (2.00) in all required courses.

VA Refund Policy

All students follow the same guidelines regarding the refund policy at FHCHS (see Refund Policy in the Financial Information section).

Previous Training

Credit for previous training will be evaluated and granted, if appropriate, with training time shortened and tuition reduced proportionately. The U.S. Department of Veterans’ Affairs and the students are notified of the decision.

Department of Diagnostic Medical Sonography

Department Chair/Program Director: Charlotte Henningsen

Faculty: Jennifer Kurnal-Herring, Holly Bostick, Jennifer Taylor

Adjunct Faculty: Dana Salmons

Clinical Adjunct Faculty: Vicki Acosta, Ladan Aghajan, Robyn Aguilar, Penny Allen, Haydemary Almanza, Hilda Angula, Jennifer Applegate, Debbie Asencio, Kelly Bany, Jona Barker, Andrea Barnaby, Becky Bartkovich, Don Bass, Alex Baumann, Kelly Beard, Amy Becker, Nicole Bedingfield, Terry Bigelow, Holly Bostick, Rob Bradley, Angie Brandt, Rachel Brown, Jennifer Brueckner, Lucy Burgos, Jennifer Campbell, Dana Carte, Bonnie Castillo, Debra Celi, Kayla Colon, Rebecca Counts, Carrie Curtis, Brittany Darnall, Angela Denney, Renuka Desai, Melissa Dickerson, Genevieve Dickson, Dawn Diehl, Maureen DiGiorgio, Lauren Duke, Sally Eadie, Fatima Ebrahim, Kim Eisen, Joy Ericksen, Dairys Escandell, Julianne Feinsinger, Rose Firstenberg, Kimberly Furse, Amy Galarza, Ilene Garcia, Mary Garcia, Angie Gardner, Jonathan Gluhan, Kelli Gohrs, Lois Golding, Carmen Gomez, Karen Gordon, Sheryl Grant, Jennifer Gray, Leroy Gray, Menghka Gurung, Chad Hall, Pat Hansen, Bryan Heaberlin, Courtney Hearrell, Christine Heenan, James Hewitt, Ann Hoffman, Debra Hogue, Kristen Holmes, Haven Holstein, Sara Hueneker, Grace Hyde, Lorraine Jacobson, Judith Jennings, Cindy Johnson, Lisa Kallenbach, Cynthia Keener, Aaron Kryszak, Jennifer Kurnal-Herring, Michelle Lea, Michele Lemons, Wendy Lemons, Cynthia Lenninger, Joanne Lesniak, Cynthia Long, Vanessa Lopez, Catalina MacIver, Earl Maier, Janneth Marin, Amy May, Verlesia McKensie, Janna Michelena, Teresa Mihok, Rick Moro, Wanda Mueller, Kelly Mumbert, Leslie Nash, Michelle Newman, Irene Njoroge, Kathy Nordmann, Kim Oxentenko, Janina Ozim, Erica Perrone, Diana Pfaff, Erika Pohlada, Jamie Prieto, Marjorie Quevedo, Deziree Rada-Brooks, Candice Ramnarace, Yolanda Reed, Anne Renskers, Maria Roman, Sonya Ross, Dana Salmons, Stacy Sanchez, Christine Schenck, Claudia Selman, Lori Sisk, Ashley Skinner, Alaina Slovis, Cary Smith, Marie Smith, Sarah Smith, Melissa Spagnuolo, Lynn Spanik, Nancy Stout, Perri Swenson, Pam Szczesniack, Heather Tatro, Diana Thompson, Magnolia Toirac, LaTicia Tomblin, Tonya Tomes, Noel Torres, Rubenia Toruno, Monica Trefonas, Jeanine Trexler, Alena Trujillo, Karen Turlington-Havling, Johanna Van Rijsewijk, Donna Wall, Katherine Western, Tracey Wheatley, Beth Whyte, Judith Williams, Marquita Williams.

Mission Statement

The Diagnostic Medical Sonography Program seeks to provide an environment where students may develop expertise in the fields of General and Cardiovascular Ultrasound integrated with Christian values.

Licensure and Accreditation

The program is designed to prepare students to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) examinations. Since the program is accredited by the Commission on Accreditation of Allied Health Education

Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756, (727) 210-2350, graduates will be eligible to sit for the national examinations upon successful completion of the program.

Minor in Diagnostic Medical Sonography (DMS)

The Department of Diagnostic Medical Sonography offers a Diagnostic Medical Sonography (DMS) minor to students enrolled in the Bachelor of Science in Radiologic Sciences. Students interested in enrolling in the minor must:

- Meet the admission requirements
- Complete the Departmental application for the minor in DMS

Admission Requirements

The successful applicant¹ for admission must meet the following requirements:

1. Be registered in sonography by the American Registry of Diagnostic Medical Sonography (ARDMS) in AB, OB, VT, and/or AE; the American Registry of Radiologic Technologists (ARRT) in Sonography; or Cardiovascular Credentialing International (CCI) in Cardiac Sonography and/or Vascular Sonography.
 - Possess an Associate degree in sonography from a CAAHEP-accredited program that is a regionally accredited institution; or,
 - Possess an Associate degree in health sciences from a regionally accredited institution and have a diploma or certificate from a CAAHEP accredited sonography program.
2. Achieve a minimum GPA of 2.50 with no grade below a “C” (2.00).

¹ Bridge students must successfully complete Phase I prior to applying for the minor in DMS.

Curriculum

To receive a minor in DMS, students must complete the following courses:

Course Number	Course Name	Credit Hours
DDMS 345	Diagnostic Imaging	3
DDMS 351	Introduction to Educational Methodology	3
DDMS 441	Advanced Topics in Sonography	3
DDMS 447	Advanced Sonographic Specialties	3
DDMS 497	Research Methods	3
<i>Electives</i>		
DDMS 328	Pathophysiology (4 credit hours)	
or		
DDMS 335	Fundamentals of Vascular Sonography (4 credit hours)	
Total Hours		19

Associate of Science in Diagnostic Medical Sonography

Program Description

Sonography (ultrasound) is a specialized field of imaging that uses sound waves to produce a computer image. A student in this program studies the clinical aspects of medical sonography and the physical principles of ultrasound. The

student also learns to use ultrasound equipment and participates in various supervised sonographic procedures. Each student must choose one of the following areas of emphasis:

- **Option A:** General Sonography Program; includes imaging of abdominal organs, obstetrics, gynecology, and superficial structures.
- **Option B:** Cardiovascular Sonography Program; includes echocardiography and vascular imaging.

Policies

The *Diagnostic Medical Sonography Student Handbook Supplement* contains the policies of the program. By accepting admission into the Sonography program, each student agrees to abide by the regulations as outlined.

All students must present:

- Yearly verification of tuberculosis screening. If the test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for more information.
- Updated immunization records including hepatitis B, MMR and tetanus-diphtheria
- Verification of varicella vaccination or show immunity (titer)
- Evidence of a physical examination within three months prior to beginning the program
- Verification of current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.
- Evidence of a successfully completed FIT test prior to the professional program deadline.

A background check is required for admission into the Diagnostic Medical Sonography Program. The American Registry of Diagnostic Medical Sonographers requires disclosure of any crime or misdemeanor directly related to public health and safety and the provision of diagnostic medical sonography. The results of this background check may affect eligibility for certification and should be determined before the student begins the program.

Students must comply with drug testing requirements.

A professional program fee will be charged to cover the additional costs of the sonography education (see the Fee Schedule in the Financial Information section).

A student in the Associate degree program must purchase a laptop computer that meets the College specifications or purchase a laptop computer from the FHCHS Bookstore.

Mental and Physical Requirements for Applicants for Applications to Diagnostic Medical Sonography Programs

Applicants seeking admission to the Diagnostic Medical Sonography Program must be able, with or without reasonable accommodation, to accomplish the following:

- Visually observe and assess a patient; discriminate color and depth; read and accurately complete reports; and visualize diagnostic/monitoring equipment in dimmed light.

- Accurately assess patient health needs, hear various equipment and background sounds, and communicate by telephone.
- Demonstrate sufficient hearing to differentiate among Doppler signals.
- Verbally communicate clearly and concisely.
- Communicate appropriately verbally and in writing.
- Read and interpret relevant medical data from patients' charts, reports, and orders.
- Safely lift and transfer patients to accomplish bed/chair/stretchers transfer with assistance or assistive devices.
- Safely push a gurney or wheelchair.
- Stand or sit for extended time.
- Push and operate portable imaging equipment.
- Demonstrate sufficient manual dexterity necessary to perform activities specific to this professional program.
- Possess critical thinking skills sufficient to think clearly and act professionally, safely, and accurately in stressful situations.
- Professionally interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Admission

The successful applicant for admission to the Diagnostic Medical Sonography Program must meet the general admissions requirements for admission to FHCHS and the following requirements:

1. Submit the AS Diagnostic Medical Sonography Program Application once admitted to the College. The application can be accessed at <http://my.fhchs.edu>.
2. A minimum admissions GPA of 2.70 in high school or on a minimum of 12 college credits. Applicants should be advised that all three prerequisite courses must be completed by the program start date. Additionally, applicants who have completed the prerequisites by the application deadline will be given admission preference.
3. A minimum GPA of 2.50 in English, mathematics, and science courses.
4. A minimum ACT composite score of 19 with an individual score of 19 in math. Applicants with 24 or more credits from a regionally accredited college are exempt from taking the ACT.
5. Submit two recommendations on FHCHS recommendation forms. Students who have completed at least 12 credits at FHCHS must submit an additional recommendation from any FHCHS faculty member, adjunct professor, tutoring coordinator, chaplain, or academic coach/advisor.
6. Submit an essay explaining the applicant's interest in becoming a sonographer that clearly identifies which track he or she is applying for and reasons for selecting a faith-based institution, including how the applicant feels he or she fits within the mission of the College.

Admission into all professional programs is competitive. Each program has a maximum number of students that can be admitted each year. Students meeting the admission requirements for a given program qualify to be considered for admission to that program. However, due to the competitive nature of each program's admission process, meeting minimum admission requirements does

not guarantee acceptance. Students may be given preferential consideration for admission to degree and certificate programs when they have successfully completed 12 college-level hours at FHCHS.

Progression

Students may progress in the Diagnostic Medical Sonography Program when they complete the following:

1. Earn a minimum grade of “C+” (2.30) in each sonography course.
2. Earn a minimum grade of “C” (2.00) in each of the following cognate courses: Anatomy & Physiology I & II, Sectional Anatomy, Medical Terminology, and Concepts of Pathophysiology.
3. Successfully repeat courses in which the minimum grade is not achieved. No more than two courses may be repeated, and only one of these may be a sonography course.
4. Present annual verification of tuberculosis screening. If a test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for additional information. Also present immunizations including hepatitis B and health insurance. Verify current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.

Students who do not complete a trimester or progress with their class cannot be assured of placement in the following class. Readmission is subject to available space. Students will be readmitted under current program policies.

Readmission

Students are considered for readmission to the Diagnostic Medical Sonography Program when they meet the admission requirements and complete the following:

1. Submit a Reapplication Form directly to the sonography department chairperson.
2. Have a minimum cumulative GPA of 2.70.
3. Meet the department policies regarding health, professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR, FIT testing, and background check.
4. Meet specified requirements as set forth by the Diagnostic Medical Sonography Department.
5. Meet the time limits for program completion as outlined in this *Academic Bulletin*.

Readmission to the Diagnostic Medical Sonography Program is not automatic and is subject to available clinical space.

Completion

Florida Hospital College of Health Sciences will consider students for graduation and conferral of an Associate of Science degree in Diagnostic Medical Sonography when they have met the general College requirements for graduation and accomplish the following:

1. Complete a minimum of 76 trimester hours of credit.
2. Complete the prescribed course of study for either Option A or B with a minimum GPA of 2.00.

3. Achieve a minimum overall GPA of 2.00 in general education courses with a minimum grade of “C” (2.00) in all cognates¹ and a minimum grade of “C+” (2.30) in all sonography courses.
4. Achieve a minimum of 79% on each of the following mock registry examinations administered by program faculty prior to graduation:
 - a. **Option A:** Ultrasound Physics, Abdomen, OB/Gyn;
 - b. **Option B:** Ultrasound Physics, Echocardiography, Vascular Technology.
5. Complete a minimum of 50 hours of credit in residence at FHCHS before graduation.
6. Complete the service-learning requirement. Please refer to your program handbook for more information.

¹Cognates are defined as Anatomy and Physiology, Sectional Anatomy, Medical Terminology, and Pathophysiology.

Clinical Information

Clinical Rotations: To provide the maximum benefit to the sonography student and to enhance versatility and skills, a wide variety of clinical rotation sites are provided. These clinical sites are within a 60-mile radius of the FHCHS campus. Students are expected to travel to all clinical sites and are assigned to them at the discretion of the department.

Reliable Transportation: Students are responsible for their own transportation to clinical sites.

Curriculum

Prerequisite courses must be completed prior to entering the program. All general education, cognate, and program-specific courses, must be completed prior to graduation.

Prerequisite Requirements

The following courses must be completed with a minimum grade of “C” (2.00) prior to entering the program:

Course Number	Course Name	Credit Hours
PHYS 121	Survey of Physics	4
ENGL 101	English Composition I	3
MATH 120	College Algebra ¹	3
Total Prerequisite Requirements		10

¹MATH120 or a more advanced mathematics course

General Education Requirements

Course Number	Course Name	Credit Hours
ENGL 102	English Composition II	3
RELP 142	Issues in Grieving and Loss	2
RELE 205	Introduction to Christian Ethics	2

Course Number	Course Name	Credit Hours
REL P 102	Philosophy of Healthcare	2
HPER _____	Any physical education course	2
CPTR 105	Introduction to Microcomputers	3
PSYC 124	General Psychology	3
Total General Education Requirements		17

Sonography Cognate Requirements

Course Number	Course Name	Credit Hours
BIOL 101, 101L, 102, 102L	Anatomy and Physiology I, II	8
BIOL 144, 144L	Sectional Anatomy	3
BIOL 125	Concepts of Pathophysiology	3
ENGL 144	Medical Terminology	2
Total Sonography Cognate Requirements		16

Sonography Requirements General Sonography Program

Course Number	Course Name	Credit Hours
DULT 111	Patient Care for the Health Sciences	2
DULT 120	Introduction to Sonography with Lab	2
DULT 131, 132	Introduction to Sonography Lab I, II	2
DULT 133, 134	Introduction to Clinical Practicum I, II	2
DULT 135	Fundamentals of Sonographic Imaging	1
DULT 218	Abdominal Sonography	3
DULT 230	Genitourinary Sonography	3
DULT 237	Obstetrical Sonography	3
DULT 219, 229	Case Studies in General Sonography I, II	2
DULT 211, 221	Sonography Physics and Instrumentation I, II	6
DULT 239	Seminars in Sonography	2
DULT 212, 222	Clinical Practicum I, II	8
DULT 238	Clinical Internship	5
DULT 245	Advanced Specialties in Sonography	2
Total General Sonography Requirements		43

Sonography Requirements Cardiovascular Sonography Program

Course Number	Course Name	Credit Hours
DULT 111	Patient Care for the Health Sciences	2
DULT 120	Introduction to Sonography with Lab	2
DULT 131, 132	Introduction to Sonography Lab I, II	2
DULT 133, 134	Introduction to Clinical Practicum I, II	2
DULT 135	Fundamentals of Sonographic Imaging	1
DULT 215	Cardiac Sonography	3
DULT 220	Vascular Sonography	3
DULT 236	Cardiovascular Specialties	3
DULT 214, 241	Case Studies in CV Sonography I, II	2
DULT 211, 221	Sonography Physics and Instrumentation I, II	6

Course Number	Course Name	Credit Hours
DULT 239	Seminars in Sonography	2
DULT 212, 222	Clinical Practicum I, II	8
DULT 238	Clinical Internship	5
DULT 245	Advanced Specialties in Sonography	2
Total Cardiovascular Sonography Requirements		43

Suggested Program

A student who successfully follows the sequence below will complete all the academic requirements for this program. (Prerequisites must be completed prior to the first year summer trimester.)

First Year

Course Code	Course	Summer	Fall	Spring
DULT 120	Introduction to Sonography with Lab	2		
DULT 111	Patient Care for the Health Sciences	2		
RELP 102	Philosophy of Healthcare	2		
ENGL 102	English Composition II	3		
ENGL 144	Medical Terminology	2		
BIOL 101, 102	Anatomy and Physiology I, II with Lab	4	4	
DULT 131	Introduction to Sonography Lab I		1	
DULT 133	Introduction to Clinical Practicum I		1	
DULT 211	Sonography Physics and Instrumentation I		3	
DULT 135	Fundamentals of Sonographic Imaging		1	
PSYC 124	General Psychology		3	
DULT 132	Introduction to Sonography Lab II			1
DULT 134	Introduction to Clinical Practicum II			1
DULT 221	Sonography Physics and Instrumentation II			3
HPER ____	Physical Education			2
BIOL 144/BIOL 144L	Sectional Anatomy			3
CPTR 105	Microcomputers			3
Trimester Total		15	13	13

Second Year General Sonography Program

Course Code	Course	Summer	Fall	Spring
RELE 205	Introduction to Christian Ethics	2		
DULT 218	Abdominal Sonography	3		
DULT 230	Genitourinary Sonography	3		
DULT 212, 222	Clinical Practicum I, II	4	4	
DULT 219, 229	Case Studies in General Sonography I, II	1	1	
DULT 237	Obstetrical Sonography		3	
BIOL 125	Concepts of Pathophysiology		3	
RELP 142	Issues of Grieving and Loss		2	

Course Code	Course	Summer	Fall	Spring
DULT 238	Clinical Internship			5
DULT 239	Seminars in Sonography			2
DULT 245	Advanced Specialties in Sonography			2
Trimester Total		13	13	9

Second Year Cardiovascular Sonography Program

Course Code	Course	Summer	Fall	Spring
RELE 205	Introduction to Christian Ethics	2		
DULT 220	Vascular Sonography	3		
DULT 215	Cardiac Sonography	3		
DULT 212, 222	Clinical Practicum I, II	4	4	
DULT 214, 241	Case Studies in CV Sonography I,II	1	1	
DULT 236	Cardiovascular Specialties		3	
BIOL 125	Concepts of Pathophysiology		3	
RELP 142	Issues of Grieving and Loss		2	
DULT 238	Clinical Internship			5
DULT 239	Seminars in Sonography			2
DULT 245	Advanced Specialties in Sonography			2
Trimester Total		13	13	9

Bachelor of Science in Diagnostic Medical Sonography

Mission Statement

The Bachelor of Science in Diagnostic Medical Sonography (BSDMS) program at Florida Hospital College of Health Sciences educates sonographers utilizing a variety of multimedia resources within a distance-learning environment. The goal of the program is to develop individuals who display a high level of competence and professionalism who will serve the sonography profession, the field of healthcare, and the community.

Program Description

This program is designed as a bachelor's completion program (61 credits) for the sonographer who has graduated from a regionally accredited institution, or who is registered and can meet the prerequisite requirements of the program.

The program will include a total of 61 trimester credit hours: 34 credits of imaging and sonographic sciences courses and 27 credits of general education courses. Students will complete the degree in nine 14-week trimesters. Students must have a minimum of 120 credit hours to be eligible for graduation. Students entering the program without an Associate of Science degree will complete additional credit hours.

Florida Hospital College of Health Sciences collaborates with *Compass Knowledge Group, LLC* in the delivery of a distance education. Students participate in a virtual community of learners and mentors via online communication channels. The course instructors and facilitators monitor student progress.

Licensure and Accreditation

Florida Hospital College of Health Sciences is regionally accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, as well as the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (see Accrediting Bodies in the General Information section of the *Academic Bulletin*).

Policies

The policies and procedures for the Bachelor of Science in Diagnostic Medical Sonography are contained in the student manual. By accepting admission as a student in the program, each applicant agrees to abide by the following policies outlined in the *BSDMS Program Manual*.

Admission Requirements

The successful applicant for admission to the program must meet the following admission requirements:

1. Submit an application and \$20 application fee. Applications must be filled out completely and signed by the applicant. Online applicants will sign electronically by clicking the submit button.
 - a. Paperwork received without an application on file will not be processed. Applicant files will not be considered complete until the application fee is paid.
2. Submit official transcripts from all colleges¹ previously attended. Failure to disclose all colleges previously attended could result in denial or dismissal.
3. Achieve a minimum GPA of 2.50.
4. Be registered in sonography by the American Registry of Diagnostic Medical Sonography (ARDMS) in AB, OB, VT, and/or AE; the American Registry of Radiologic Technologists (ARRT) in Sonography; or Cardiovascular Credentialing International (CCI) in Cardiac Sonography and/or Vascular Sonography.
 - a. Possess an associate degree in sonography from a CAAHEP accredited program that is a regionally accredited institution; or,
 - b. Possess an associate degree in health sciences from a regionally accredited institution and have a diploma or certificate from a CAAHEP accredited sonography program.
5. Submit official transcripts for all College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), and/or Dantes (DSST) coursework only if the applicant would like them to be considered for transfer of credit.
6. Submit two recommendations on FHCHS Recommendation Forms. Recommendations from friends or family members are not accepted.

¹ Admission GPAs will be calculated based on credits and grades from regionally accredited institutions only.

Associate Degree Graduates

Graduates of regionally accredited associate degree programs with CAAHEP accreditation will be considered to have met associate degree general education and cognate requirements. If ENGL 101 or 102 (or equivalent) were not included in

the associate degree. Those courses must be completed within the baccalaureate degree program.

Admission Requirements for Bridge Status

Bridge status may be granted to those applicants who are currently credentialed in sonography the ARDMS, ARRT, or CCI, and who have met general admission requirements. Successful completion of the curriculum requirements for Phase I will be required of applicants who have the following:

1. Earned an associate degree from a regionally accredited institution that was not additionally accredited by CAAHEP at the time the student enrolled in that institution. Individual institution accreditation dates will be confirmed by our office with CAAHEP.
2. Earned a certificate in sonography from a CAAHEP accredited institution but does not additionally possess an associate degree from a regionally accredited institution.
3. Completed at least 24 credits of college-level coursework from a regionally accredited institution.

Applicants for whom English is a second language and who have not studied in English at the secondary or college level must demonstrate their proficiency in the English language by completing the Test of English as a Foreign Language (TOEFL). Please refer to the English Language Proficiency requirements in the Admissions Information section of the *Academic Bulletin*.

Credentialed sonographers who have not attended a CAAHEP accredited sonography program will receive advanced standing in the Bachelor's degree program. Upon admission, students will be awarded 32 credits by validation.

There are two phases to the Bridge Program. Phase I involves the successful completion of 27 hours of lower division credit as outlined below. Students accepted to the Bridge Program are granted Bridge admission status and must complete all of the Phase I requirements before starting Phase II. It is recognized that Bridge students may transfer some credit from regionally accredited institutions, or have successfully challenged courses through a CLEP exam. Combined with the 32 hours of credit by validation, the Bridge student will have a total of 59 lower division credits at the completion of Phase I.

Admission Requirements for Pre-Bridge Status

The Pre-Bridge applicant to the BS Diagnostic Medical Sonography is a credentialed professional who does not possess an associate degree from a regionally accredited institution or a CAAHEP accredited program and has less than 24 college-level credits from a regionally accredited institution.

1. Submit an application and \$20 application fee. Applications must be filled out completely and signed by the applicant. Online applicants will sign electronically by clicking the submit button.
 - a. Paperwork received without an application on file will not be processed. Admission files will not be considered complete until the application fee is paid.

2. Submit official transcripts from all colleges¹ previously attended. Failure to disclose all colleges previously attended could result in denial or dismissal.
 - a. If 12 credits have not been completed at a regionally accredited college, a high school transcript will be required and the admission GPA will be calculated based on high school coursework.
3. Achieve a minimum GPA of 2.50 with no grade below a “C” (2.00).
4. Be registered in sonography by the American Registry of Diagnostic Medical Sonography (ARDMS) in AB, OB, VT, and/or AE; the American Registry of Radiologic Technologists (ARRT) in Sonography; or Cardiovascular Credentialing International (CCI) in Cardiac Sonography and/or Vascular Sonography.
5. Submit official transcripts for all College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), and/or Dantes (DSST) coursework only if the applicant would like them to be considered for transfer of credit.
6. Submit official American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Applicants scoring less than a 14 on any section of the ACT or 690² on the SAT will not be granted admission. Applicants with an individual score of less than 19 on the English or math portions will be required to complete academic placement testing once they are admitted. Applicants with an individual score of less than 470 on the Critical Reading or Math portions of the SAT will also be required to complete academic placement testing.
7. Submit two recommendations on FHCHS Recommendation Forms. Recommendations from friends or family members are not accepted.

¹ Admission GPA will be calculated, based on at least 12 credits from a regionally accredited college.

² The minimum SAT is the combination of the Critical Reading and Math sections.

Curriculum Requirements for Phase I

The following courses must be completed with a minimum grade of “C”:

Course Code	Course	Credit
DENG 101, DENG 102	English Composition I and II	6
DBIO 101, DBIO 102	Anatomy and Physiology I and II	8
DMAT 120	College Algebra	3
DPSY 124	General Psychology	3
DCPT 105	Microcomputers ¹	3
DPHY 121	Survey of Physics	4

¹ Online students will receive credit by validation if they complete the entire sonography program online.

Phase I Progression

Progression in the Bridge Program is achieved with the successful completion of the above 27 credit hours with a minimum cumulative GPA of 2.50.

Completed coursework	27
Credit by Validation	32
Total hours in Bridge Program	59

Phase II involves the completion of the 61 credit hours of cognate and Sonography coursework listed under the Curriculum section.

Progression

Students may progress in the Bachelor of Science Degree Program when they complete the following:

1. Earn a minimum grade of “C” (2.00) in each program course.
2. Earn a minimum grade of “C” (2.00) in each general education course.
3. Successfully repeat all courses in which the minimum grade of “C” (2.00) was not achieved. No more than two courses may be repeated in the following combination: one sonography course and one general education course, or two general education courses.

Readmission

Students who have been accepted to the College and choose not to enroll for the specific trimester for which they were admitted have one year from the date of acceptance before all new documents will be required. Additionally, students attending FHCHS with an enrollment interruption of less than three trimesters are also required to submit an *FHCHS Program Change and Reactivation Form*, any updated transcript(s) for additional college work completed during the enrollment interruption, and an updated copy of professional credentials. Students may submit this information in the third trimester of their enrollment interruption as long as all documentation is received by the admission deadline for the following trimester. Students providing this documentation during the third trimester but after the admission deadline will be required to reapply and should contact the Office of Enrollment Services. Students who were dismissed from the program will need to contact the Department of Diagnostic Medical Sonography before reapplying.

Completion

Students will be considered for completion of the Bachelor of Science Degree in Diagnostic Medical Sonography when they have met the general requirements for graduation and when they have:

1. Completed a minimum of 120 trimester hours of credit¹.
2. Completed the prescribed course of study for the degree (see “Curriculum” section) with a minimum cumulative GPA of “C” (2.00).
3. Achieved a minimum grade of “C” (2.00) in each course.
4. Complete the minimum number of credit hours at FHCHS as listed in the General Degree Requirements. For students entering the Bachelor of Science Degree Program, a minimum of 36 credit hours must be completed at FHCHS.
5. Complete the service-learning requirement. Please refer to your program handbook for more information.

¹This includes a maximum of 59 associate degree and/or Phase I credits and 61 credit hours of BS DMS general education and core requirements.

Curriculum

Students must complete the following courses prior to graduation:

General Education Requirements

Course Code	Course	Credits
DBIO 144	Sectional Anatomy	3
DSTA 205	Introduction to Applied Statistics	3
DENG 250	Technical Writing	3
DBSA 343	Legal Aspects of Healthcare	3
DBSA 354	Leadership and Organizational Behavior	3
DREL 368 ¹	World Religions for the Healthcare Professions	3
DREL 379	Lessons on Living: Biblical Perspectives	3
DBSA 385	Marketing Health Care	3
DBSA 388	Components of Health Care Financial Management	3
Total General Education Requirements		27

¹ If DREL368 *World Religions for the Healthcare Professions* was completed as part of an A.S. degree from FHCHS, DREL305 *Ethics for Nursing and Allied Health* will be taken to complete B.S. religion requirement.

Sonography Requirements

Course Code	Course	Credits
DDMS 345	Diagnostic Imaging	3
DDMS 351	Introduction to Educational Methodology	3
DDMS 400	Management Principles for Imaging Professionals	3
DDMS 441	Advanced Topics in Sonography	3
DDMS 447	Advanced Sonographic Specialties	3
DDMS 485	Medical Imaging in the Digital Environment	3
DDMS 490	Case Studies in Healthcare	3
DDMS 494	Advanced Trends in the Healthcare Arena I	3
DDMS 495	Advanced Trends in the Healthcare Arena II	3
DDMS 497	Research Methods	3
Electives		4
DDMS 328 Pathophysiology (4 Hrs.) or		
DDMS 335 Fundamentals of Vascular Sonography (4 Hrs)		
Total Sonography Requirements		34

Summary of Credits Required for Graduation

Requirements	Credits
Credit by Validation	32
Phase I Requirements	27
B.S. General Education Requirements	27
B.S. Diagnostic Medical Sonography Requirements	34
Total Credits	120

Department of Health and Biomedical Sciences

Department Chair: Ann Vining

Humanities Coordinator: Stanley Dobias

Math & Science Coordinator: William Johnston

Research Coordinator: Russell Butler

Faculty: Karen Austin, Susan Baker, Lenore Brantley, Ernest J. Bursey, J. Russell Butler, Julie Cook, Benita David, Glenice DeBique, Stanley Dobias, Nadia Edwin, E. Sebastian Farrell, Roberta Fish, Wanda Hopkins, William Johnston, Christopher Litten, Mary Melvin, John Scarbrough, Shelly-Ann Taylor, Paul Viar, Robert Williams, Emeritus.

Adjunct Professional Faculty: Althiea Farrell, Michael Lay, Jessica Lower, Sagarika Sahu, Judith Shamp.

Mission Statement

The Department of Health and Biomedical Sciences seeks to enhance the spiritual, physical, ethical, and cultural lives of the students at Florida Hospital College of Health Sciences (FHCHS) and offers degree programs that would enhance the quality of healthcare.

It provides general education courses to students who are:

- Enrolled in a professional program;
- Seeking admission into a professional program;
- Desiring to encapsulate the first two years of general education courses into an Associate of Science degree in Pre-Professional Studies; and
- Working toward completion of degrees offered by the Department of Health and Biomedical Sciences.

Statement on General Competencies

The Department of Health and Biomedical Sciences requires that its students must be competent in English, mathematics, religion, and basic sciences, including chemistry, biology, and physics. The students will be evaluated by means of the Measure of Academic Proficiency and Progress (*MAPP*) test.

General Education Studies Admission

Applicants who meet the general requirements for admission to FHCHS (see General College Admission in the Admissions Information section) will enroll in general education courses offered by the Department of Health and Biomedical Sciences.

Associate of Science in Pre-Professional Studies

Students enrolling in the Pre-Professional degree program are those who plan to continue their education at other institutions in areas such as physical therapy, occupational therapy, medicine, dentistry, physician assistant, or other medical

fields. The program prepares students for admission to professional programs by helping them earn a large part of the general education requirements for those programs.

Admission

To be accepted into the Pre-Professional degree program, students must meet the general requirements for admission to FHCHS (see General College Admission in the Admissions Information section) and:

1. Submit the Pre-Professional Studies Program Application once admitted to the College. The application can be accessed at <http://my.fhchs.edu>.
2. Have a minimum cumulative high school unweighted GPA of 2.70 or have taken 12 college credits at a regionally accredited college with a minimum GPA of 2.70.
3. Submit two recommendations on FHCHS recommendation forms. Students who have completed at least 12 credits at FHCHS must submit an additional recommendation from any FHCHS faculty member, adjunct professor, tutoring coordinator, chaplain, or academic coach/advisor.

Progression

Students may progress in the Pre-Professional degree program when they:

1. Maintain a minimum overall GPA of 2.50.
2. Earn a minimum grade of “C” (2.00) on all math and science requirements.
3. Complete competency assessment after thirty hours of general education credit hours are fulfilled.
4. Successfully repeat courses in which a minimum grade of “C” (2.00) was not achieved.

Completion

Florida Hospital College of Health Sciences will consider students for graduation and conferral of an Associate of Science degree in Pre-Professional Studies when they have met the general College requirements for graduation (see Graduation in the Academic Information section), and have:

1. Completed the prescribed course of study.
2. Completed a minimum of 64 hours of credit, 50 of which must be earned at FHCHS.
3. Achieved a minimum overall GPA of 2.50 with a minimum cumulative GPA of 2.50 on all math and science requirements.
4. Complete the service-learning requirement. Please refer to your program handbook for more information.

Curriculum

The courses required for all students enrolled in the Associate of Science degree program include General Psychology; Introduction to Microcomputers; English Composition I and II; World Civilization I or II; Introduction to Public Speaking; Health and Wellbeing; and six hours of religion courses.

General Requirements

Course Number	Course Name	Credit Hours
PSYC 124	General Psychology	3
CPTR 105	Introduction to Microcomputers	3
ENGL 101,102	English Composition I, II	6
HIST 174 or 175	World Civilization I or II	3
HPER 125	Health and Wellbeing	2
REL ____	Any Religion	6
SPCH 145	Introduction to Public Speaking	3
Total General Requirements		26

Science (16 credits required)

Science and math requirements will vary, depending upon the student's educational track. For example, students preparing to transfer into dental hygiene, physical therapy, respiratory therapy, or occupational therapy programs will typically be required to take eight hours of Anatomy and Physiology. However, pre-medical, pre-dental, pre-veterinary medicine, and pre-optometry programs require eight hours of General Biology. Students will be offered the opportunity to take the courses appropriate for their career path from the following:

Course Number	Course Name	Credit Hours
BIOL 101,101L	Anatomy and Physiology I and Lab	3,1
BIOL 102,102L	Anatomy and Physiology II and Lab	3,1
BIOL 103,103L	Biological Concepts and Lab	3,1
BIOL 125	Concepts of Pathophysiology	3
BIOL 144,144L	Sectional Anatomy and Lab	3
BIOL 151,151L	General Biology I and Lab	3,1
BIOL 152,152L	General Biology II and Lab	3,1
BIOL 225,225L	Principles of Microbiology and Lab	3,1
BIOL 330,330L	General Microbiology and Lab	3,1
CHEM 111	Survey of Inorganic Chemistry	3
CHEM 112	Survey of Organic and Biochemistry	3
CHEM 113	Introduction to General Chemistry Lab	1
CHEM 151,151L	General Chemistry I and Lab	3,1
CHEM 152,152L	General Chemistry II and Lab	3,1
CHEM 210,210L	Analytical Chemistry and Lab	3,1
CHEM 311,311L	Organic Chemistry I and Lab	3,1
CHEM 312,312L	Organic Chemistry II and Lab	3,1
NUTR 122	Nutrition	3
PHYS 121	Survey of Physics	4
PHYS 151,151L	General Physics I and Lab	3,1
PHYS 152,152L	General Physics II and Lab	3,1

Math (3 credits required)

Course Code	Course Name	Credit Hours
MATH 103	Survey of Mathematics	3
MATH 105	Intermediate Algebra	3
MATH 120	College Algebra	3
MATH 130	Pre-Calculus	3
MATH 181	Calculus I with Analytical Geometry	4
Total Science/Math Requirements		19

Electives

The elective component of the graduation requirement is comprised of those courses beyond the core curriculum that may be needed for entry into a professional program at a four-year institution. These courses will be chosen by the student with the approval of an advisor.

Elective Requirement	19
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Suggested Course of Study

The following is an example of a suggested course of study which would prepare a student for entry into the Andrews University Physical Therapy Program.

First Year

Course Code	Course	Fall	Spring
HIST 174	World Civilization I	3	
PSYC 124	General Psychology	3	
BIOL 101, 102	Anatomy & Physiology I, II with Lab	4	4
ENGL 101, 102	English Composition I, II	3	3
RELB 125	Jesus and Contemporary Society	3	
RELB 215	Women of the Bible		2
PSYC 128	Developmental Psychology		3
SPCH 145	Introduction to Public Speaking		3
Elective	Electives		1
Trimester Total		16	16

Second Year

Course Code	Course	Fall	Spring
CPTR 105	Introduction to Microcomputers	3	
STAT 215	Elementary Statistics	3	
Religion	Religion	1	
CHEM 151, 152	General Chemistry I, II with Lab	4	4
BIOL 225	Principles of Microbiology with Lab		4
HMNT 210	Literature and Fine Arts		3
HPER 125	Health and Wellbeing	2	
Elective	Electives	2	6
Trimester Total		15	17

Bachelor of Science Degrees

Programs of study will provide students with the academic preparation for acceptance into various professional and graduate degree programs, such as medicine, dentistry, veterinary science, optometry, clinical laboratory technology, cytotechnology, physician assistant, occupational therapy, physical therapy, nutrition science, public health, and healthcare administration or other healthcare-related professions. Core courses selected by each student will be based on his or her career goals.

Admission

To be accepted into the Bachelor of Science degree, a student must meet the general requirements for admission into FHCHS (see General College Admission in the Admissions Information section) and:

1. Submit the Biomedical Sciences or Health Sciences Program Application once admitted to the College. The application can be accessed at <http://my.fhchs.edu>.
2. Submit American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Scores will be used for placement and not to determine program admission. Applicants having achieved 24 or more college credits from a regionally accredited college are exempt from submitting ACT or SAT test scores.
3. Submit two recommendations on FHCHS recommendation forms. Students who have completed at least 12 credits at FHCHS must submit an additional recommendation from: any FHCHS faculty member, adjunct professor, tutoring coordinator, chaplain, or academic coach/advisor.

Progression

Students may progress towards a Bachelor of Science degree when they:

1. Maintain a minimum overall GPA of 2.50.
2. Earn a minimum grade of “C” (2.00) in all science and health science requirements.
3. Complete competency assessment after thirty hours of general education credit hours are fulfilled.
4. Successfully repeat courses in which a minimum grade of “C” (2.00) was not achieved.

Completion

Florida Hospital College of Health Sciences will consider students for graduation and conferral of a Bachelor of Science degree when they have met the general College requirements for graduation (see Graduation in the Academic Information section) and have:

1. Completed a minimum of 123 trimester hours with a minimum cumulative GPA of 2.50.
2. Completed the prescribed course of study with a minimum of 37 upper division credits.
3. Achieved a minimum grade of “C” (2.00) in all science and health science requirements.

4. Completed competency assessment requirements.
5. Completed a minimum of 86 trimester hours in residence at FHCHS. For students entering the Baccalaureate program with a degree, 36 trimester hours must be completed at FHCHS.
6. Complete the service-learning requirement. Please refer to your program handbook for more information.

Curriculum

Students matriculating through the Bachelor of Science in Biomedical Sciences and the Bachelor of Science in Health Sciences should follow the curriculum outlined below. Students must consult with their advisors as individual programs of study may vary.

Bachelor of Science in Biomedical Sciences

Liberal Arts Requirements - 51 credits

- Language Arts (9 credits) – ENGL 101, ENGL 102, SPCH 145
- Humanities (6 credits) – ENGL 214, any HMNT
- Math and Computer Sciences (9 credits) – CPTR 105 or above, MATH 120 or above¹, STAT 215
- Social and Behavioral Sciences (9 credits) – PSYC 124, PSYC 128, SOCI 125
- Religion (9 credits) – RELB 125, RELE 205, at least 3 upper division credits, and any other Religion course
- History (6 credits) – HIST 174 or 175 and any other HIST²
- Health and Physical Education (3 credits) – HPER 125, and 1 credit HPER

¹Precalculus or Calculus strongly recommended

²American Government or American Political Science will be accepted as a History Elective

Science Requirements - 43 credits

43 credits may be selected from the following:

Course Number	Course Name	Credit Hours
BIOL 101 ¹	Anatomy and Physiology I	3
BIOL 101L ¹	Anatomy and Physiology I Lab	1
BIOL 102 ¹	Anatomy and Physiology II	3
BIOL 102L ¹	Anatomy and Physiology II Lab	1
BIOL 103	Biological Concepts	3
BIOL 103L	Biological Concepts Lab	1
BIOL 125	Concepts of Pathophysiology	3
BIOL 151 ¹	General Biology I	3
BIOL 151L ¹	General Biology I Lab	1
BIOL 152 ¹	General Biology II	3
BIOL 152L ¹	General Biology II Lab	1
BIOL 330	General Microbiology	3
BIOL 330L	General Microbiology Lab	1

Course Number	Course Name	Credit Hours
BIOL 345	Genetics	3
BIOL 345L	Genetics Lab	1
BIOL 375 ¹	Issues in Science and Religion	3
CHEM 151 ¹	General Chemistry I	3
CHEM 151L ¹	General Chemistry Lab I	1
CHEM 152 ¹	General Chemistry II	3
CHEM 152L ¹	General Chemistry II Lab	1
CHEM 311 ¹	Organic Chemistry I	3
CHEM 311L ¹	Organic Chemistry I Lab	1
CHEM 312 ¹	Organic Chemistry II	3
CHEM 312L ¹	Organic Chemistry II Lab	1
CHEM 411	Biochemistry I	4
CHEM 412	Biochemistry II	3
CHEM 413L	Biochemistry Lab	1
PHYS 151 ¹	General Physics I	3
PHYS 151L ¹	General Physics I Lab	1
PHYS 152 ¹	General Physics II	3
PHYS 152L ¹	General Physics II Lab	1

¹Mandatory (Students may choose between Anatomy and Physiology and General Biology.)

Electives - 14 credits, including a minimum of 10 upper division credits

All students must complete 37 upper division credits. This requirement may be completed with 300- and 400-level elective courses.

Health Science Requirements - 15 credits

Course Number	Course Name	Credit Hours
HTSC 355	AIDS/HIV and the Healthcare Provider	1
HTSC 360	U.S. Healthcare Systems	3
HTSC 440	Introduction to Epidemiology	3
HTSC 480	Undergraduate Seminar	1,1
RELE 405	Christian Ethics and Healthcare	3
SOCI 349	Aging and Society	3

Suggested Course of Study

First Year

Course Code	Course	Fall	Spring
HPER125	Health and Wellbeing	2	
RELB125	Jesus and Contemporary Society	3	
BIOL151, 152/Lab	General Biology I, II / Lab	4	4
CHEM151, 152/Lab	General Chemistry I, II / Lab	4	4
ENGL101, 102	English Composition I, II	3	3
CPTR105	Introduction to Microcomputers		3
PSYC124	General Psychology		3
Trimester Total		16	17

Second Year

Course Code	Course	Fall	Spring
HPER123/127	Fitness or Women's Fitness	1	
MATH130	Pre-Calculus	4	
Elective	Elective	3	
CHEM311, 312 and Lab	Organic Chemistry I, II and Lab	4	4
PHYS151, 152 and Lab	General Physics I, II and Lab	4	4
HIST____	History		3
SOCI125	Introduction to Sociology		3
Religion	Religion		2
Trimester Total		16	16

Third year

Course Code	Course	Fall	Spring
HTSC355	AIDS/HIV and the Healthcare Worker	1	
BIOL375	Issues in Science and Religion	3	
SPCH145	Introduction to Public Speaking	3	
BIOL330, 330L	General Microbiology and Lab	4	
Religion	Religion	1	
Elective	Elective	3	3
Elective	Upper Division Elective		3
STAT215	Elementary Statistics		3
HIST____	History		3
HTSC360	U.S. Healthcare Systems		3
Trimester Total		15	15

Fourth Year

Course Code	Course	Fall	Spring
HMNT210	Literature and Fine Arts	3	
SOCI349	Aging and Society	3	
RELT368	World Religion for the Health Professions	3	
CHEM411	Biochemistry I	4	
HTSC480	Undergraduate Seminar	1	1
Elective	Elective (Genetics and Lab)		4
CHEM412	Biochemistry II		3
CHEM413L	Biochemistry Lab		1
HTSC440	Introduction to Epidemiology		3
RELE405	Christian Ethics and Healthcare		3
Trimester Total		14	15

Bachelor of Science in Health Sciences—Track 1

This track is designed for students entering the program without an Associate degree in Allied Health or a clinically-related field.

Liberal Arts Requirements - 53 credits

- Language Arts (11 credits) - ENGL 101, ENGL 102, ENGL 144, SPCH 145

- Humanities (6 credits) - ENGL 214, any HMNT
- Math and Computer Sciences (9 credits) - CPTR 105, MATH 120 or above, STAT 215
- Social and Behavioral Sciences (9 credits) - PSYC 124, PSYC 128, SOCI 125
- Religion (9 credits) - RELB 125, RELE 205, at least 3 upper division credits, and any other Religion course
- History (6 credits) - HIST 174 or 175 and any other HIST¹
- Health and Physical Education (3 credits) - HPER 125, and 1 credit of HPER

¹American Government or American Political Science will be accepted as a History Elective

Health Science Requirements - 24 credits

Course Number	Course Name	Credit Hours
HBSA 475	Healthcare Management	3
HTSC 343	Legal Aspects of Healthcare	3
HTSC 355	AIDS/HIV and the Healthcare Provider	1
HTSC 360	U.S. Healthcare Systems	3
HTSC 440	Introduction to Epidemiology	3
HTSC 480	Undergraduate Seminar	1,1
PSYC 320 or 420	Health Psychology or Abnormal Psychology	3
RELE 405	Christian Ethics and Healthcare	3
SOCI 349	Aging and Society	3

Science Requirements - 32 credits

Course Number	Course Name	Credit Hours
BIOL 101	Anatomy and Physiology I	3
BIOL 101L	Anatomy and Physiology I Lab	1
BIOL 102	Anatomy and Physiology II	3
BIOL 102L	Anatomy and Physiology II Lab	1
BIOL 103	Biological Concepts	3
BIOL 103L	Biological Concepts Lab	1
BIOL 125	Concepts of Pathophysiology	3
BIOL 144	Sectional Anatomy	2
BIOL 144L	Sectional Anatomy Lab	1
BIOL 151	General Biology I	3
BIOL 151L	General Biology I Lab	1
BIOL 152	General Biology II	3
BIOL 152L	General Biology II Lab	1
BIOL 225	Principles of Microbiology	3
BIOL 225L	Principles of Microbiology Lab	1
BIOL 330	General Microbiology	3
BIOL 330L	General Microbiology Lab	1
CHEM 111	Survey of Inorganic Chemistry	3
CHEM 112	Survey of Organic and Biochemistry	3
CHEM 113L	Survey of General Chemistry Lab	1

Course Number	Course Name	Credit Hours
CHEM 151	General Chemistry I	3
CHEM 151L	General Chemistry I Lab	1
CHEM 152	General Chemistry II	3
CHEM 152L	General Chemistry II Lab	1
CHEM 210	Analytical Chemistry	3
CHEM 210L	Analytical Chemistry Lab	1
CHEM 311	Organic Chemistry I	3
CHEM 311L	Organic Chemistry I Lab	1
CHEM 312	Organic Chemistry II	3
CHEM 312L	Organic Chemistry II Lab	1
PHYS 121	Survey of Physics	4
PHYS 151	General Physics I	3
PHYS 151L	General Physics I Lab	1
PHYS 152	General Physics II	3
PHYS 152L	General Physics II Lab	1

Electives - 14 credits

All students must complete 37 upper division credits. This requirement may be completed with 300-and 400-level elective courses.

Suggested Plan of Study

Sample schedule for students entering the program without an Associate degree in Allied Health or a clinically-related field.

First Year

Course Code	Course	Fall	Spring
CHEM111	Survey of Inorganic Chemistry	3	
CHEM113L	Survey of General Chemistry Lab	1	
HPER125	Health and Wellbeing	2	
RELB125	Jesus and Contemporary Society	3	
BIOL101, BIOL102	Anatomy and Physiology I and II	3	3
BIOL101L, BIOL102L	Anatomy and Physiology I and II Lab	1	1
ENGL101 and 102	English Composition I, II	3	3
MATH120	College Algebra		3
CPTR105	Introduction to Microcomputers		3
PSYC124	General Psychology		3
HTSC360	U.S. Healthcare Systems		3
PHYS121	Survey of Physics		4
Trimester Total		16	15

Second Year

Course Code	Course	Fall	Spring
BIOL103/BIOL103L	Biological Concepts / Lab	4	
RELE205	Introduction to Christian Ethics	2	
BIOL225/BIOL225L	Principles of Microbiology / Lab	4	
Elective	Elective	2	
HIST____	History	3	3
ENGL144	Medical Terminology		2

Course Code	Course	Fall	Spring
PHYS121	Survey of Physics		4
SOCH125	Introduction to Sociology		3
HMNT210	Literature and the Fine Arts		3
HPER123/127	Fitness or Women's Fitness		1
Trimester Total		15	16

Third Year

Course Code	Course	Fall	Spring
NUTR122	Nutrition	3	
PSYC128	Developmental Psychology	3	
ENGL214	Survey of American Literature	3	
SPCH145	Introduction to Public Speaking	3	
Elective	Elective	3	3
STAT215	Elementary Statistics		3
HTSC360	U.S. Healthcare Systems		3
PSYC320/420	Health Psychology or Abnormal Psychology		3
BIOL375	Issues in Science and Religion		3
Trimester Total		15	15

Fourth Year

Course Code	Course	Fall	Spring
Religion Course	Religion 300+ _____	3	
Science Elective	Science Elective	3	
Elective	Elective 300+	3	
SOCI349	Aging and Society	3	
HTSC343	Legal Aspects of Healthcare	3	
HTSC480	Undergraduate Seminar	1	1
HTSC355	AIDS/HIV and the Healthcare Provider		1
Elective	Elective 300+		3
HBSA475	Healthcare Management		3
HTSC440	Introduction to Epidemiology		3
RELE405	Christian Ethics and Healthcare		3
Trimester Total		16	14

Bachelor of Health Sciences—Track 2

This track is designed for students who have completed an Associate of Science degree in a clinically-related field.

Liberal Arts Requirements - 53 credits

- Language Arts (11 credits) - ENGL 101, ENGL 102, ENGL 144, SPCH 145
- Humanities (6 credits) - ENGL 214, any HMNT
- Math and Computer Sciences (9 credits) - CPTR 105, MATH 120 or above, STAT 215
- Social and Behavioral Sciences (9 credits) - PSYC 124, PSYC 128, SOCI 125

- Religion (9 credits) - RELB 125, RELE 205, at least 3 upper division credits, and any other Religion course
- History (6 credits) - HIST 174 or 175 and any other HIST¹
- Health and Physical Education (3 credits) - HPER 125, and 1 credit of HPER

¹ American Government or American Political Science will be accepted as a History Elective

Health Science Requirements - 24 credits

Course Number	Course Name	Credit Hours
HBSA 475	Healthcare Management	3
HTSC 343	Legal Aspects of Healthcare	3
HTSC 355	AIDS/HIV and the Healthcare Provider	1
HTSC 360	U.S. Healthcare Systems	3
HTSC 440	Introduction to Epidemiology	3
HTSC 480	Undergraduate Seminar	1,1
PSYC 320 or 420	Health Psychology or Abnormal Psychology	3
RELE 405	Christian Ethics and Healthcare	3
SOCI 349	Aging and Society	3

Science Requirements - 15 credits

Students must complete a minimum of 15 trimester credit hours of science courses towards their degree. Anatomy and Physiology I and II with labs are required with at least one course of biology, chemistry, or physics with lab. Select the required coursework from the following:

Course Number	Course Name	Credit Hours
BIOL 101, 101L	Anatomy and Physiology I and Lab ¹	3,1
BIOL 102, 102L	Anatomy and Physiology II and Lab ¹	3,1
BIOL 103, 103L	Biological Concepts and Lab	3,1
BIOL 125	Concepts of Pathophysiology	3
BIOL 144, 144L	Sectional Anatomy with Lab	3
BIOL 225, 225L	Principles of Microbiology and Lab	3,1
CHEM 111	Survey of Inorganic Chemistry	3
CHEM 112	Survey of Organic and Biochemistry	3
CHEM 113	Survey of General Chemistry Lab	1
PHYS 121	Survey of Physics with Lab	4

Electives - 14 credits

All students must complete 37 upper division credits. This requirement may be completed with 300- and 400-level elective courses.

¹ Mandatory course

Prior Coursework

Up to 35 college-level credits from an approved Allied Health or Clinically related field may be transferred.

Suggested Plan of Study

First Year

Course Code	Course	Fall	Spring
PSYC128	Developmental Psychology	3	
HPER123/127	Fitness or Women's Fitness	1	
STAT215	Elementary Statistics	3	
HIST__	History	3	
SOCI125	Introduction to Sociology	3	
SPCH145	Introduction to Public Speaking	3	
CHEM111	Survey of Inorganic Chemistry		3
CHEM113L	Survey of General Chemistry Lab		1
ENGL214	Survey of American Literature		3
HTSC355	AIDS/HIV and the Healthcare Provider		1
HTSC360	U.S. Healthcare Systems		3
PHYS121	Survey of Physics		4
Trimester Total		16	15

Second Year

Course Code	Course	Fall	Spring
BIOL103	Biological Concepts / Lab	4	
HIST__	History	3	
HMNT210	Literature and Fine Arts	3	
HTSC343	Legal Aspects of Healthcare	3	
RELT368	World Religions for Healthcare Professions	3	
HTSC480	Undergraduate Seminar	1	1
SOCI349	Aging and Society		3
HTSC440	Introduction to Epidemiology		3
HBSA475	Healthcare Management		3
PSYC320/420	Health Psychology or Abnormal Psychology		3
RELE405	Christian Ethics and Healthcare		3
Trimester Total		17	16

Department of Nursing

Department Chair: Janice Preston

Level 1 Coordinator: Carolyn Ramsey

Level 2 Coordinator: Christopher Lorentz (Acting)

Level 3 Coordinator: Janice Polizzi

Level 4 Coordinator: Loraine Brown

Faculty: Loraine Brown, Wanda Forbes, Carolyn Fore, Sandra Gardner, Stacey Hawes, Dusanka Hristic, Janet King, Chris Lorentz, Carolyn Pace-Ramsey, Janice Polizzi, Madeline Sawin, Nel Thomas, Lynne Tier, Pauline Watkins, Marlene Watson, Marika Whitaker, Timothy Wren

Adjunct Faculty: Loretta Bacchicocchi, Jennifer Clark, Gage Gwyn, Rilla Taylor

Mission Statement

In harmony with the mission of the College, the Department of Nursing provides educational experiences within a Christian environment designed to promote excellence in nursing.

Philosophy

The faculty believes that the discipline of nursing is both an art and a science that promotes health through the delivery of holistic care to individuals, families, and communities. Through the profession of nursing, we extend the healing ministry of Christ.

The practice and teaching of nursing is a calling to exercise God's gifts in a life of service to humanity. Faculty and students, guided by Christian principles, achieve personal and professional excellence through quality education and lifelong learning.

Curriculum Framework

The nursing curriculum is based on the Neuman Systems Model that focuses on the provision of holistic healthcare.

Licensure and Accreditation

The Associate of Science degree program is approved by the Florida State Board of Nursing. Successful program completion prepares graduates to sit for the National Council Licensure Examination (NCLEX-RN), the national licensure examination for registered nurses. The Associate and Baccalaureate degree programs are fully accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 303026; Phone (404) 975-5000, Fax (404) 975-5020

Program Descriptions

Students may enter the programs at one of three levels, as:

1. Student taking general college courses.

2. Student specifically seeking the Associate degree courses.
3. Registered Nurse seeking to complete the Bachelor's degree requirements.

Associate of Science Degree in Nursing

The purpose of the Associate of Science degree in Nursing program is to prepare competent, entry-level nurses to provide wholistic nursing care to individuals and families in a structured environment. The program is grounded in Christian principles, organized in a progressive manner, and built on a foundation of arts and sciences. The program provides the educational foundation for those who choose to pursue a Baccalaureate degree in Nursing. The curriculum for the Associate of Science degree program requires two calendar years or five trimesters of full-time study. Upon completion of the Associate degree requirements, students are eligible to take the National Council Licensure Examination (NCLEX-RN).

Students may apply for admission to Associate degree nursing courses at any time while they are completing their prerequisite courses. Applications must be received three months prior to the trimester in which the applicant wishes to begin. On-campus students admitted to the Department of Nursing have sequential access to both the Associate Degree Nursing program and the Baccalaureate Degree program. Upon successful completion of the Associate degree requirements, students must inform the Office of Enrollment Services of their intention to progress to the online Baccalaureate degree program and identify the trimester of desired enrollment. Students are strongly encouraged to take their NCLEX-RN and complete any and all internship-type programs necessary for employment prior to beginning the on-line Baccalaureate nursing courses.

Bachelor of Science Degree in Nursing

The FHCHS Department of Nursing offers a Bachelor of Science degree in Nursing (BSN) designed to prepare professional nurses to provide wholistic healthcare to individuals, families, and communities. The program is grounded in Christian principles and integrated with courses from the arts and sciences that enrich the course of study and contribute to the development of a broad worldview of nursing. A graduate from this program is prepared to use theory and research-based knowledge as a designer, coordinator, and manager of wholistic healthcare in diverse settings. The program provides a foundation for the graduate to enhance professional growth, facilitate career mobility, and establish a foundation for graduate studies.

This program is structured to provide two plans of study leading to the BS Nursing degree:

1. The Four-Year Option (FYO) BSN for the beginning (pre-licensure) student
2. RN-BS Completion Option (CO) for the Associate or Diploma Registered Nurse.

The Four-Year Option

The Four-Year Option Bachelor of Science in Nursing blends the traditional classroom, electronic resources, and clinical settings. This blended learning modality provides easy access to course content at any time, and helps students apply the knowledge gained in the classroom in a practical way. The curriculum for the FYO requires four calendar years or a minimum of nine trimesters of

full-time study. Upon completion of the FYO requirements, students are eligible to take the National Council Licensure Examination (NCLEX-RN). Students have up to seven years (84 months) from their admission to the College to complete the program.

The Completion Option

The RN-BSN Completion Option provides registered nurses quality instruction through a multi-dimensional distance learning environment, allowing students to further their education while maintaining their current professional careers. Florida Hospital College of Health Sciences collaborates with *Embanet-Compass Knowledge Group, LLC* in the delivery of the distance education CO. Students participate in a virtual community of learners and are mentored via online communication. The lead instructor and section adjuncts monitor student success. Students have up to five years (60 months) from their start date to complete the program.

Policies for AS and BS Students

The *Associate Degree Nursing Program Student Handbook Supplement* and *Baccalaureate Degree Nursing Program Student Manual* contain the policies of the Department of Nursing. By accepting enrollment as an A.S. nursing student, each applicant agrees to abide by the department's regulations.

All A.S. nursing students must present:

- Yearly verification of tuberculosis screening. If the test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for additional information.
- Updated immunization records including hepatitis B
- Verification of varicella vaccination or show immunity titer
- Evidence of physical examination within three months prior to beginning a professional program (A.S. program only). B.S. program students must provide evidence of a physical examination.
- Verification of current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR
- Evidence of a successfully completed FIT test prior to the professional program deadline (A.S. program only) must be completed on an annual basis.
- **All health records, immunizations, and CPR certifications must be submitted at the Nursing Department Orientation the week prior to the start of classes. Failure to submit these documents on that day may result in the assessment of a processing fee.**

By accepting enrollment as a B.S. nursing student, each applicant agrees to abide by all health and immunization requirements of the clinical sites in which they carry out assignment-based activities.

Mental and Physical Requirements for Applicants

Applicants seeking admission to the nursing program must be able, with or without reasonable accommodation, to:

- Visually observe and assess a patient, discriminate color and depth, read and accurately complete reports, and visualize diagnostic/monitoring equipment in dimmed light.
- Auditorily monitor and assess patient health needs, monitor various equipment and background sounds, and communicate by telephone.
- Verbally communicate in a clear and concise manner.
- Communicate sufficiently to interact with others in appropriate professional verbal and written forms.
- Read and interpret relevant medical data from patients' charts, reports, and orders.
- Safely lift and transfer patients to accomplish bed/chair/stretchers transfer with assistance or assistive devices.
- Safely push a gurney or wheelchair.
- Stand or sit for an extended period of time.
- Demonstrate sufficient manual dexterity necessary to perform activities specific to each professional program.
- Possess critical thinking skills sufficient to think clearly and act professionally, safely, and accurately in stressful situations.
- Professionally interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

A professional program fee will be charged to cover the additional costs of the Associate degree program (see Fee Schedule in the Financial Information section).

A student in the Associate degree program must purchase a laptop computer from the FHCHS Bookstore.

A background check is required to begin nursing classes. The Florida State Board of Nursing and the nursing boards of other states reserve the right to deny licensure in their states to an applicant who has an unresolved felony on record in any state. This background check may impact eligibility for licensure and should be determined in advance of beginning an educational program. For further information, see the *Associate Degree Nursing Program Student Handbook Supplement* and *Baccalaureate Degree Nursing Program Student Manual*.

With the approval of the College, the Department of Nursing reserves the right to revise, add, or withdraw courses and policies as necessary to ensure a quality nursing program.

Nursing Honors

The Department of Nursing grants nursing honors upon completion of the Associate and Baccalaureate degrees. Nursing honors will be awarded to nursing students whose cumulative FHCHS GPA in nursing courses is 3.50 or above. Students with a failing grade (below a grade of "C") in any of the baccalaureate-level nursing courses will not be eligible for nursing honors.

Associate of Science in Nursing

Admission

Applicants¹ are considered for admission when they meet General College admission requirements (see General College admission in the Admission Information section) and have:

1. Submitted the Nursing Program Application once admitted to the College. The application can be accessed at <http://my.fhchs.edu>.
2. Attended a Mandatory Pre-Nursing Information Session (see information listed below).
3. A minimum college GPA of 2.70 on all prerequisite courses and a minimum college GPA of 2.70 on all cognate courses.
4. Passing score(s) on the Test of Essential Academic Skills V (TEAS). Minimum scores acceptable for admission are : 71% in Reading, 69% in Math, 53% in Science, and 64% in English with a composite score of 64%. Applicants may take the TEAS a maximum of three times only, with at least 60 days between attempts, allowing time for purposeful remediation in preparation for their next attempt.
5. Submitted two recommendations on FHCHS recommendation forms. Students who have completed at least 12 credits at FHCHS must submit an additional recommendation from any FHCHS faculty member, adjunct professor, tutoring coordinator, chaplain, or academic coach/advisor.
6. Written an essay as part of the admission process. The essay should address each of the following: why the applicant wants to be a nurse; why the applicant chose the FHCHS Nursing Program, and why he or she chose to attend a faith-based institution; discuss any special interests or aptitudes the applicant has that would make him or her a good nurse; and describe his or her personal values related to caring for people. The essay must use correct spelling and grammar, be double-spaced, printed from a computer in 12-point font, and be one to two pages long.
7. Remained eligible as defined by the following criterion: A student may repeat only two cognate courses one time each due to failure of the course (below a grade of "C") to remain eligible to enroll in the Nursing program. This includes any courses taken at other institutions. Failed courses that fall outside of the Transfer of Credit time limits or courses retaken with passing grades in each attempt will not be counted against the applicant.

Students may apply to the Nursing program on or before the admission deadline. All cognate and prerequisite courses must be completed with a minimum 2.70 GPA to be eligible to enroll in nursing courses.

Mandatory Pre-Nursing Information Sessions

ALL students interested in the Florida Hospital College Nursing Program must attend a Mandatory Information Session prior to the trimester they are planning on enrolling in. Information sessions are the most accurate resource to have questions answered and are scheduled approximately once a month during the regular school year. Please call the Nursing Information Line at 407-303-7893 to register for a session. Applicants who have not attended one of these sessions will not be accepted into the program.

Admission into all professional programs is competitive. Each program has a maximum number of students who can be admitted each year. Students meeting the admission requirements for a given program qualify to be considered for admission to that program. However, due to the competitive nature of each program's admission process, meeting minimum admission requirements does not guarantee acceptance. Students may be given preferential consideration for admission to degree and certificate programs when they have successfully completed 12 college-level hours at FHCHS.

¹ Applicants who wish to transfer from another Associate degree nursing program will be evaluated individually, according to the *Nursing Student Transfer Policy*.

Nursing Student Transfer Policy

Students currently enrolled in a nursing program who wish to transfer to the FHCHS Associate degree in Nursing program must meet the following criteria to be considered for admission:

1. Associate degree program admission requirements.
2. Complete all cognate and general education courses with a minimum cumulative GPA of 2.70 prior to enrolling in nursing courses.
3. Obtain a current minimum cumulative nursing GPA of 2.70 in all completed nursing courses.
4. Submit two recommendations on FHCHS Recommendation Forms, including one from the nursing program from which they are transferring.
5. Submit a one- to two-page letter explaining their desire to be considered for transfer to FHCHS, and their interest in becoming a nurse.
6. Demonstrate satisfactory validation of nursing knowledge and skills.

Students requesting to transfer to the FHCHS Associate degree in Nursing program will be considered for placement into 100-level nursing courses only. Acceptance is not automatic, and is contingent on available clinical/class space.

Prerequisite Requirements

The following criteria must be completed before beginning the Associate of Science Degree Program courses:

Course Number	Course Name	Credit Hours	Comments
MATH103	Survey of Mathematics	3	Minimum grade of "C" (2.00) in a college-level math course or two semesters of high school algebra with a minimum grade of "B" (3.00) in each semester within five years of admission to FHCHS (A course in statistics will not meet this requirement.)
CHEM111	Survey of Inorganic Chemistry	3	Minimum grade of "C" (2.00) in a college-level chemistry course or two semesters of high school chemistry with a minimum grade of "B" (3.00) in each semester within five years of admission to FHCHS

Course Number	Course Name	Credit Hours	Comments
BIOL101 and 102	Anatomy and Physiology I and II	8	Minimum grade of "C" (2.00) within five years of admission to FHCHS (Also a cognate requirement)
BIOL225	Principles of Microbiology	4	Minimum grade of "C" (2.00) within five years of admission to FHCHS (Also a cognate requirement)
NUTR122	Nutrition	3	Minimum grade of "C" (2.00) within five years of admission to FHCHS (Also a cognate requirement)
PSYC128	Developmental Psychology	3	Minimum grade of "C" (2.00) within five years of admission to FHCHS (Also a cognate requirement)
SOCI125	Introduction to Sociology	3	Minimum grade of "C" (2.00) within five years of admission to FHCHS (Also a cognate requirement)
RELP 103	Philosophy of Health Care	3	Minimum grade of "C" (2.00) within seven years of admission to FHCHS or embedded within a college degree
REL_____	Religion	3	Minimum grade of "C" (2.00) within seven years of admission to FHCHS or embedded within a college degree
ENGL101 and 102	English Composition I and II	6	Minimum grade of "C" (2.00) within seven years of admission to FHCHS or embedded within a college degree
HPER123	Fitness	1	Minimum grade of "C" (2.00) within seven years of admission to FHCHS or embedded within a college degree (HPER125 Health and Wellbeing may not be substituted for a fitness course.)
CPTR103	Introduction to Microcomputer Basic Applications	2	Minimum grade of "C" (2.00) within five years of admission to FHCHS (Also a cognate requirement)
Total Prerequisite Requirements		36-42	

The policies for transfer of credit apply to prerequisite requirements. See the Transfer of Credit Policy for specific time limits.

Upper Level Coursework

ASN students requesting to take BSN courses during the third, fourth, or fifth trimesters of the ASN program must submit a "Petition for Academic Exemption" Form to the Department Chair and have a Nursing GPA of at least 3.00.

A.S. Nursing students are not permitted to take the B.S. religion course (RELT 368 World Religions for Healthcare Professions) during the A.S. Nursing portion of the program until they have completed six (6) lower division religion credits. If this course is taken for credit towards the A.S. Nursing portion of the program, students will not be able to meet the requirements of the B.S. Nursing degree. A.S. Students may, however, take other B.S. general education courses to meet the credit requirements for a full course load, and these will be applied towards the B.S. degree.

Progression

Students may progress in the Associate of Science Degree Nursing Program when they attain the following requirements:

1. Earn a minimum grade of “C” (2.00) in each of the following cognate courses: Anatomy and Physiology I and II, Principles of Microbiology, Developmental Psychology, Introduction to Sociology, Microcomputers, and Nutrition, and maintain a minimum cumulative cognate GPA of 2.50. Re-evaluation of the cognate GPA occurs prior to progressing to the 200-level nursing courses.
2. Earn a minimum grade of “C” in each nursing course and maintain a minimum cumulative GPA of 2.50 in nursing courses. The nursing GPA will be calculated at the completion of 100- and 200-level nursing courses, and at the end of the nursing program to ensure eligibility for progression and graduation.
3. After entering the nursing program, a student may repeat only two nursing courses for any reason. Each nursing course may be repeated only one time. Nursing courses may be repeated for failure to achieve a minimum grade of “C”, or withdrawal from a course, or failure to maintain a minimum GPA of 2.50 in nursing courses. A student may use any one of the options only once during the nursing program. **A student who does not complete a course or who does not progress with cohorts cannot be assured of placement in the choice of a subsequent course.**
4. Achieve a passing grade (78 and above) in Adult Health IV (NRS301) by the end of midterm to progress into Nursing Practicum (NRS302).
5. Fulfill any remedial contracts (see the *Department of Nursing Associate Degree Student Handbook Supplement*).
6. Present annual verification of tuberculosis screening. If the test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for additional information.
7. Present updated immunizations including hepatitis B.
8. Verify current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.
9. Provide evidence of health insurance.

Readmission

A student who has used all of the options stated in number **three (3)** of the progression policy is not eligible for readmission to the Associate Degree Nursing Program.

Readmission is not automatic and is contingent on available clinical/class space. Students will be readmitted under current program policies.

Students who are eligible will be considered for readmission to the program when they complete the following:

1. Submit a Readmission Form to the Department of Nursing no later than six weeks prior to the beginning of the trimester in which they wish to enroll.
2. Have a cumulative GPA of 2.50.
3. Present annual verification of tuberculosis screening. If the test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for additional

information. Verify current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association, including infant, child, and adult CPR.

4. Meet specified requirements as set forth by the Department of Nursing regarding the individual student.
5. Successfully demonstrate validation of nursing skills (see Fee Schedule in the Financial Information section for Nursing Competency Validation exam fees).

If a lapse of time greater than two years occurs in a student's program of study, prior nursing credits will not automatically be accepted. The student may petition to validate nursing knowledge and skills and have prior nursing credits accepted through written examinations and clinical performance evaluations.

Completion

Florida Hospital College of Health Sciences will consider students for graduation and conferral of an Associate of Science degree in Nursing when they have met the general College requirements for graduation (see Graduation in the Academic Information section) and accomplish the following:

1. Complete a minimum of 72 trimester hours of credit of which a minimum of 50 trimester hours of credit are completed in residence at FHCHS.
2. Complete the prescribed course of study for the degree (see the Curriculum section below) with a minimum nursing GPA of 2.50 and a minimum cognate GPA of 2.50.
3. Achieve a minimum grade of "C" (2.00) in each nursing and cognate course.
4. Complete the Exit Health Education Systems, Inc (HESI) examination requirements during the final course of study in the nursing program (see the *Department of Nursing Associate Degree Student Handbook Supplement*).
5. Complete a remediation contract - if applicable (see the *Department of Nursing Associate Degree Student Handbook Supplement*).
6. Complete the degree requirements within a period of four years (see Time Limits in the Academic Information section).
7. Complete the service-learning requirement. Please refer to your program handbook for more information.

Curriculum

The Associate of Science Degree Program requires students to complete specific **cognate and general education requirements** as well as the following designated **nursing requirements** to be considered for graduation and conferral of an Associate of Science degree in Nursing. An applicant's admission GPA is calculated by using the cognate courses listed in the first table, and a second GPA is calculated using all of the prerequisite courses listed in the second table.

A.S. Nursing students planning to continue into the B.S. Nursing Program are not permitted to take the B.S. *RELT368* World Religions for the Healthcare Professions course during the A.S. Nursing portion of the program. If this course is taken for credit towards the A.S. Nursing portion of the program, students will not be able to meet the requirements of the B.S. Nursing degree. A.S. students may, however, take B.S. general education courses to meet the credit requirements for a full course load, and these will be applied towards the B.S. degree.

Associate Degree Nursing Cognate Requirements

Course Number	Course Name	Credit Hours
MATH 103	Survey of Mathematics	3
CHEM 111	Survey of Inorganic Chemistry	3
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
BIOL 101, 101L	Anatomy & Physiology I with Lab	4
BIOL 102, 102L	Anatomy & Physiology II with Lab	4
BIOL 225, 225L	Principles of Microbiology with Lab	4
NUTR 122	Nutrition	3
PSYC 128	Developmental Psychology	3
SOCI 125	Introduction to Sociology	3
CPTR 103	Introduction to Microcomputer Basic Applications	2
HPER 123	Fitness	1
RELP 103	Philosophy of Healthcare	3
REL ____	Religion	3
Total Associate Degree Nursing Prerequisite Requirements		42

Associate Degree Nursing Prerequisite Requirements

Course Number	Course Name	Credit Hours
BIOL 101, 101L	Anatomy and Physiology I with Lab	4
BIOL 102, 102L	Anatomy and Physiology II with Lab	4
PSYC 128	Developmental Psychology	3
BIOL 225, 225L	Principles of Microbiology with Lab	4
NUTR 122	Nutrition	3
SOCI 125	Introduction to Sociology	3
CPTR 103	Introduction to Microcomputer Basic Applications	2
Total Associate Degree Cognate Requirements		23

Associate Degree Nursing Requirements

Course Number	Course Name	Credit Hours
NRSNG 110	Introduction to Nursing	2
NRSNG 111	Foundations of Nursing	4
NRSNG 112	Techniques of Clinical Nursing CRNRS	1
NRSNG 120	Adult Health Nursing I	4
NRSNG 121	Mental Health Nursing	3
NRSNG 230	Adult Health Nursing II	4
NRSNG 231	Nursing of the Childbearing Family	3
NRSNG 240	Adult Health Nursing III	4
NRSNG 241	Nursing of the Child and Family	3
NRSNG 301 ¹	Adult Health Nursing IV	5
NRSNG 302 ¹	Practicum	3
Total Associate degree in Nursing requirements		36
Total credits required to meet graduation requirements		72

¹ Credit for eight hours of nursing applies toward the Baccalaureate degree completion requirements.

Suggested Program

Students should contact the Department of Nursing for advising and assistance in planning a program of study. Individual programs of study will vary, based upon each student's course needs.

Bachelor of Science Degree in Nursing

Four Year BSN Option

Admission

1. Submit the BS Nursing - 4-Year Option Application once admitted to the College. The application can be accessed at <http://my.fhchs.edu>.
2. A minimum 3.00 GPA in general education and cognate courses is required for admission into nursing courses.
3. May only repeat 2 cognates, one time each, to be eligible for admission into nursing courses, including transfer credits. Must have a grade of C or better for required courses.
4. Achieve TEAS scores equivalent to national average for BSN level programs (reading = 69%; math = 68%, English 62.9%; science = 51.9%, and composite 63%).
5. Submit three references (external students), one of which must come from approved College personnel. Transfer students must have a reference from full-time faculty from previous college.
6. One-to-two-page typed essay (reason for becoming a nurse and for selecting a faith-based institution).
7. Include volunteer or healthcare service.
8. Attend a mandatory pre-nursing session.
9. Must complete the *Introduction to Nursing* course.

Curriculum

Baccalaureate Prerequisite and Cognate Requirements

Course Number	Course Name	Credit Hours
BIOL 101, 101L	Anatomy & Physiology I with Lab	4
BIOL 102, 102L	Anatomy & Physiology II with Lab	4
BIOL 225, 225L	Principles of Microbiology with Lab	4
CHEM 111	Survey of Inorganic Chemistry	3
CHEM 112	Survey of Organic & Biochemistry	3
CPTR 105	Introduction to Microcomputers	3
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
MATH 103	Survey of Mathematics	3
NUTR 122	Nutrition	3
PSYC128	Developmental Psychology	3
REL__	Religion Elective	3
RELP 103	Philosophy of Healthcare	3
SOCI 125	Introduction to Sociology	3
Total		45

Baccalaureate General Education Requirements

Course Number	Course Name	Credit Hours
HIST174 or 175	World Civilization I or II	3
HMNT__	Humanities Elective	3
HPER125	Health and Wellbeing	2
REL__	Upper Level Religion Elective 300+	3
RELT368	World Religion for the Healthcare Professions	3
SOCI349	Aging in Society	3
STAT205	Introduction to Applied Statistics	3
Total		20

Baccalaureate Nursing Requirements

Course Number	Course Name	Credit Hours
NURS115	Introduction to Professional Nursing	2
NURS220	Foundations of Nursing	4
NURS225	Introduction to Health Assessment	4
NURS230	Health Promotion & Wellness	4
NURS240	Mental Health Nursing	3
NURS255	Principles of Pathophysiology	4
NURS265	Pharmacology	3
NURS310	Adult Health Nursing I	4
NURS320	Adult Health Nursing II	4
NURS330	Nursing of the Childbearing Family	4
NURS340	Nursing of the Child and Family	3
NURS375	Nursing Informatics	3
NURS410	Adult Health Nursing III	4
NURS420	Community Health Nursing	5
NURS425	Introduction to Nursing Research	3
NURS430	Leadership and Management	3
NURS445	Professional Issues in Nursing	3
NURS460	Nursing Practicum	3
Total		63

First Year Plan of Study – Mandatory First Year Sequence

Fall 2011 – *Trimester 1*

Course Number	Course Name	Credit Hours
CHEM 111	Survey of Inorganic Chemistry	3
BIOL 101, 101L	Anatomy & Physiology I with Lab	4
ENGL 101	English Composition I	3
CPTR 105	Introduction to Microcomputers	3
MATH 103	Survey of Mathematics	3
Total		16

Spring 2012 – Trimester 2

Course Number	Course Name	Credit Hours
CHEM 112	Survey of Organic & Biochemistry	3
BIOL 102, 102L	Anatomy & Physiology II with Lab	4
ENGL 102	English Composition II	3
RELP 103	Philosophy of Healthcare	3
NUTR 122	Nutrition	3
Total		16

Summer 2012 – Trimester 3

Course Number	Course Name	Credit Hours
NURS 115	Introduction to Professional Nursing	2
BIOL 225, 225L	Principles of Microbiology with Lab	4
PSYC 128	Developmental Psychology	3
SOCI 125	Introduction to Sociology	3
REL__ Elective	Religion Course	3
Total		15

RN to BS Completion Option

Admission

RN - BSN Completion Program

Applicants are considered for admission when they meet the following admission requirements:

1. Submit an application online and \$20 application fee.
 - a. Paperwork received without an application on file will not be processed. Admission files will not be considered complete until the application fee is paid.
2. Submit official transcripts from all colleges previously attended. Failure to disclose all colleges previously attended could result in denial or dismissal.
3. A minimum cumulative GPA of 2.50 on at least 12 college-level credits.
 - a. Diploma graduates who do not have college credit for Phase I courses must complete each required course with a minimum grade of “C” (2.00) and earn a cumulative GPA of 2.50 before being considered for admission to the Baccalaureate degree program (see Diploma Graduates in the Nursing section for more information).
 - b. Associate degree graduates who have not completed the prerequisite courses must complete each course with a minimum grade of “C” (2.00) and earn a cumulative GPA of 2.50 before transitioning into the Baccalaureate degree program (see Pre-BSN section).
 - c. A current license to practice as a registered nurse in his or her state of residence or practice. If the student is a new or international graduate, the applicant must be eligible to sit for the NCLEX-RN.
4. Submit official transcripts for all College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), and/or Dantes (DSST) coursework only if the applicant would like them to be considered for transfer of credit.

5. Submit two recommendations on FHCHS recommendation forms. All applicants must submit a recommendation from an employer/supervisor if employed within the last five years. Applicants who graduated within the last five years must submit a recommendation from their basic nursing program faculty.
6. Present verification of tuberculosis screening. If test is positive, refer to the Communicable Disease policy in the Student Handbook for additional information.
7. Present updated immunizations, including hepatitis B.
8. Present certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association, including infant, child, and adult CPR.

It is recommended that applicants who lack recent work experience in nursing (five years or more) take an RN refresher course prior to enrolling in clinical nursing courses.

Pre-BSN for the RN to BSN Completion Program: Pre-BSN status is given to those applicants who have an active RN License and have graduated with an Associate of Science degree from a regionally-accredited institution, but have not completed the prerequisite courses for the BSN program (see Prerequisite courses in the Curriculum section). Students will begin Baccalaureate Degree coursework once all requirements have been successfully met.

¹Admission GPAs will be calculated, based on credits and grades from regionally-accredited institutions only.

Bridge Requirements for the RN to BSN Completion Program

Bridge Status would be granted to those applicants who have an Active RN License and have graduated from a Nursing diploma program, but who do not have an Associate of Science degree from a regionally-accredited institution. Students admitted to the Bridge Program will be granted 36 college credits by validation for having successfully passed the NCLEX exam and holding an active RN license.

There are two phases to the Bridge Program. Phase I involves the successful completion of 39 credit hours of lower division credit as outlined below. Students accepted to the Bridge program are granted regular admission status, and must complete all of the Phase I requirements before starting Phase II. During Phase II, students will begin the Baccalaureate Degree coursework. It is recognized that Bridge students may transfer some credits from regionally-accredited institutions. Combined with the 36 hours of credit by validation, the Bridge student will have a total of 75 lower division credits at the completion of Phase I. The following courses are required and must be completed with a minimum grade of "C" and a cumulative GPA of 2.50:

Phase I Curriculum

Cognate Requirements

Course Code	Course Title	Credits
DBIO 101	Anatomy and Physiology I	4
DBIO 102	Anatomy and Physiology II	4
DBIO 225	Principles of Microbiology	4
DPSY 128	Developmental Psychology	3

Course Code	Course Title	Credits
DNUT 122	Nutrition	3
DSOC 125	Introduction to Sociology	3
DCPT 105	Introduction to Microcomputers	3
Total credit hours		24

General Education Requirements

Course Code	Course Title	Credits
DELE100	Phase I Elective	3
DENG101	English Composition I	3
DENG102	English Composition II	3
DCHE111	Survey of Inorganic Chemistry	3
DMAT 103	Survey of Mathematics	3
Total credit hours		15

Credit for Prior Course Work

Baccalaureate Degree Nursing Coursework

Transfer of Baccalaureate degree nursing coursework is subject to approval from the Department Chair and Academic Administration. All courses must satisfy the math and science transfer policies of FHCHS. The BSN core coursework includes service learning hours and must be completed at FHCHS to meet the service learning requirements.

Associate Degree Nursing Coursework

Graduates of regionally-accredited Associate degree programs may have a maximum of 36 trimester-hours of nursing credit transferred as Associate degree credit and applied toward the Baccalaureate degree.

Students admitted to the RN to BSN, Pre-BSN, and Bridge Program will be granted 36 college credits by validation for having successfully passed the NCLEX exam and holding an active RN license. These credits will be transferred as Associate degree credits and applied toward the Baccalaureate degree (see the College-level Credit by Examination).

Graduates of international nursing programs will be evaluated on an individual basis. International transcripts must be accompanied by official copies of translations and a course-by-course evaluation. Foreign transcripts must be evaluated (course-by-course evaluation) and/or translated by an evaluation organization approved by Enrollment Services. Information regarding the approved organizations may be obtained from the Office of Enrollment Services.

General Education and Cognate Courses

Once enrolled in the Baccalaureate degree program, students must seek prior approval from the Department Chair and the Office of Academic Administration (see the Transient Policy) before taking any general education or cognate course at another regionally-accredited institution. Failure to have prior approval may result in earned credit not being accepted for transfer to FHCHS.

Associate Degree Graduates

Graduates of regionally-accredited Associate degree programs will be considered to have met the Associate degree general education and cognate requirements. Twenty-seven lower division credits will be transferred in from the AS degree into the RN to BSN Completion Program to ensure that students graduate with 127 credits. If 27 college-level credits cannot be found, additional elective courses will be required to make up the missing credits.

If the following courses or the equivalent were not included in the Associate degree, they must be completed prior to admission to the Baccalaureate degree program (see Pre-BSN section): a general computer course *DCPT105*, English Composition I *DENG101*, English Composition II *DENG102*, or Survey of Inorganic Chemistry *DCHE111*.

Diploma Graduates

For more information, please see the Bridge Requirements for the RN to BSN Completion Program section.

Community Clinicals

Students are responsible for investigating and meeting the clinical agency requirements to complete Service Learning and/or course projects in the community.

Progression

Students may progress in the Baccalaureate degree program when they:

1. Maintain current licensure to practice as a registered nurse in their state of residence or practice. New or international graduates must be eligible to sit for the NCLEX-RN.
2. Earn a minimum grade of “C” (2.00) in each Baccalaureate degree program course and maintain a minimum Baccalaureate degree Nursing program GPA of 2.50. Evaluation of the nursing GPA occurs when 20 Baccalaureate degree Nursing program credits have been completed.
3. Earn a minimum grade of “C” (2.00) in each cognate and general education course.
4. Successfully repeat all courses in which the minimum grade of “C” (2.00) was not achieved. No more than two courses may be repeated, only one of which may be a nursing course. Courses may be repeated in the following combinations: one nursing course and one cognate course, one nursing course and one general education course, two cognate courses, or two general education courses.

Readmission

Students who have been accepted to the College and choose not to enroll for the specific trimester for which they were admitted have one year from the date of acceptance before all new documents will be required. Additionally, students attending FHCHS with an enrollment interruption of less than three trimesters are also required to submit an *FHCHS Program Change and Reactivation Form*, any updated transcript(s) for additional college work completed during the enrollment interruption, and an updated copy of licensure or professional registration. Students may submit this information in the third trimester of their enrollment interruption as long as all documentation is received by the admission deadline for the following trimester. Students

providing this documentation during the third trimester but after the admission deadline will be required to reapply and should contact the Office of Enrollment Services. Students who were dismissed from the program will need to contact the Department of Nursing before reapplying.

Completion

Florida Hospital College of Health Sciences will consider students for graduation and conferral of a Bachelor of Science degree in Nursing when they have met the general requirements for graduation (see Graduation in Academic Information section) and when they:

1. Complete a minimum of 127 trimester hours of credit.¹
2. Complete the prescribed course of study for the degree with a minimum nursing GPA of 2.50 and a minimum cumulative GPA of 2.50 (see Curriculum in the Bachelor of Science degree in Nursing section).
3. Achieve a minimum grade of “C” (2.00) in each nursing, cognate, and general education course.
4. Successfully complete a minimum of 36 college-level credits at FHCHS to satisfy the FHCHS Residency Policy.
5. Complete the service-learning requirement. Please refer to your program handbook for more information.

¹This includes a maximum of 72 Associate degree nursing and general education credits.

Curriculum

The Bachelor of Science degree in Nursing program requires students to complete specific **cognate and general education requirements** to be considered for graduation and conferral of a Bachelor of Science degree in Nursing. Graduates of regionally-accredited Associate degree nursing programs will be considered to have met the Associate degree general education and cognate requirements. If Survey of Inorganic Chemistry DCHE111, English Composition I DENG 101, English Composition II DENG102, or a computer course were not part of the Associate degree, they must be completed prior to matriculation in the Bachelor of Science degree. Graduates of diploma or international programs will be evaluated individually.

Introduction to Microcomputers DCPT105 is required for all incoming bachelor's completion nursing students as a prerequisite to DNRS 326. For students who completed an equivalent course, the five-year time limit will apply with regards to transfer of credit (please refer to the Transfer of Credit policy for math, science, and computer courses).

Baccalaureate Degree Prerequisite Requirements

Course Number	Course Name	Credit Hours
DCHE111	Survey of Inorganic Chemistry	3
DCPT105	Introduction to Microcomputers	3
DENG101	English Composition I	3
DENG102	English Composition II	3
Baccalaureate Degree Prerequisite Requirements		12

Baccalaureate Degree Cognate Requirements

Course Number	Course Name	Credit Hours
PSYC124	General Psychology	3
DSOC349	Aging and Society	3
Baccalaureate Degree Cognate Requirements		6

Baccalaureate Degree General Education Requirements

Course Number	Course Name	Credit Hours
DMAT205	Introduction to Applied Statistics	3
DREL368 ¹ (Required)	World Religions for the Health Professions	3
DREL379 ¹ /DREL305 or Any upper-level religion course	Lessons on Living/Ethics for Nursing and Allied Health or an Upper-level Religion Elective	3
DHIS174 or 175	World Civilization I or II	3
DHMN325/DHMN100 Humanities Elective ²	Healing Words	3
DHPE125	Health and Wellbeing	2
Baccalaureate Degree General Education Requirements		17

¹ A.S. Nursing students planning to continue into the B.S. Nursing Program should wait to take these Religion courses during the B.S. Nursing portion of the program. Six credits of upper-level Religion are required and these are the only courses of this type offered online. If these courses are taken during the A.S. Nursing portion of the program, they may not be used again in the B.S. Nursing degree.

² DHMN 325 Healing Words or any college-level humanities course will meet the humanities requirement for the Baccalaureate Degree General Education Requirements

Baccalaureate Degree General Education Requirements

Course Number	Course Name	Credit Hours
DNRS326	Concepts of Professional Nursing	3
DNRS327	Health Promotion and Assessment	4
DNRS328	Pathophysiology	4
DNRS329	Pharmacology	3
DNRS446	Community Health Nursing	3
DNRS447	Population-Focused Health Promotion	3
DNRS485	Leadership and Management in Nursing	3
DNRS497	Nursing Research Methods	3
DNRS499	Seminar in Nursing	3
Baccalaureate degree in Nursing requirements		29

Required Graduation Credits

NCLEX Credit by Validation	36
BSN Prerequisites + ASN general education requirements or Phase I coursework	39
B.S. Cognate and General Education Requirements	23
Baccalaureate degree Nursing requirements	29
Total Credits	127

Suggested Program

Students should contact the Department of Nursing for advising and assistance in planning a program of study. Individual programs of study will vary, based on each student's needs and extracurricular responsibilities.

Nursing Courses

Many nursing courses include theory and clinical components. Total clock-hours of theory time are based on 55 minutes of classroom instruction per credit hour per 14 weeks (one trimester). Total clock-hours of clinical time are based on three (3) hours of clinical instruction per credit hour per 14 weeks (one trimester). Total clock-hours of lab time are based on two (2) hours of instruction per credit hour per 14 weeks (one trimester). Theory, clinical, and lab components of each nursing course must be satisfactorily completed in order for course credit to be granted. Online nursing courses are designated by the DNRS course letters.

Department of Occupational Therapy

Department Chair: Tia Hughes, MBA, OTR/L

Occupational Therapy Assistant Program Director: Kelly Snyder, MBA, MOT, OTR/L

Faculty: Vicki Case, OTR/L

Faculty: Erin Merritt, BSHSA, COTA/L

Adjunct Faculty: Jan Wooten, OTR/L

Mission Statement

The Occupational Therapy Assistant (OTA) Program provides an environment where students can pursue technical expertise in the field of occupational therapy while developing their own spiritual, intellectual, social, and physical development.

The program and faculty are committed to excellence in educating competent occupational therapy assistants who have an understanding of the beliefs, values, and principles of the Christian tradition. While providing an understanding of the science of occupational therapy, it is the program's goal to incorporate the College's vision of an environment that supports nurturing, excellence, spirituality, and stewardship into the curriculum.

Licensure and Accreditation

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, (301) 652-AOTA. Graduates of this program will be eligible to sit for the national certification examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. The State of Florida requires licensure to practice as an occupational therapy assistant.

Associate of Science in Occupational Therapy Assistant

Program Description

The Occupational Therapy Assistant Program provides the student with a comprehensive learning experience that will enable him or her to acquire the competencies required of an Occupational Therapy Assistant. The student is exposed to a variety of clinical experiences in occupational therapy practice at many local facilities, including those at Florida Hospital. The program can be completed in two calendar years and leads to an Associate of Science degree.

Policies

The *Occupational Therapy Assistant Student Handbook Supplement* contains the program policies. By accepting enrollment as an occupational therapy assistant student, each applicant agrees to abide by the policies as outlined in the *Supplement*.

All students must present:

- Yearly verification of tuberculosis screening. If the test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for additional information.
- Updated immunization records including hepatitis B, MMR and Tetanus-Diphtheria.
- Verification of varicella vaccination or show immunity (titer).
- Evidence of physical examination within three months prior to beginning the program.
- Verification of current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.
- Evidence of a successfully completed FIT test prior to the professional program deadline.

A background check is required for admission to the Occupational Therapy Assistant Program. The National Board for Certification in Occupational Therapy (NBCOT) and various state licensing agencies require disclosure of all felony convictions. The results of this background check may impact eligibility for certification and licensure. Eligibility should be determined in advance of beginning an educational program. Felony convictions must be resolved by the NBCOT's Qualifications Review Committee. Mental health intervention may also affect the individual's ability to obtain state licensure. For further information, see the *Occupational Therapy Assistant Student Handbook Supplement*.

Mental and Physical Requirements for Applicants

Applicants seeking admission to the Occupational Therapy Assistant Program must be able, with or without reasonable accommodation, to:

- Visually observe and assess a patient, discriminate color and depth, read and accurately complete reports, and visualize diagnostic/monitoring equipment in dimmed light.
- Auditorily monitor and assess patient health needs, monitor various equipment and background sounds, and communicate by telephone.
- Verbally communicate in a clear and concise manner.
- Communicate sufficiently to interact with others in appropriate professional verbal and written form.
- Read and interpret relevant medical data from patient charts, reports, and orders.
- Safely lift and transfer patients to accomplish bed/chair/stretchers transfer with assistance or assistive devices.
- Safely push a gurney or wheelchair.

- Stand or sit for an extended period of time.
- Demonstrate sufficient manual dexterity necessary to perform activities specific to this program.
- Possess sufficient critical thinking skills to think clearly and act professionally, safely, and accurately in stressful situations.
- Professionally interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

In addition to the above listed criteria, the following requirements are specific to the OTA Program, though examples may not be all-inclusive:

- Possess manual dexterity sufficient to fabricate and modify splints and adaptive equipment, perform range-of-motion exercises/activities, position another person, and perform components of sensory, motor, and Activities of Daily Living (ADL) evaluations.
- Possess the ability to lift 15 pounds independently and place objects of this weight at various levels including floor level and overhead.
- Possess the ability to work in clinical environments which involve exposure to persons with physical and mental disabilities, such as pain, grief, death, stress, communicable diseases, blood and body fluids, and toxic substances.

Admission

The Occupational Therapy Assistant Admissions Committee makes the final decision regarding an applicant's acceptance to the Occupational Therapy Assistant Program. A successful applicant for admission to the Occupational Therapy Assistant Program must meet the general requirements for admission to FHCHS and will be evaluated, based on the following criteria:

1. Submit the Occupational Therapy Assistant Program Application once admitted to the College. The application can be accessed at <http://my.fhchs.edu>.
2. Have a minimum high school unweighted GPA of 2.50 (on a 4.00 scale)¹ or achieve a minimum Admission GPA of 2.50 in at least 12 credits of previous college work.
3. Have a minimum ACT standard composite score of 19 or a combined² SAT score of 910. Applicants with 24 or more credits from a regionally accredited college are exempt from taking the ACT or SAT.
4. A student may repeat only two cognate courses one time each due to failure of the course (below a grade of "C") to remain eligible to enroll in the OTA program. This includes any courses taken at other institutions. Courses retaken with passing grades in each attempt will not be counted against the applicant. Failed courses that fall outside of the Transfer of Credit time limits will be counted against the applicant; however, the applicant is eligible to explain the reason for the repeated courses in an appeal process.
5. Submit two recommendations on FHCHS recommendation forms. Students who have completed at least 12 credits at FHCHS must submit an additional recommendation from any FHCHS faculty member, adjunct professor, tutoring coordinator, chaplain, or academic coach/advisor.
6. Write an essay explaining his or her interest in becoming an occupational therapy assistant and the reason for selecting a faith-based institution. The essay must

be proctored and hand-written. It must include correct spelling and grammar, be completed in two hours, and be one to two pages in length. For proctoring instructions, call the Center for Academic Achievement at 407-303-7747 x110-6413. Topics for the essay will be related to the field of occupational therapy, the student's aptitude toward the field, and what it means to attend a faith-based college. Questions to answer will be chosen at random by the essay proctor. Essays will be reviewed, based on content, spelling, grammar, and organization.

7. Although volunteer or observation hours in an occupational therapy clinic are not mandatory prior to admission, prospective students are strongly encouraged to spend as much time as possible observing, volunteering, or working in multiple occupational therapy settings in order to gain knowledge of the profession. Applicants with this experience have shown enhanced performance in writing their essay.

Admission into all professional programs is competitive. Each program has a maximum number of students that can be admitted each year. Students meeting the admission requirements for a given program qualify to be considered for admission to that program. However, due to the competitive nature of each program's admission process, meeting minimum admission requirements does not guarantee acceptance. Students may be given preferential consideration for admission to degree and certificate programs when they have successfully completed 12 college-level hours at FHCHS.

¹ Applicants who do not meet the high school GPA requirement must complete a minimum of 12 trimester hours of credit in required non-OTA courses, including English and math, and achieve a cumulative GPA of at least 2.50 (on a 4.00 scale).

² SAT combined score of Critical Reading and Mathematics.

Progression

Students may progress in the program when they:

1. Earn a minimum grade of "C" (2.00) in each OTA course.
2. Earn a minimum grade of "C" (2.00) in each of the following cognate courses: Anatomy & Physiology I and II, General Psychology, Developmental Psychology, English Composition I and II, Concepts of Pathophysiology, Medical Terminology, and Introduction to Microcomputer Basic Applications.
3. Successfully repeat courses in which a minimum grade of "C" (2.00) was not achieved. No more than two courses may be repeated, and only one of these may be an OTA course.
4. Present annual verification of tuberculosis screening. If test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for additional information. Have updated immunizations including hepatitis B. Verify current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.

Any student who has less than a 2.00 GPA following the first year of the Occupational Therapy Assistant Program will be given one additional trimester to make improvements. After that time they will be subject to dismissal from the OTA Program.

Students who do not progress with their class cannot be assured of placement in their choice of subsequent classes. Readmission is, in part, subject to available space. Students will be readmitted under current program policies.

Readmission

Students are considered for readmission to the Occupational Therapy Assistant Program when they meet admission requirements and:

1. Submit a Reapplication Form to the Occupational Therapy Assistant Department Chair no later than May 1 for re-entry in the Fall trimester; October 1 for re-entry in the Spring trimester; and March 1 for re-entry in the Summer trimester.
2. Have a cumulative GPA of 2.50.
3. Present annual verification of tuberculosis screening. If test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for additional information. Have updated immunizations, including hepatitis B, a current physical, and proof of health insurance. Verify current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.
4. Meet specified requirements as outlined by the Occupational Therapy Assistant Program regarding the individual student.
5. Repeat no more than two required courses. No more than one may be an OTA course.
6. Readmission is subject to available classroom and clinical space.

If a lapse of time greater than two years occurs in a student's program of study, prior OTA credits will not be accepted unless the student can validate OTA knowledge through written examination and clinical performance.

Completion

Florida Hospital College of Health Sciences will consider students for graduation and conferral of an Associate of Science degree in the Occupational Therapy Assistant Program when they have met the general College requirements for graduation and accomplish the following:

1. Complete the prescribed course of study for the OTA Program.
2. Achieve a minimum overall GPA of 2.00. (Students must achieve a minimum grade of "C" (2.00) in all cognate and OTA courses.)
3. Complete a minimum of 50 hours of credit in residence at FHCHS.
4. Complete the service-learning requirement. Please refer to your program handbook for more information.

Fieldwork Information

Level I and II Fieldwork: Students are exposed to a variety of clients across the human life span and to a variety of practice settings (minimum of six). These experiences are designed to promote clinical reasoning, demonstrate the values and beliefs that guide ethical practice, and develop professionalism and competence. Most fieldwork sites are located within a 60-mile radius of the FHCHS campus.

Level II Fieldwork: (OCTH 231 and OCTH 232) must be completed within 18 months following completion of academic preparation. Completion of degree requirements shall not exceed four years (see Time Limits in the Academic Information section).

Students who withdraw or drop a Level II Fieldwork course (OCTH 231 or OCTH 232) must re-apply to the OTA program in order to be considered for readmission.

Reliable Transportation: Students are responsible for their own transportation to fieldwork and field trip sites.

Curriculum

Transfer credit must be taken within certain time limits (see the Transfer of Credit policy, in the *Academic Bulletin* for specific time limit policies).

Students must complete the following requirements to be considered for graduation:

OTA Cognate Requirements

Course Code	Course Name	Credit Hours
BIOL 101	Anatomy and Physiology I	3
BIOL 101L	Anatomy and Physiology I lab	1
BIOL 102	Anatomy and Physiology II	3
BIOL 102L	Anatomy and Physiology II lab	1
BIOL 125	Concepts of Pathophysiology	3
PSYC 124	General Psychology	3
PSYC 128	Developmental Psychology	3
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
ENGL 144	Medical Terminology	2
CPTR 103	Introduction to Microcomputer Basic Applications ¹	2
Total OTA Cognate Requirements		27

¹Students who can validate competency with word processing and use of the Internet by achieving a passing score on a challenge exam may be exempt from this course.

OTA General Education Requirements

Course Number	Course Name	Credit Hours
RELP 142	Issues in Grieving and Loss	2
RELE 205	Introduction to Christian Ethics	2
HPER ____	Fitness	1
MATH 103, 105, or 120	Survey of Math, Intermediate Algebra, or College Algebra	3
RELP102	Philosophy of Healthcare	2
Total OTA General Education Requirements		10

OTA Major Requirements

Course Number	Course Name	Credit Hours
OCTH 111	Introduction to Occupational Therapy	3
OCTH 112	Applied Anatomy and Kinesiology	3
OCTH 121	Psychosocial Issues in OT	4
OCTH 122	Psychosocial OT Practicum	1
OCTH 131	Therapeutic Media and Technology	2

Course Number	Course Name	Credit Hours
OCTH 211	OT in Geriatrics	4
OCTH 212	Geriatric OT Practicum	1
OCTH 213	OT in Physical Dysfunction	4
OCTH 214	Physical Dysfunction Practicum	1
OCTH 221	OT in Pediatrics	4
OCTH 222	Pediatric OT Practicum	1
OCTH 223	Professional Issues in OT	3
OCTH 231	Supervised Clinical Practice I	4
OCTH 232	Supervised Clinical Practice II	4
OCTH 233	Seminar for Clinical Practice	1
Total OTA Major Requirements		40

Suggested Program

Students who successfully follow the sequence below and complete community service/service learning requirements will have met all requirements for graduation from the OTA Program. Individual programs of study may vary. Students should contact the OTA Program for advisement and assistance in planning a program of study.

Suggested Program - First Year

Course Code	Course	Fall	Spring	Summer
BIOL 101, BIOL 101L	Anatomy and Physiology I Anatomy and Physiology I lab	4		
ENGL 101	English Composition I	3		
RELP 102	Philosophy of Healthcare	2		
OCTH 111	Introduction to Occupational Therapy	3		
CPTR 103	Introduction to Microcomputer Basic Applications ¹	2		
PSYC 124	General Psychology		3	
OCTH 112	Applied Anatomy and Kinesiology		3	
BIOL 102, BIOL 102L	Anatomy and Physiology II Anatomy and Physiology II lab		4	
ENGL 102	English Composition II		3	
ENGL 144	Medical Terminology		2	
OCTH 121	Psychosocial Issues in OT			4
OCTH 122	Psychosocial OT Practicum			1
OCTH 131	Therapeutic Media and Technology			2
BIOL 125	Concepts of Pathophysiology			3
PSCY 128	Developmental Psychology			3
Trimester Total		14	15	13

¹ Students who can validate competency with word processing and use of the Internet by achieving a passing score on a challenge exam may be exempt from this course.

Suggested Program - Second Year

Course Code	Course	Fall	Spring	Summer
OCTH 211	OT in Geriatrics	4		
OCTH 212	Geriatric OT Practicum	1		
OCTH 213	OT in Physical Dysfunction	4		
OCTH 214	Physical Dysfunction Practicum	1		
RELP 142	Issues in Grieving and Loss	2		
OCTH 221	OT in Pediatrics		4	
OCTH 222	Pediatric OT Practicum		1	
OCTH 223	Professional Issues in OT		3	
HPER 123	Fitness		1	
RELE 205	Introduction to Christian Ethics		2	
MATH 103, 105, or 120	Survey of Math, Intermediate Algebra, or College Algebra		3	
OCTH 231	Supervised Clinical Practice I ¹			4
OCTH 232	Supervised Clinical Practice II ¹			4
OCTH 233	Seminar for Clinical Practice			1
Trimester Total		12	14	9

¹This Level II Fieldwork must be completed within 18 months following completion of academic preparation.

OTA Courses

Many OTA courses include lecture and lab components. Total clock hours of lecture time are based on 55 minutes of classroom instruction per credit hour per 14 weeks (one trimester). Total clock hours of lab time are based on two to three hours of lab instruction per credit hour per 14 weeks. Practicum courses are based on four to five hours of clinical instruction/experience per credit hour per 14 weeks. Supervised Clinical Practice courses are based on 80 hours of clinical instruction/experience per credit hour per eight weeks. Lecture/lab courses and the corresponding practicum courses must both be satisfactorily completed in order to progress in the Occupational Therapy Assistant Program.

Department of Radiologic Sciences

Department Chair/Program Director: Genese Gibson

A.S. Program Coordinator: Deena Slockett

A.S. Clinical Coordinator: Jerry Donohoe

Faculty: Leanna Neubrandner, Debbie Mendez-Soto, Lorrie Teeter

Adjunct Faculty: John Bryant, Heather Buchanan, Juan Chavarro-Villa, Scott Cierebiej, Jolene Dennison, Whitney Fau, Sherri Focarino, Rebecca Hayes, Vickie Hough, Lois Krepcho, Jennifer Lowther, Chuck Mitchell, Lori Robage, Leticia Rojas, Brandon Stephens, DeeAnna Todd, Sam Velez, Robin Wirt.

Mission Statement

Consistent with the mission of the College, the Radiography Program at Florida Hospital College of Health Sciences provides a Christian educational environment that prepares students to become skilled imaging professionals who possess technical expertise and personal characteristics for successful employment.

Licensure and Accreditation

Graduates will be eligible to apply for the National Certification Examination administered by the American Registry of Radiologic Technologists (ARRT), and subsequently may be licensed by various state licensing agencies. The Radiography Program is accredited in accordance with the standards set forth by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, Phone: (312) 704-5300; e-mail: mail@jrcert.org.

Associate of Science in Radiography

Program Description

This program educates radiographers in the imaging of body structures and organs. These procedures utilize some of the most sophisticated technology in modern medical practice.

Policies

The *Radiography Program Student Supplement* contains the policies of the program. By enrolling as a radiography student, each applicant agrees to abide by the regulations as outlined.

All students must present:

- Yearly verification of tuberculosis screening. If the test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for additional information.
- Updated immunization records including hepatitis B, MMR and Tetanus-Diphtheria.
- Verification of varicella vaccination or show immunity (titer).

- Evidence of physical examination within three months prior to beginning a professional program.
- Verification of current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.
- Evidence of a successfully completed FIT test prior to the professional program deadline.

A background check is required for admission into the Radiography Program. The American Registry of Radiologic Technologists (ARRT) and various state licensing agencies require disclosure of all misdemeanor and felony convictions. The results of the background check may impact eligibility for certification and licensure and should be determined in advance of beginning an educational program. For further information, see the *Radiography Program Student Supplement*.

A professional program fee will be charged to cover the additional costs of the Radiography Program (see the Fee Schedule in the Financial Information section).

Mental and Physical Requirements for Applicants

Applicants seeking admission to the Associate of Science degree program must be able, with or without reasonable accommodation, to:

- Visually observe and assess a patient, discriminate color and depth, read and accurately complete reports, and visualize diagnostic/monitoring equipment in dimmed light.
- Auditorily monitor and assess patient health needs, monitor various equipment and background sounds, and communicate by telephone.
- Verbally communicate in a clear and concise manner.
- Communicate with others in appropriate professional verbal and written form.
- Read and interpret relevant medical data from patients' charts, reports, and orders.
- Safely lift and transfer patients to accomplish bed/chair/stretchers transfer with assistance or assistive devices.
- Safely push a gurney or wheelchair.
- Stand or sit for an extended period of time.
- Demonstrate sufficient manual dexterity necessary to perform activities specific to each professional program.
- Demonstrate critical thinking skills sufficient to think clearly and act professionally, safely, and accurately in stressful situations.
- Professionally interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

In addition to the above listed criteria, the following requirements are specific to the Radiography Program including, but not limited to:

- Push and operate portable imaging equipment.
- Reach and operate equipment up to a height of six feet above the floor.

Admission

A successful applicant for admission to the Radiography Program must meet the FHCHS general admission requirements and:

1. Submit the Radiography Program Application once admitted to the College. The application can be accessed at <http://my.fhchs.edu>.
2. Have a minimum cumulative high school unweighted GPA of 2.50 or have taken 12 or more college credits with a minimum GPA of 2.50 from a regionally accredited institution. Applicants that have completed a minimum of 12 college-level credits at FHCHS and have completed the prerequisite course by the application deadline will be given preference for program admission. **Applicants should be advised that the prerequisite course, College Algebra, must be completed by the program start date.**
3. Have a minimum ACT composite score of 19. Applicants with 24 or more credits from a regionally accredited college are exempt from taking the ACT.
4. Successfully complete College Algebra with a minimum grade of “C” (2.00).
5. Submit two recommendations on FHCHS recommendation forms. Students who have completed at least 12 credits at FHCHS must submit an additional recommendation from any FHCHS faculty member, adjunct professor, tutoring coordinator, chaplain, or academic coach/advisor.
6. Each applicant is required to write an essay as part of the admission process. The essay should address each of the following: the applicant’s reasons for wanting to enter the Radiography program; the applicant’s reasons for wanting to pursue this course of study at FHCHS, a faith-based institution, and future goals; the applicant’s characteristics and abilities that qualify him or her for this profession; the applicant’s motivation for choosing a career in Radiography; and the applicant’s perception of how radiologic technologists contribute to healthcare and how an educational experience at FHCHS will enable the applicant to make future contributions. Essays should be typed using Times New Roman, 12-point black font, one to two pages in length, double spaced with one inch margins. Essays are reviewed for clarity, correct spelling and grammar, and content.

Admission into all professional programs is competitive. Each program has a maximum number of students that can be admitted each year. Students meeting the admission requirements for a given program qualify to be considered for admission to that program. However, due to the competitive nature of each program’s admission process, meeting minimum admission requirements does not guarantee acceptance. Students may be given preferential consideration for admission to degree and certificate programs when they have successfully completed 12 college-level hours at FHCHS.

Progression

Students may progress in the Program when they:

1. Earn a minimum grade of “C” (2.00) in each radiography course.
2. Earn a minimum grade of “C” (2.00) in each of the following cognate courses: Anatomy & Physiology I & II, Sectional Anatomy, Medical Terminology, and Survey of Physics. Successfully repeat courses in which the minimum grade of “C” (2.00) was not achieved.¹ No more than two courses may be repeated,

only one of which may be a radiography course. Courses may be repeated in the following combinations: one radiography course and one cognate course, or two cognate courses.²

3. Present annual verification of tuberculosis screening and updated immunizations including hepatitis B. Verify current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.

¹ Students earning a “C-” (1.70) or below in a radiography course will be removed from the program. Reapplication to the program does not guarantee readmission.

² Students who subsequently fail the same or any other radiography or cognate course will be dismissed from the program.

Readmission

Students are considered for readmission to the Radiography Program when they meet admission requirements and:

1. Submit a Reapplication Form to the Radiography Program chair no later than two months prior to the trimester in which they seek readmission.
2. Have a minimum cumulative GPA of 2.00.
3. Meet the Department policies regarding health, professional cardiopulmonary resuscitation (CPR), FIT testing, and background check.
4. If a student has been out of the Program for two or more years, prior radiography credits will not be accepted unless the student can validate radiographic knowledge through written examinations and clinical performance evaluation.
5. Readmission is not automatic and is contingent on available space. Students will be readmitted under current program policies.

Completion

Florida Hospital College of Health Sciences will consider students for graduation and conferral of an Associate of Science degree in Radiography when they have met the general College requirements for graduation and accomplish the following:

1. Complete a minimum of 76 trimester hours of credit.
2. Complete the prescribed course of study (see “Curriculum” below) for the degree, with a minimum cumulative GPA of 2.00.
3. Achieve a minimum grade of “C” (2.00) in each radiography and cognate course.
4. Complete a minimum of 50 hours of credit in residence at FHCHS before graduation.
5. Complete the service-learning requirement. Please refer to your program handbook for more information.

Completion of degree requirements shall not exceed four years (see Time Limits in the Academic Information section).

Curriculum

Students must complete the following courses and requirements before they can be considered for graduation:

Radiography Prerequisite Requirement

Course Number	Course Name	Credit Hours
MATH 120	College Algebra	3
Total Prerequisite Requirements		3

General Education Requirements

Course Number	Course Name	Credit Hours
ENGL 101, 102	English Composition I, II	6
PSYC 124	General Psychology	3
REL ____	Religion	6
CPTR 105	Introduction to Microcomputers	3
HPER 125	Health and Wellbeing	2
Total General Education Requirements		20

Radiography Cognate Requirements

Course Number	Course Name	Credit Hours
BIOL 101, 101L, 102, 102L	Anatomy and Physiology I, II with Lab	8
BIOL 144, 144L	Sectional Anatomy with Lab	3
ENGL 144	Medical Terminology	2
PHYS 121	Survey of Physics	4
Total Radiography Cognate Requirements		17

Radiography Requirements

Course Number	Course Name	Credit Hours
RTCA 111	Introduction to Radiography	3
RTCA 121, 141, 231	Radiographic Procedures I, II, III / Lab	8
RTCA 113	Patient Care for the Health Sciences	2
RTCA 112, 122, 202, 212, 222	Clinical Education I, II, III, IV, V	12
RTCA 253	Radiographic Exposure & Quality Control	3
RTCA 241	Radiobiology	1
RTCA 214, 244	Principles of Image Production I, II	5
RTCA 251	Radiographic Pathology	2
RTCA 255	Radiography Review	3
Total Radiography Requirements		39

Suggested Program

A student who successfully follows the sequence below will complete the curricular requirements:

First Year

Course Code	Course	Summer	Fall	Spring
CPTR 105	Introduction to Microcomputers	3		
RTCA 111	Introduction to Radiography	3		
RTCA 113	Patient Care for the Health Sciences	2		
ENGL 144	Medical Terminology	2		

Course Code	Course	Summer	Fall	Spring
ENGL 101, 102	English Composition I, II	3	3	
Religion	Religion		2	
BIOL 101, 102	Anatomy and Physiology I, II with Lab		4	4
RTCA 112, 122	Clinical Education I, II		2	2
RTCA 121, 141	Radiographic Procedures I, II		3	3
PHYS 121	Survey of Physics			4
Trimester Total		13	14	13

Second Year

Course Code	Course	Summer	Fall	Spring
BIOL 144	Sectional Anatomy	3		
RTCA 231	Radiographic Procedures III	2		
HPER 125	Health and Wellbeing	2		
RTCA 214, 244	Principles of Image Production I, II	2	3	
Religion	Religion	2	2	
RTCA 202, 212, 222	Clinical Education III, IV, V	2	3	3
RTCA 241	Radiobiology		1	
RTCA 253	Radiographic Exposure & Quality Control		3	
RTCA 251	Radiographic Pathology			2
PSYC 124	General Psychology			3
RTCA 255	Radiography Review			3
Trimester Total		13	12	11

Bachelor of Science in Nuclear Medicine Technology

Program Director: Joseph Hawkins

Faculty: Elizabeth Duncan

Adjunct Faculty: Peter Ancona, Art Bowman, Lauren Cooper, Blake Fenimore, Michelle Gibson, Madeline Howard, Russell Jack, Elizabeth Kimbley, Morris Malone, Mary Reynolds, Teresa Ryan, Gayle Sibat, Misty Sons, Melissa Souders, Rebecca Tempes, Stephen Wagner, Terry Yeager.

Mission Statement

Consistent with the mission of the College, the Nuclear Medicine Technology Program at Florida Hospital College of Health Sciences provides an environment where students pursue technical expertise in the field of nuclear medicine while respecting their own spiritual, intellectual, social, and physical development.

Licensure and Accreditation

Program graduates will be eligible to apply for an examination administered either by the Nuclear Medicine Technology Certification Board (NMTCB) or the American Registry of Radiologic Technology (ARRT), and subsequently may be licensed by various state agencies.

The Nuclear Medicine Technology Program is accredited in accordance with the standards as set forth by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130, #203, Edmond, Oklahoma 73003; (405) 285-0546; e-mail: jrcnmt@coxinet.net.

Program Description

The nuclear medicine technologist is a trained professional using radioactive pharmaceuticals in diagnostic, therapeutic, and investigative applications in the field of medicine. A nuclear medicine technologist employs small quantities of radioactive materials to help visualize and define tumors and malfunctioning organs, and observe the physiology of cardiac, bone, liver, and other organ functions. Highly specialized imaging equipment and computers are subsequently used to generate body system images.

Policies

The *Nuclear Medicine Technology Student Handbook Supplement* contains the policies of the program. By accepting enrollment as a Nuclear Medicine Technology student, each applicant agrees to abide by the regulations as outlined.

All students must present:

- Yearly verification of tuberculosis screening. If the test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for more information.
- Updated immunization records including hepatitis B, MMR and Tetanus-Diphtheria.
- Verification of varicella vaccination or show immunity (titer).
- Evidence of physical examination within three months prior to beginning the professional program.
- Verification of current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.
- Evidence of a successfully completed FIT test prior to the professional program deadline.

A background check is required for admission into the Nuclear Medicine Technology Program. The The Nuclear Medicine Technology Certification Board, the American Registry of Radiologic Technologists, and various state licensing agencies require disclosure of all misdemeanor and felony convictions. The results of this background check may impact eligibility for certification and licensure and should be completed in advance of beginning an educational program.

A professional program fee will be charged to cover the additional costs of the nuclear medicine technology program (see the Fee Schedule in the Financial Information section of the *Academic Bulletin*).

Mental and Physical Requirements for Applicants

Applicants seeking admission to the Nuclear Medicine Technology Program must be able, with or without reasonable accommodation, to:

- Visually observe and assess a patient, discriminate color and depth, read and accurately complete reports, and visualize diagnostic/monitoring equipment in dimmed light.
- Auditorily monitor and assess patient health needs, monitor various equipment and background sounds, and communicate by telephone.
- Verbally communicate in a clear and concise manner.
- Communicate sufficiently to interact with others in appropriate professional, verbal, and written form.
- Read and interpret relevant medical data from patients' charts, reports, and orders.
- Safely lift and transfer patients to accomplish bed/chair/stretchers transfer with assistance or assistive devices.
- Safely push a gurney or wheelchair.
- Stand or sit for an extended period of time.
- Demonstrate sufficient manual dexterity necessary to perform activities specific to this professional program.
- Possess critical thinking skills sufficient to think clearly and act professionally, safely, and accurately in stressful situations.
- Professionally interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

In addition to the criteria listed above, the following requirements are specific to the Nuclear Medicine Technology Program including, but not limited to:

- Push and operate portable imaging equipment.
- Reach and operate equipment up to a height of six feet above the floor.

Admission

A successful applicant for admission to the Nuclear Medicine Technology Program must meet the general requirements for admission to FHCHS (see General College Admission in the Admissions Information section) and:

1. Submit the Nuclear Medicine Technology Program Application once admitted to the College. The application can be accessed at <http://my.fhchs.edu>.
2. A minimum college GPA of 2.70 on all prerequisite courses and a minimum cumulative college GPA of 2.70.
3. Complete prerequisite courses by the program start date. Prerequisite courses are Anatomy & Physiology I, Anatomy & Physiology II, College Algebra, English Composition I, English Composition II, Applied or Elementary Statistics.

Applicants that have completed a minimum of 12 college-level credits at FHCHS and have completed the prerequisite courses by the admission deadline will be give preference for program admission.

4. Have a minimum ACT composite score of 19 with an individual score of 19 in math. Applicants with 24 or more credits from a regionally accredited college are exempt from taking the ACT.
5. Submit two recommendations on FHCHS recommendation forms. Students who completed at least 12 credits at FHCHS must submit an additional recommendation from any FHCHS faculty member, adjunct professor, tutoring coordinator, chaplain, or academic coach/advisor.
6. Each applicant is required to write an essay as part of the admission process. The essay should address each of the following: the applicant's reasons for wanting to enter the Nuclear Medicine Technology program; the applicant's reasons for wanting to pursue this course of study at FHCHS, a faith-based institution, and future goals; the applicant's characteristics and abilities that qualify him or her for this profession; the applicant's motivation for choosing a career in Nuclear Medicine Technology; and the applicant's perception of how nuclear medicine technologists contribute to healthcare and how an educational experience at FHCHS will enable the applicant to make future contributions. Essays should be typed using Times New Roman, 12-point black font, be one to two pages in length, double spaced with one-inch margins. Essays are reviewed for clarity, correct spelling and grammar, and content.
7. Although a job shadow in Nuclear Medicine Technology is not mandatory prior to admission, prospective students are strongly encouraged to contact the Department of Radiologic Sciences to complete a job shadow with one of the faculty members in order to gain knowledge of the profession.

Admission into all professional programs is competitive. Each program has a maximum number of students that can be admitted each year. Students meeting the admission requirements for a given program qualify to be considered for admission to that program. However, due to the competitive nature of each program's admission process, meeting minimum admission requirements does not guarantee acceptance. Students may be given preferential consideration for admission to degree and certificate programs when they have successfully completed 12 college-level hours at FHCHS.

Progression

Students may progress in the Program provided they:

1. Have received a minimum grade of "C" (2.00) in each Nuclear Medicine Technology course.
2. Have received a minimum grade of "C" (2.00) in each of the following cognate courses: Anatomy and Physiology I, Anatomy and Physiology II, General Chemistry I, General Chemistry II, College Algebra, Elementary or Applied Statistics, Physics I, and Physics II.
3. Successfully repeat courses in which the minimum grade is not achieved. No more than two courses may be repeated, and only one of these may be a Nuclear Medicine Technology course.

4. Present annual verification of tuberculosis screening. If the test is positive, refer to the Communicable Disease Policy in the *Student Handbook* for more information. Have updated immunizations including hepatitis B, and have proof of health insurance. Verify current certification in professional cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR.

Students who do not complete a trimester or progress with their class cannot be assured of placement in the following class. Readmission is subject to available space. Students will be readmitted under current program policies.

Readmission

Students are considered for readmission to the Nuclear Medicine Technology Program when they meet admission requirements and:

1. Submit a Reapplication Form to the Nuclear Medicine Technology program director by the department admissions deadline.
2. Have a minimum cumulative GPA of 2.00.
3. Meet the department policies regarding health, professional cardiopulmonary resuscitation (CPR), FIT testing, and a background check.
4. Readmission is not automatic and is contingent on available space. Students are not eligible for readmission a second time should they receive a grade below "C" (2.00) in the same or any other Nuclear Medicine Technology or cognate course. Students will be readmitted under current program policies.

Completion

Florida Hospital College of Health Sciences will consider students for graduation and conferral of a Bachelor of Science degree in Nuclear Medicine Technology when they have met the general College requirements for graduation (see Graduation in the *Bulletin*) and accomplish the following:

1. Complete a minimum of 124 trimester hours of credit.
2. Complete the prescribed course of study (see Curriculum below).
3. Achieve a minimum grade of "C" (2.00) in all Nuclear Medicine Technology and cognate courses.
4. Achieve a minimum grade of "C" (2.00) in all college courses.
5. Complete a minimum of 86 hours of credit in residence at FHCHS before graduation.
6. Demonstrate computer skills by successful completion of the computer challenge exam or a computer course.
7. Complete the service-learning requirement. Please refer to your program handbook for more information.

Curriculum

Students must complete the following courses and requirements before they can be recommended for graduation:

Prerequisite Requirements

Course Number	Course Name	Credit Hours
BIOL 101, 101L	Anatomy and Physiology II with Lab	4
BIOL 102, 102L	Anatomy and Physiology I with Lab	4
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
MATH 120	College Algebra	3
STAT 205 or 215	Introduction to Applied Statistics or Elementary Statistics	3
Total Prerequisite Requirements		20

General Education Requirements

Course Number	Course Name	Credit Hours
HMNT 103	Philosophy of Healthcare	3
PSYC 124	General Psychology	3
REL__	Religion courses	4
REL__ (upper division)	Upper division religion courses	6
RELE 205	Introduction to Christian Ethics	2
HPER 125	Health and Wellbeing	2
Upper Division Elective	Upper division elective course	3
Total General Education Requirements		23

Nuclear Medicine Technology Cognate Requirements

Course Number	Course Name	Credit Hours
PHYS 151, 151L	General Physics I with Lab	4
PHYS 152, 152L	General Physics II with Lab	4
CHEM 151, 151L	General Chemistry I with Lab	4
CHEM 152, 152L	General Chemistry II with Lab	4
BIOL 144, 144L	Sectional Anatomy with Lab	3
ENGL 144	Medical Terminology	2
BIOL 125	Concepts of Pathophysiology	3
HTSC 360	U.S. Healthcare System	3
Total Nuclear Medicine Technology Cognate Requirements		27

Nuclear Medicine Technology Requirements

Course Number	Course Name	Credit Hours
RTCA 113	Patient Care for the Health Sciences	2
RTNM 301	Foundations of Nuclear Medicine Technology	4
RTNM 302	Introduction to Clinical Nuclear Medicine	3
RTNM 310	Nuclear Medicine Procedures I	3
RTNM 320	Nuclear Medicine Instrumentation with Lab	4
RTNM 330	Radiobiology and Radiation Protection	3

Course Number	Course Name	Credit Hours
RTNM 350	Clinical Nuclear Medicine I	4
RTNM 360	Journal Review and Research II	1
RTNM 311	Nuclear Medicine Procedures II	3
RTNM 325	Radiopharmacy and Pharmacology	3
RTNM 351	Clinical Nuclear Medicine II	4
RTNM 361	Journal Review and Research II	1
RTNM 412	Nuclear Medicine Procedures III	3
RTNM 452	Clinical Nuclear Medicine III	4
RTNM 462	Journal Review and Research III	1
RTNM 442	X-Ray Production	1
RTNM 483	Seminars in Nuclear Medicine Technology	3
RTNM 473	Advanced Imaging	3
RTNM 453	Clinical Nuclear Medicine IV	4
Total Nuclear Medicine Technology Requirements		54

Suggested Program

Students who successfully complete the sequence of courses listed below will satisfy the curricular requirements.

First Year

Course Number	Course Name	Fall	Spring
BIOL 101, 101L	Anatomy and Physiology I with Lab	4	
MATH 120	College Algebra	3	
ENGL 101	English Composition I	3	
HMNT 103	Philosophy of Healthcare	3	
BIOL 102, 102L	Anatomy and Physiology II with Lab		4
STAT 205 or 215	Introduction to Applied Statistics OR Elementary Statistics		3
ENGL 102	English Composition II		3
PSYC 124	General Psychology		3
REL_	Religion		2
Trimester Total		13	15

Second Year

Course Number	Course Name	Fall	Spring
PHYS 151, 151L	General Physics I with Lab	4	
CHEM 151, 151L	General Chemistry I with Lab	4	
HPER 125	Health and Wellbeing	2	
REL_	Religion	2	
PHYS 152, 152L	General Physics II with Lab		4
CHEM 152, 152L	General Chemistry II with Lab		4
BIOL 144, 144L	Sectional Anatomy with Lab		3
RELE 205	Introduction to Christian Ethics		2
Trimester Total		12	13

Third Year

Course Number	Course Name	Fall	Spring
RTNM 301	Foundations of Nuclear Medicine Technology	4	
RTNM 302	Introduction to Clinical Nuclear Medicine	3	
ENGL 144	Medical Terminology	2	
RTCA 113	Patient Care for the Health Sciences	2	
BIOL 125	Concepts of Pathophysiology	3	
RTNM 310	Nuclear Medicine Procedures I		3
RTNM 320	Nuclear Medicine Instrumentation with Lab		4
RTNM 330	Radiobiology and Radiation Protection		3
RTNM 350	Clinical Nuclear Medicine I		4
RTNM 360	Journal Review and Research II		1
Trimester Total		14	15

Fourth Year

Course Number	Course Name	Summer	Fall	Spring
RTNM 311	Nuclear Medicine Procedures II	3		
RTNM 325	Radiopharmacy and Pharmacology	3		
RTNM 351	Clinical Nuclear Medicine II	4		
RTNM 361	Journal Review and Research II	1		
REL_	Religion (upper division)	3	3	
RTNM 412	Nuclear Medicine Procedures III		3	
RTNM 452	Clinical Nuclear Medicine III		4	
RTNM 462	Journal Review and Research III		1	
RTNM 442	X-Ray Production		1	
Upper-level Elective	Elective (upper division)		3	
RTNM 483	Seminars in Nuclear Medicine Technology			3
RTNM 473	Advanced Imaging			3
RTNM 453	Clinical Nuclear Medicine IV			4
HTSC 360	U.S. Healthcare System			3
Trimester Total		14	15	13

Bachelor of Science in Radiologic Sciences

Mission Statement

Consistent with the mission of the College, the Bachelor of Science in Radiologic Sciences Program at Florida Hospital College of Health Sciences provides lifelong learning through a variety of multimedia resources. The goal of the program is to ensure the highest quality educational content delivered in a dynamic distance-learning environment.

Program Description

The Bachelor of Science in Radiologic Sciences degree provides quality instruction and academic guidance through a multi-dimensional distance-learning environment, allowing students to further their education while maintaining their current professional careers. This is a Bachelor's completion program for students who possess an Associate degree in Radiography, Radiologic Technology, or Radiologic Sciences from a regionally accredited institution or a JRCERT accredited program. Additionally, students must maintain registry by the American Registry of Radiologic Technologists (ARRT).

The Program will include a total of 60 trimester credit hours: 33 credits of Radiologic Sciences courses and 27 credits of general education courses. Students must have a minimum of 120 credit hours to be eligible for graduation.

Florida Hospital College of Health Sciences has chosen to partner with *Compass Knowledge Group, LLC* in the delivery of a distance education Bachelor of Science degree in Radiologic Sciences. Students complete assignments at their home or office, and participate in a virtual community of learners and mentors via online communication channels. The course instructor and facilitator monitor student progress.

Licensure and Accreditation

Florida Hospital College of Health Sciences is regionally accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, as well as the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (see Accrediting Bodies in the General Information section of the *Academic Bulletin*).

Policies

The policies and procedures for the Bachelor of Science in Radiologic Sciences are contained in the Student Manual. By accepting admission as a student in the Program, each applicant agrees to abide by the policies as outlined in the *BSRS Program Manual*.

Admission Requirements for Students Without an Accredited Associate Degree

Bridge status is granted to those applicants who are currently registered by the American Registry of Radiologic Technologists (ARRT), have graduated from a certificate program or have graduated from a JRCERT-approved Radiologic Technologist program, but who do not have an Associate of Science degree from a regionally accredited institution.

Students admitted to the Bridge Program are granted 37 college credits by validation for having successfully passed the ARRT registry exam.

There are two phases to the Bridge Program. Phase I involves the successful completion of 27 hours of lower division credit as outlined below. Students accepted to the Bridge Program are granted Bridge admission status, and must complete all of the Phase I requirements before starting Phase II. It is

recognized that Bridge students may transfer some credit from regionally accredited institutions, or have successfully challenged courses through a CLEP exam. Combined with the 37 hours of credit by validation, the Bridge student will have a total of 64 lower division credits at the completion of Phase I.

Curriculum Requirements for Phase I

The following courses must be completed with a minimum grade of “C”:

Course Code	Course	Credit
ENGL 101, 102	English Composition I and II	6
BIOL 101, 102	Anatomy and Physiology I and II with Lab	8
MATH 120	College Algebra	3
PSYC 124	General Psychology	3
CPTR 105	Introduction to Microcomputers ¹	3
PHYS 121	Survey of Physics	4
Total		27

¹Online students will receive credit by validation if they complete the radiography program online.

Phase I Progression

Progression in the Bridge Program is achieved with the successful completion of the above 27 credit hours with a minimum cumulative GPA of 2.50.

Completed coursework	27
Credit by Validation	37
Total hours in Bridge Program	64

Phase II involves the completion of the 60 credit hours of cognate and Radiologic Sciences coursework listed under the Curriculum section.

Admission Requirements for Students with an Associate Degree From an Accredited Institution

The Bachelor of Science Degree in Radiologic Sciences Program Admissions Committee makes the final decision regarding an applicant’s acceptance into the Bachelor’s degree Program. Applicants are considered for admission when they meet the following qualifications:

1. Submit an application online and \$20 application fee.
 - a. Paperwork received without an application on file will not be processed. Admission files will not be considered complete until the application fee is paid.
2. Submit official transcripts from all colleges¹ previously attended. Failure to disclose all colleges previously attended could result in denial or dismissal.
3. Possess an Associate degree in Radiography, Radiologic Technology, Radiologic Sciences, or Nuclear Medicine Technology from a regionally accredited institution and a JRCERT-accredited program.
4. Achieve a minimum cumulative GPA of 2.50.

5. Current registration by the American Registry of Radiologic Technologists (ARRT) or the Nuclear Medicine Technology Certification Board (NMTCB).
6. Submit official transcripts for all College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), and/or Dantes (DSST) coursework only if the applicant would like them to be considered for transfer of credit.
7. Submit two recommendations on FHCHS recommendation forms.

¹ Admission GPAs will be calculated, based on credits and grades from regionally accredited institutions only.

Associate Degree Graduates

Graduates of regionally accredited Associate degree programs will be considered to have met the Associate degree general education and cognate requirements. If ENGL 101 and 102 (or equivalent) were not included in the Associate degree, they must be completed as part of the Baccalaureate degree program.

Progression

Students may progress in the Baccalaureate degree program when they:

1. Have a current ARRT license.
2. Earn a minimum grade of “C” (2.00) in each Baccalaureate degree program course and maintain a minimum Baccalaureate degree program GPA of 2.50.
3. Earn a minimum grade of “C” (2.00) in each general education course.
4. Successfully repeat all courses in which the minimum grade “C” (2.00) was not achieved. No more than two courses may be repeated in the following combinations: one radiography course and one general education course, or two general education courses.

Readmission

Students who have been accepted to the College and choose not to enroll for the specific trimester for which they were admitted have one year from the date of acceptance before all new documents will be required. Additionally, students attending FHCHS with an enrollment interruption of less than three trimesters are also required to submit an *FHCHS Program Change and Reactivation Form*, any updated transcript(s) for additional college work completed during the enrollment interruption, and an updated copy of licensure or professional registration. Students may submit this information in the third trimester of their enrollment interruption as long as all documentation is received by the admission deadline for the following trimester. Students providing this documentation during the third trimester but after the admission deadline will be required to reapply and should contact the Office of Enrollment Services. Students who were dismissed from the program will need to contact the Department of Radiologic Sciences before reapplying.

Completion

Florida Hospital College of Health Sciences will consider students for graduation and conferral of a Bachelor of Science degree in Radiologic Sciences when they have met the general College requirements for graduation (see Graduation in the Academic Bulletin) and have achieved the following requirements:

1. A minimum of 124 trimester hours with a cumulative grade point average of 2.50 or above.
2. A minimum of 37 upper division credits, to include at least 28 upper division hours in the major and 9 credits out of major
3. Completion of major with a cumulative grade point average of 2.50 in the major, completion of the general education requirements and electives to satisfy the total credit requirements for graduation. Courses completed with grades lower than a "C" (2.00) will not be applied toward the major.
4. Completion of the service-learning requirement. Please refer to your program handbook for more information.

Curriculum

Baccalaureate Degree Cognate Requirements

Course Code	Course Name	Credit Hours
ENGL 101, 102	English Composition I and II	6
BIOL 101, 102	Anatomy and Physiology I and II ¹ with Lab	8
MATH 120	College Algebra ¹	3
PSYC 124	General Psychology ¹	3
CPTR 105	Introduction to Microcomputers ¹	3
PHYS 121	Survey of Physics ¹	4
Total Cognates Requirements		27

¹ Students with an A.S. degree are considered to have met these cognate requirements.

Baccalaureate Degree General Education Requirements

Course Code	Course Name	Credit Hours
DBSA 343	Legal Aspects of Healthcare	3
DBSA 354	Leadership and Organizational Behavior	3
DBSA 385	Marketing Healthcare	3
DBSA 388	Components of Healthcare Financial Management	3
DBIO 144	Sectional Anatomy	3
DREL 368 ¹	World Religions for the Health Professions	3
DREL 379	Lessons on Living	3
DSTA 205	Introduction of Applied Statistics	3
DENG 250	Technical Writing	3
Total General Education Requirements		27

¹ If DREL368 *World Religions for the Health Professions* was completed as part of an A.S. degree from FHCHS, DREL305 *Ethics for Nursing and Allied Health* must be taken to complete B.S. religion requirement.

Baccalaureate Degree Radiologic Science Requirements

Course Code	Course Name	Credit Hours
DADI 300	Principles of Quality Management	3
DADI 400	Management Principles for Imaging Professionals	3
DADI 494	Issues and Trends in the Health Care Arena I	3
DADI 495	Issues and Trends in the Health Care Arena II	3
DADI 485	Medical Imaging in the Digital Environment	3
DADI 490	Case Studies in Health Care	3
Total Radiologic Science Requirements		18

Track Options

Students must choose one of the following tracks:

Multi-Modality Track Requirements

Course Code	Course Name	Credit Hours
DADI 322	Principles of Mammography	3
DADI 371	Physics and Instrumentation of Computed Tomography	3
DADI 372	CT Imaging Procedures	3
DADI 381	Physics and Instrumentation of Magnetic Resonance	3
DADI 382	MRI Imaging Procedures	3
Total Radiologic Science Requirements		15

Computed Tomography Track Requirements

Course Code	Course Name	Credit Hours
DADI 371	Physics and Instrumentation of CT	3
DADI 372	CT Imaging Procedures	3
DADI 373	CT Pathology and Case Studies	3
DADI 420	Advanced Procedures and Technology in CT	3
DADI 425	CT Registry Review	3
Total Radiologic Science Requirements		15

Magnetic Resonance Imaging Track Requirements

Course Code	Course Name	Credit Hours
DADI 381	Physics and Instrumentation of MRI	3
DADI 382	MRI Imaging Procedures	3
DADI 383	MRI Pathology and Case Studies	3
DADI 430	Advanced Procedures and Technology in MRI	3
DADI 435	MRI Registry Review	3
Total Radiologic Science Requirements		15

Summary of Credits Required for Graduation

The student/degree candidates, who hold a valid, JRCERT-approved certificate in Radiography must present the following credits for graduation.

Requirements	Credit Hours
Pre-Requisite and Cognate Requirements	27
Validated Credits from a JRCERT-accredited program in Radiologic Sciences ¹	37
FHCHS B.S. Degree in Radiologic Sciences - Prescribed Curriculum	60
Total Credits	124

¹ Validation of certificate in Radiography.

Directory

Administration

David E. Greenlaw, D.Min.
President

Robert A. Williams, Ph.D.
Assistant to the President

Donald E. Williams, Ph.D.
Senior Vice President for Academic Administration

Robert Curren, B.S.
Senior Vice President for Financial Administration

Lewis Hendershot, B.A.
Vice President for Marketing and Public Relations

Dan Lim, Ph.D.
Vice President for Academic Administration for Educational Technology and Distance Education

Ruben Martinez, M.A.
Vice President for Operations

Stephen Roche, M.S.
Vice President for Student Services

Len M. Archer, Ph.D.
Associate Vice President for Academic Administration

Associates in Administration

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Director of Financial Aid

Janet Calderón, Ph.D.
Registrar

Deanna Flores, M.L.I.S
Director of the R.A. Williams Library

Ruby Gutierrez, B.A.
Director of Student Experience

Stefanie Johnson, B.A.
Director of Grants Management

Roy Lukman, Ph.D.
Director of Institutional Effectiveness

Fely Rugless, B.A., M.A.
Director of Information Technology

Yvette Saliba, M.A., N.C.C.
Director of the Center for Academic Achievement

Katie Shaw, B.A.
Director of Enrollment Services

Selena Seballo, B.B.A
Director of Alumni Services

Beverly Snell
Bookstore Manager

Fred Stephens, M.B.A.
Director for Human Resources

Board of Trustees

The following individuals were elected to the Board of Trustees by the College constituency. Further information about them, their activities, and their connection with FHCHS may be obtained by contacting them directly. Each member's position on the Board, as well as his or her occupation, appears after his or her name.

Gordon Retzer
Chairman: President, Southern Union Conference of Seventh-day Adventists

David E. Greenlaw
Secretary: President, Florida Hospital College of Health Sciences

Diane Andrews
Trustee: Assistant Professor, UCF College of Nursing

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Trustee Emeritus: Retired Clergy

Mike Cauley
Trustee: President, Florida Conference of Seventh-day Adventists

Des Cummings, Jr.
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Darly Dixon

Trustee: Division President,
Maxim Healthcare Services

Sheryl Dodds

Trustee: Chief Clinical Officer,
Florida Hospital

Leslie Ellis

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Retired Educator

Malcolm Gordon

Trustee Emeritus: Retired Clergyman

Kristin Gray

Trustee: Winter Park Family
Health Center

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Trustee: Senior Vice President
Administration, Adventist Health System

Lars Houmann

Trustee: President, Florida Hospital

Don Jones

Trustee: Vice President of Human
Resources, Adventist Health System

Troy Kishbaugh

Trustee: Shareholder/Director,
Gray Robinson, P.A.

Gerald Kovalski

Trustee: Retired Vice President for
Education, North American Division
of Seventh-day Adventists

Steve Silver

Trustee: Managing Member, Onix Group

Judy Suarez

Trustee: Vice President, T and
J Suarez, Inc.

Tom Werner

Trustee: Retired President of Adventist
Health System

Telephone Directory

Department	Phone	Fax
Academic Administration <i>Senior Vice President for Academic Administration</i> <i>Associate Vice President for Academic Administration.</i> <i>Refer to the academic department for questions about specific academic programs.</i>	(407) 303-5619	(407) 303-5671
Admissions <i>Admissions</i> <i>Double Major Forms</i> <i>Academic Forgiveness, Program</i> <i>Admission</i> <i>Background Checks</i>	(407) 303-7742	(407) 303-9408
Alumni	(407) 303-9603	(407) 303-8014
Bookstore	(407) 303-7747, Ext. 110-1075	Fax (407) 303-8008
Center for Academic Achievement <i>Advising</i> <i>Disability Services</i> <i>Tutoring</i> <i>Testing</i> <i>Counseling Service</i> <i>Philosophy of Healthcare Course</i>	(407) 303-7747, Ext. 110-6413	
Center for Educational Technology & Distance Learning <i>Campus Technology & Distance Learning</i>	(407) 303-9305	(407) 303-5671
Chaplains <i>Circle Up Devotions</i> <i>Pastoral Care</i> <i>Pre-marriage Counseling</i> <i>Prayer Breakfasts</i> <i>SonSet Cafe</i> <i>Week of Prayers</i> <i>Pre-marriage Counseling</i>	(407) 303-7747, Ext. 303-9474 or 110-1033	(407) 303-8014
College Housing Main Office	(407) 896-5869	
Bay Run Apartments <i>Student Housing</i>	(407) 896-5869	
La Salle Arms Apartments <i>Student Housing</i>	(407) 896-5869	
Counseling & Mental Health	(407) 303-7747, Ext. 110-6074	
Development & Fundraising <i>Development of Scholarships</i>	(407) 303-9585	(407) 303-7225

Department	Phone	Fax
Disability Services	(407) 303-7747, Ext. 110-6074	
Distance Learning Department	(407) 303-9305	(407) 303-9310
Enrollment Services <i>Admissions</i> <i>Academic Forgiveness</i> <i>Background Checks</i> <i>Double Major Forms</i> <i>Program Admission</i>	(407) 303-7742	(407) 303-9408
Financial Services <i>Financial Aid</i> <i>Student Accounts</i> <i>Tuition Payments</i>	(407) 303-1631 and (407) 303-6963	(407) 303-7680
Human Resources <i>Employment</i> <i>Employee Benefits</i> <i>Student Employment</i> <i>Direct Deposit Payments</i> <i>Inter-Departmental and Florida Hospital Transfers</i>	(407) 303-5727	(407) 303-7680
Information Technology <i>Student Laptop Support</i> <i>Technology Operations</i> <i>Faculty/Staff Computer Support</i>	(407) 303-8100	
International Student Advisor	(407) 303-7742	(407) 303-9408
Library, R. A. Williams	(407) 303-1851	(407) 303-9622
Marketing and Public Relations <i>Initial Student Contact and Information</i> <i>Student Campus Tours</i> <i>Campus Advertising</i>	(407)303-8192	(407) 303-5626
Office of the President	(407) 303-7894	(407) 303-5671
Operator	(407) 303-9798 and 800-500-7747	
Recruitment <i>Student Career</i> <i>College Fairs</i> <i>Visits to High Schools/Colleges</i>	(407) 303-1878	(407) 303-5626
Registrar <i>Transcripts</i> <i>Student Petitions:</i> <i>Academic Exemptions & Transient Letter</i> <i>Directed Study</i> <i>Double Majors</i> <i>Drop/Add/Withdrawal Information</i> <i>Grades</i>	(407) 303-1785	(407) 303-9755

Department	Phone	Fax
Security Guard	(407) 353-4002	
Student Services <i>Student ID Badges</i> <i>Parking Information/Issues & Decals</i> <i>Locker Rentals</i> <i>Student Lounge</i> <i>Lost & Found</i>	(407) 303-8016	(407) 303-8014
Dean of Students <i>Student Concerns</i> <i>Unresolved Student Life Issues</i> <i>Student Discipline</i>	(407) 303-8016	
Testing	(407) 303-7747, Ext. 110-6413	
Tutoring	(407) 303-7747, Ext. 110-5419	

Academic Departments

Department	Phone	Fax
Undergraduate Programs:		
Diagnostic Medical Sonography	(407) 303-5733	(407) 303-7820
Health and Biomedical Sciences	(407) 303-7747, ext. 303-7499 or ext. 110-6884	(407) 303-8136
Nursing	(407) 303-7893	(407) 303-1872
Occupational Therapy Assistant	(407) 303-7747, ext. 110-9855	(407) 303-7820
Radiologic Sciences	(407) 303-7747, ext. 110-1066	(407) 303-7820
Nuclear Medicine Technology	(407) 303-9380	(407) 303-7820
Master's Programs:		
Nurse Anesthesia	(407) 303-9331	Fax (407) 303-9578
Occupational Therapy	(407) 303-7747, ext. 110-9855	(407) 303-7820

Faculty

The academic rank of the faculty member and the department in which that person serves immediately follow the member's name. The degrees earned and the college or university granting the degree follow. Professional certification is the last item in the entry.

Jennifer Alleyne, Assistant Professor, R. A. Williams Library.

B.A., Webster University; B.A. English, York University; M.A. Library and Information Science, University of South Florida.

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Shelly-Ann Taylor, Instructor, Department of Health and Biomedical Sciences
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Ann Vining, Professor, Department of Health and Biomedical Sciences
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Pauline Watkins, Associate Professor, Department of Nursing
B.S.N., M.S., University of Maryland at Baltimore; LCCE, RN.

Marlene Watson, Assistant Professor, Department of Nursing
B.S.N., M.S.N., University of Florida; R.N.

Benjamin Webb, Instructor, R. A. Williams Library
B.A., University of California, Santa Cruz.

Suzanne Westenkirchner, Associate Professor, R.A. Williams Library
B.A. Eastern Michigan University; M.L.I.S. University of South Florida

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B.S., M.S., University of Phoenix; R.N.

Donald E. Williams, Professor, Department of Academic Administration

B.A., M.Div., Andrews University; Ph.D., Purdue University.

Robert Williams, Professor Emeritus.

B.A., Western Michigan University; M.A., University of Michigan; Ph.D., Michigan State University.

Kathleen Wren, Professor, Department of Nurse Anesthesia.

B.S., Union College; M.S., Rush University; Ph.D., University of Nebraska-Lincoln, CRNA.

Timothy Wren, Professor, Department of Nursing

B.S., Union College; M.S., Rush University; D.N.P., University of Tennessee.

Professional Faculty

Althia Farrell, M.S.

Michael Lay, M.A.

Jessica Lower, M.Ed.

Judith Shamp, M.Ed., M.A.

Sagrika Sahu, M.S.

Adjunct Faculty

Liz Anderson M.B.A.

Tomas Bennett, M.A.

Manish Bhatt, M.B.A.

Donna Burske, M.Div.

Bethany Coz, M.S.

Stephen Deans-Zirattu, M.A.

Lori Engel, M.Div.

Ted Hamilton, M.D.

Ryan Jarnis, M.S.

Barbara Jones, Ph.D.

Santosh Madhavan, M.Sc., M.A.

Jerry Merrell, M.D.

Roland McKenzie, Ed.D.

Kelly Moore, M.A.M.S., M.B.A.

Steven Paquet, M.S.

Danielle Queeney, B.S.

Therese Stutz, M.N.

Susan Talley, M.P.H.

Rilla Taylor, Ed.D.

Elizabeth Thazhmon, M.B.B.S.

Michael Tran, M.S., CRNA

Seemi Umami, M.B.B.S., M. Phil.

Laurie Wenzel, M. S.

Jan Wooten, BS, OTR/L

Clinical/Adjunct Faculty

Vicki Acosta, RDMS

Ladan Aghajan, RDMS, RVT

Robyn Aguilar, RDMS

Penny Allen, RDMS

Haydemary Almanza, RDMS

Peter Ancona, RPh

Hilda Angula, RDMS

Jennifer Applegate, RDMS, RDMS, RDMS, RVT

Debbie Asencio, RDMS

Kelly Bany, RDMS

Jona Barker, RCS

Andrea Barnaby, RCS

Becky Bartkovich, RDMS

Don Bass, RCS

Alex Baumann, RDMS

Kelly Beard, CCT, RCS, RVS

Amy Becker, RDMS

Nicole Bedingfield, RDMS, RVT

Terry Bigelow, RDMS, RVT

Holly Bostick, RDMS

Art Bowman, RPh

Rob Bradley, RCS, RVS

Angie Brandt, RDMS

Rachel Brown, RDMS

Jennifer Brueckner, RDMS

John Bryant, RT (R)

Lucy Burgos, RDMS
 Rhonda Busch, CMD
 Jennifer Campbell, RDMS
 Dana Carte, RDMS
 Ken Cashion, M.S.
 Anthony Castellucci, RT (R)
 Bonnie Castillo, RDCS
 Debra Celi, RDCS, RVT
 Kayla Colon, RDMS
 Jeanette Conklin, RT (R)
 Lauren Cooper, CNMT
 Rebecca Counts, RDMS
 Carrie Curtis, RVT
 Brittany Darnall, RDMS
 Angela Denney, RDCS, RVT
 Jolene Dennison, RT (R)
 Renuka Desai, RDCS, RVT
 Robert Devol, RT (R)
 Melissa Dickerson, RDMS
 Genevieve Dickson, RDCS
 Dawn Diehl, RDMS
 Maureen DiGiorgio, RDCS, RVT
 Dimitra Dixon, RT (R)
 Lauren Duke, RDCS, RVT
 Sally Eadie, RT, RDMS
 Fatima Ebrahim, RDMS
 Kim Eisen, RDMS
 Joy Ericksen, RDMS
 Dairys Escandell, RDMS
 Julianne Feinsinger, RCS
 Blake Fenimore, CNMT
 Rose Firstenberg, RDMS
 Kimberly Fruse, RDMS
 Amy Galarza, RDMS
 Ilene Garcia, RDMS
 Mary Garcia, RDMS
 Angie Gardner, RDMS
 Michelle Gibson, CNMT
 Jonathan Gluhan, RCS
 Kelli Gohrs, RDMS
 Lois Golding, RDMS
 Carmen Gomez, RDMS
 Karen Gordon, RDMS
 Laura Graham, B.S., RN
 Sheryl Grant, RDMS
 Jennifer Gray, RDMS
 Leroy Gray, RDCS
 Menghka Gurung, RDCS, RVT
 Chad Hall, RDMS, RDCS, RVT
 James E. Hannah, M.D.

Pat Hansen, RDCS, RVT
 Tracy Harden, RT (R)
 Steve Harrell, M.S.
 Bryan Heaberlin, RCS
 Courtney Hearrell, RDMS
 Christine Heenan, RDMS, RDCS, RVT
 James Hewitt, RDCS
 Ann Hoffman, RDMS
 Debra Hogue, RDMS
 Kristen Holmes, RT, RDMS, RDCS
 Haven Holstein, RDMS
 Victoria Hough, RT (R)
 Madeline Howard, CNMT
 Sara Hueneke, RDMS
 Grace Hyde, RDMS
 Russell Jack, CNMT, RT (N)
 Douglas Jackson, M.D.
 Lorraine Jacobson, RDMS, RVT
 Judith Jennings, RDCS, RVT
 Cindy Johnson, RDMS
 Lisa Kallenbach, RDMS
 R. Tanya Katsevich, RT (R)
 Cynthia Keener, RDMS
 Kathryn Kepes, M.D.
 Elizabeth Kimbley, CNMT
 Aaron Kryszak, RDCS
 Jennifer Kurnal-Herring, RDMS, RDCS, RVT
 Michelle Lea, RCS
 Michele Lemons, RT, RDCS, RVT
 Wendy Lemons, RDCS
 Cynthia Lenninger, RDCS, RVT
 Joanne Lesniak, RT, RDMS
 Cynthia Long, RDMS, RDCS, RVT
 Vanessa Lopez, RDCS, RVT
 Catalina MacIver, RDMS
 Earl Maier, RCS, RVS
 Morris Malone, RT (N)
 Janneth Marin, RDMS
 Russell Marion, M.S.
 Pam Marrero, CMD
 Amy May, RDMS
 Verlesia McKensie, RCS, RVS
 Janna Michelena, RDMS
 Teresa Mihok, RDMS
 Rick Moro, RDCS, RVT
 Wanda Mueller, RDCS, RVT
 Kelly Mumbert, RDCS, RVT
 Leslie Nash, RDCS
 Michelle Newman, RDCS
 Irene Njoroge, RDCS, RVT

Kathy Nordmann, RDMS, RVT
Kim Oxentencko, RCS, RVS
Janina Ozim, RDMS
Erica Perrone, RDCS, RVT
Diana Pfaff, RDMS
Erika Pohlada, RDMS
Melissa Poole, B.S.N.
Jamie Prieto, RDMS
Marjorie Quevedo, RDMS, RDCS, RVT
Deziree Rada-Brooks, RDMS
Adam Rafalski, CMD
Candice Ramnarace, RCS, RVS
Yolanda Reed, RDMS, RVT
Anne Renskers, RDCS, RVT
Mary Reynolds, CNMT
Lori Robarge, RT (R)
Maria Roman, RDMS
Sonya Ross, RDMS
Teresa Ryan, RT (R)(N), CNMT
Dana Salmons, RDMS
Stacy Sanchez, RDMS
Christine Schenck, RDCS
Claudia Selman, RDCS, RVT
Gayle Sibata, CNMT
Lori Sisk, RDMS
Ashley Skinner, RDCS
Alaina Slovis, RDCS
Cary Smith, RDCS, RVT
Marie Smith, RDMS, RDCS, RVT
Sarah Smith, RDMS
Robert Sollaccio, M.D.
Misty Sons, CNMT
Melissa Souders, CNMT

Melissa Spagnuolo, RDMS
Lynn Spanik, RDMS
Brandon Stephens, RT (R)
Beverly Stevens, M.P.H.
Nancy Stout, RT, RDMS
Perri Swenson, RDCS
Pam Szczesniak, RDMS
Heather Tatro, RDMS
Rebecca Tempes, CNMT
Diana Thompson, CCT, RCS, RVS
Magnolia Toirac, RDMS
LaTicia Tomblin, RDMS
Tonya Tomes, RDMS
Noel Torres, RDMS
Rubenia Toruno, RDMS
Monica Trefonas, RDMS
Jeanine Trexler, RDMS
Alena Trujillo, RDMS
Karen Turlington-Havling, RDMS
Johanna Van Rijsewijk, RDMS
Stephen Wagner, CNMT
Donna Wall, RDMS, RVT
Chris Warner, M.S.
Burkhard Weppelman, M.D.
Katherine Western, RDMS
Tracey Wheatley, RDMS, RDCS, RVT
Beth Whyte, RDMS
Angela Williams, RT (R)
Judith Williams, RDMS
Marquita Williams, RDMS
Robin Wirt, RT (R)
Terry Yeager, CNMT

Course Descriptions

Diagnostic Medical Sonography

DDMS 328 Pathophysiology 4

Prerequisites: DBIO144, DENG102,

Online course available only for the students enrolled in online degrees.

All prerequisites must be completed with a minimum grade of “C” (2.00).

Explores the principles of human physiology and pathologic processes that alter patient/client lines of defense and resistance. This course will provide the student with an understanding of structural adaptations and functional responses of cells, tissues, organs and systems. The student will develop the ability to relate clinical manifestations of pathophysiologic changes. This course includes four credit hours of theory (60 clock hours).

DDMS 335 Fundamentals of Vascular Sonography 4

Prerequisites: DBIO144, DENG102,

Online course available only for the students enrolled in online degrees.

All prerequisites must be completed with a minimum grade of “C” (2.00).

An exposition of the essentials of extracranial cerebrovascular, abdominal vascular, peripheral arterial, and peripheral venous testing techniques utilizing ultrasound. Identification of normal and abnormal pathology is explored utilizing B-mode, color flow Doppler, and spectral Doppler waveform analysis.

DDMS 345 Diagnostic Imaging 3

Prerequisites: DBIO144, DENG102,

Online course available only for the students enrolled in online degrees.

All prerequisites must be completed with a minimum grade of “C” (2.00).

Explores the principles of a variety of diagnostic imaging techniques with a focus on how imaging techniques correlate with sonographic examinations. Topics include diagnostic radiography, computed tomography, magnetic resonance imaging, fluoroscopy, cardiovascular interventional procedures, mammography, and nuclear medicine.

DDMS 351 Introduction to Educational Methodology 3

Prerequisites: DENG101, DENG102, DENG250,

Online course available only for the students enrolled in online degrees. This is a service learning course.

All prerequisites must be completed with a minimum grade of “C” (2.00).

This course will provide a study of the principles used in instructional design. Educational theory will be presented, including learning theory, evaluation theory, and system theory. Course development, syllabus building, test construction, learning assessment, and evaluation will be explored.

DDMS 400 Management Principles for Imaging Professionals 3

Online course available only for the students enrolled in online degrees.

The course explores the multiple dimensions of the role of the imaging professional in the healthcare arena. Emphasis is placed on the management responsibilities needed to foster and promote quality outcomes. Topics will focus on aspects of the following: patient engagement and communication, recruitment and retention, emotional intelligence, creating effective committees and teams, and coaching and mentoring skills.

DDMS 441 Advanced Topics in Sonography 3

Prerequisites: DDMS345, DENG101, DENG102, DENG250,

Online course available only for the students enrolled in online degrees. This is a service learning course.

All prerequisites must be completed with a minimum grade of "C" (2.00).

The student will present a proposal for in-depth research of a defined, specialized area within the ultrasound profession. Topics may include, but are not limited to, contrast imaging, 3-D ultrasound, 4-D ultrasound, harmonic imaging, intraoperative ultrasound, transducer technology, the impact of hand-held ultrasound machines or other evolving sonographic diagnostic techniques or topics.

DDMS 447 Advanced Sonographic Specialties 3

Prerequisites: DDMS345, DENG101, DENG102, DENG250,

Online course available only for the students enrolled in online degrees. This is a service-learning course.

All prerequisites must be completed with a minimum grade of "C" (2.00).

The student will present a proposal for in-depth investigation of one of the advanced sonographic specialties which include fetal echocardiography, pediatric echocardiography, breast ultrasound, neurosonography, or other approved evolving sonographic specialty areas. The student will learn to identify normal anatomy, describe standard protocol, and demonstrate knowledge of disease and pathology associated with this specialty area.

DDMS 485 Medical Imaging in the Digital Environment 3

Prerequisites: DBIO144,

Online course available only for the students enrolled in online degrees.

All prerequisites must be completed with a minimum grade of "C" (2.00).

The course teaches the use of Picture Archiving and Communicating Systems (PACS), Computed Radiography, Direct Digital Radiography, Networking, and DICOM.

DDMS 490 Case Studies in Healthcare 3

Prerequisites: DBSA343, DBSA354, DBSA385, DBSA388, DDMS345, DDMS351, DDMS400, DDMS441, DDMS447, DDMS485, DDMS494, DDMS495, DDMS497, DENG250,

Online course available only for the students enrolled in online degrees.

Another pre-requisite is DDMS 335 or DDMS 328. Student is allowed to choose one or the other. All prerequisites must be completed with a minimum grade of “C” (2.00).

A capstone course that integrates business strategies for current and future operations within the field of Imaging Sciences. Applying concepts previously learned, students will create and deliver a strategic plan that encompasses the field of Imaging. This course is the final course of the program sequence and can only be taken in the student’s final trimester.

DDMS 494 Issues and Trends in the Healthcare Arena I 3

Prerequisites: DBIO144,

Online course available only for the students enrolled in online degrees.)

All prerequisites must be completed with a minimum grade of “C” (2.00).

Explores the dynamics of the healthcare marketplace including changing demographics, increasing demands of the aging population, healthcare workforce, and new medical technology and research. Emphasis will be placed on health behaviors including smoking, poor dietary habits, lack of exercise, alcohol abuse, and workplace violence.

DDMS 495 Issues and Trends in the Healthcare Arena II 3

Prerequisites: DBIO144,

Online course available only for the students enrolled in online degrees.

All prerequisites must be completed with a minimum grade of “C” (2.00).

Emphasis is placed on the medical imaging environment. Examines the challenges that shaped the field of imaging technology and current innovative strategies.

DDMS 497 Research Methods in Allied Health 3

Prerequisites: DBIO144, DENG102, DSTA205,

Online course available only for students enrolled in online degrees. All pre-requisites must be completed with a minimum grade of “C” (2.00).

The study of the research process as applied to allied health and imaging technology topics. The student will evaluate published research findings for use in sonography and imaging practice. This course requires a written critique of a published imaging technology or allied health research report and presentation of a published imaging technology or allied health research report to peers.

DULT 111 Patient Care for the Health Sciences 2

Provides the student with the fundamentals of patient care methods related to diagnostic imaging.

DULT 120 Introduction to Sonography with Lab 2

An introduction to the concepts of ultrasound and related techniques. A presentation of the history and technical development of ultrasound and a

discussion of the legal issues associated with ultrasound. Emphasis will also be placed on professionalism, prevention of musculoskeletal injuries (MSI), sonographic vocabulary, proper annotation, and image orientation. The scheduled lab will emphasize proper scanning technique, application of sonographic terminology, transducer and image orientation, and instrumentation.

DULT 131 Introduction to Sonography Lab I 1

Prerequisites: DULT120,

Corequisites: DULT133,

All Sonography prerequisites must be completed with a minimum grade of "C+" (2.30).

An overview of general and cardiovascular imaging techniques with an emphasis on basic anatomy, measurements and calculations, and application of standard protocol.

DULT 132 Introduction to Sonography Lab II 1

Prerequisites: DULT131,

A continuation of Lab I that will include an introduction to scanning protocols. Emphasis will be placed on the individual's specialty area.

DULT 133 Introduction to Clinical Practicum I 1

Prerequisites: DULT111, DULT120,

Corequisites: DULT131,

A rotation through a variety of clinical sites to gain introductory experience in patient assessment, patient care skills and patient communication skills, ultrasound instrumentation, and departmental procedures. Students will also gain introductory skills in maximizing image quality.

DULT 134 Introduction to Clinical Practicum II 1

Prerequisites: DULT120, DULT133,

Corequisites: DULT132,

All Sonography prerequisites must be completed with a minimum grade of "C+" (2.30).

A continuation of Introduction to Clinical Practicum I. Includes a rotation through a variety of clinical sites to gain introductory experiences in acquiring sonographic images. Students will also gain introductory experience in documentation of diagnostic and patient data.

DULT 135 Fundamentals of Sonographic Imaging 1

Prerequisites: DULT120,

Corequisites: DULT131, DULT133,

All Sonography prerequisites must be completed with a minimum grade of "C+" (2.30).

An exploration of the fundamentals of sonographic imaging. Emphasis will be placed on recognition of normal anatomy, imaging protocols, and normal measurements specific to the declared specialty area.

DULT 159 Directed Study in Sonography 1

Credit of one to three hours is available

Permission of the department chair is required for admission.

Provides the student opportunity for directed individual or group study of a particular problem area. Permission of the department chair is required for enrollment. May be repeated.

DULT 211 Sonography Physics and Instrumentation I 3

Prerequisites: MATH120, PHYS121,

All Sonography prerequisites must be completed with a minimum grade of "C+" (2.30).

A study of the physical principles of ultrasonic waves and their propagation, detection, and interaction with matter including biologic effects. This course also includes a study of the physics of Doppler and the principle of Doppler techniques. Bioeffects and safety measures as they pertain to ultrasound will be explored.

DULT 212 Clinical Practicum I 4

Prerequisites: DULT111, DULT131, DULT132, DULT133, DULT134,

All Sonography prerequisites must be completed with a minimum grade of "C+" (2.30).

A rotation through various clinical settings to gain experience in the performance of sonographic examinations.

DULT 214 Case Studies in Cardiovascular Sonography I 1

Corequisites: DULT216, DULT217,

A presentation of various sonographic cases for view of anatomy, sonographic pathology, and proper imaging techniques. The emphasis is on normal and basic pathological cases.

DULT 215 Cardiac Sonography 3

Prerequisites: DULT120, DULT135,

Corequisites: DULT212, DULT214,

All Sonography prerequisites must be completed with a minimum grade of "C+" (2.30).

The study of normal and pathological conditions of the heart utilizing various ultrasound techniques, such as 2D, M-Mode, Doppler, and transesophageal echocardiography. Cardiac diseases and disease processes that alter cardiac performance and its impact on other organ systems will also be explored. A basic knowledge of congenital and acquired heart disease will be presented. Correlation of other diagnostic testing used in conjunction with cardiac ultrasound will also be reviewed. This course meets the requirement for an oral communication course.

DULT 218 Abdominal Sonography 3

Prerequisites: DULT120, DULT135,

Corequisites: DULT212, DULT219,

All Sonography prerequisites must be completed with a minimum grade of “C+” (2.30).

A course that will present normal anatomy, sonographic techniques and protocols, assessment, and interpretation of major abdominal organs and superficial structures. Emphasis will be placed on evaluation of the liver, gallbladder, pancreas, abdominal vessels, retroperitoneum, spleen, thyroid, and breast. A study of laboratory values and pathologic conditions will also be explored.

DULT 219 Case Studies in General Sonography I 1

Corequisites: DULT213, DULT223,

A presentation of various sonographic cases for a view of anatomy, sonographic pathology, and proper imaging techniques. The emphasis is on protocol, normal anatomy, and basic pathology.

DULT 220 Vascular Sonography 3

Prerequisites: DULT120, DULT135,

Corequisites: DULT212, DULT214,

All Sonography prerequisites must be completed with a minimum grade of “C+” (2.30).

Exposition of normal and pathological conditions associated within the circulatory system. Examination of the circulatory anatomy as well as the evaluation of hemodynamics and the impact of associated disease processes. Both direct and indirect testing methods will be presented in the determination of diagnosis and/or progression of vascular disease. Test Validation will be explored. Correlative imaging techniques will be discussed as well. This course meets the requirement for an oral communication course.

DULT 221 Sonography Physics and Instrumentation II 3

Prerequisites: DULT211,

All Sonography prerequisites must be completed with a minimum grade of “C+” (2.30).

A study of the various components of sonographic instrumentation and the application of this technology. This course also includes discussion of transducer technology and its applications. Imaging artifacts will also be explored to include those which occur in 2D imaging, spectral, and color Doppler. A comprehensive review and examination will be administered at the end of this course covering topics included in DULT 211 and DULT 221.

DULT 222 Clinical Practicum II 4

Prerequisites: DULT212,

All Sonography prerequisites must be completed with a minimum grade of “C+” (2.30).

A continuation of DULT 212 Clinical Practicum I. Students will also be required to complete a four-hour mentorship.

DULT 229 Case Studies General Sonography II 1

Prerequisites: DULT219,

All Sonography prerequisites must be completed with a minimum grade of “C+” (2.30).

A continuation of DULT 219 Case Studies in General Sonography I with an emphasis on the recognition of pathology and its effect on surrounding anatomic structures.

DULT 230 Genitourinary Sonography 3

Prerequisites: DULT120, DULT135,

Corequisites: DULT212, DULT219,

All Sonography prerequisites must be completed with a minimum grade of "C+" (2.30).

A course that presents normal anatomy, sonographic techniques and protocols, assessment, and interpretation of the genitourinary system. Emphasis will be placed on evaluation of the kidneys, prostate, scrotum, and female pelvis. A study of laboratory values and pathologic conditions will also be explored.

DULT 236 Cardiovascular Specialties 3

Prerequisites: DULT120, DULT135, DULT215, DULT220,

All Sonography prerequisites must be completed with a minimum grade of "C+" (2.30).

Cardiac embryology and the associated congenital cardiac defects that can occur will be studied. An introduction to surgical corrective repair for congenital cardiac defects will also be presented. A basic introduction to the electrophysiology of the heart will be conducted with basic interpretation of ECG monitoring strips discussed. A presentation of the relationships of tests associated with cardiac and vascular sonography, and the adjunct correlative imaging modalities will be presented. Cardiac stress testing and the relationship between stress echo and other correlative imaging modalities will be explored.

DULT 237 Obstetrical Sonography 3

Prerequisites: DULT120, DULT135, DULT230,

All Sonography prerequisites must be completed with a minimum grade of "C+" (2.30).

A course that presents normal anatomy and sonographic techniques related to first and second trimester obstetrical imaging. Accessory testing will be reviewed, including various screening and diagnostic tests offered to the obstetrical patient. Pathology identified in the first and second trimesters will also be explored to include ectopic pregnancy, gestational trophoblastic disease, placental abnormalities, and congenital anomalies. Maternal diseases and possible effects on the fetus will also be reviewed.

DULT 238 Clinical Internship 5

Prerequisites: DULT222,

All Sonography prerequisites must be completed with a minimum grade of "C+" (2.30).

A continuation of DULT 222 Clinical Practicum II. Students will engage in a 32-hour per week internship to prepare for entry-level employment. Students will also be required to complete a four-hour mentorship.

DULT 239 Seminars in Sonography 2

Prerequisites: DULT221, DULT224, DULT225, DULT226, DULT227,

Corequisites: DULT228, DULT231, DULT234, DULT235,

All Sonography prerequisites must be completed with a minimum grade of “C+” (2.30).

A series of lectures which may include the following topics: resume preparation, future developments in ultrasound, purchasing equipment, contrast media, trends in healthcare and/or genetic counseling. Registry reviews and simulated registry examinations will also be given throughout the trimester to allow students to meet graduation requirements.

DULT 241 Case Studies in Cardiovascular Sonography II 1

Prerequisites: DULT214,

All Sonography prerequisites must be completed with a minimum grade of “C+” (2.30).

A continuation of DULT 214 Case Studies in Cardiovascular Sonography I, with an emphasis on the recognition of pathology and its effects on surrounding anatomic structures.

DULT 245 Advanced Specialties in Sonography 2

Corequisites: DULT228,

All Sonography prerequisites must be completed with a minimum grade of “C+” (2.30).

A course that presents normal anatomy, sonographic techniques and protocols, assessment, and interpretation of sonographic specialty areas. Topics may include vascular imaging, pediatric cardiac sonography, neurosonography, contrast imaging, and musculoskeletal imaging. This course will be taught in a blended, modular format.

Health and Biomedical Sciences

ACCT 220 Principles of Accounting I 3

Introduces students to the generally accepted concepts, principles, and practices of accounting. Topics include debit and credit transaction analysis, preparation of financial statements, analysis of balance sheet accounts, and concepts of the management of accounts. (Fall)

ACCT 221 Principles of Accounting II 3

A continuation of ACCT 220. Introduces the concepts of accounting for partnership; corporate accounting, which covers stock transactions and issuance of dividends; cash flow statements; managerial and cost accounting; and budgetary planning. (Spring)

BIOL 091 Introduction to Anatomy and Physiology 3

Study of the human body, its structure and functions, with an introduction to its relationship to disease. Not for College credit. Pass/No Pass. (Fall, Spring)

BIOL 101 Anatomy and Physiology I 3

Corequisites: BIOL101L,

Prerequisite: High school or college chemistry taken prior to enrolling in this course, or a minimum ACT standard composite score of 19, or permission of the department chair.

This is the first trimester of a two-trimester course. Study of the typical structure and function of the human body. Includes a study of the integumentary, skeletal, muscular, and nervous systems, along with their cytology, histology, and chemistry. Three hours of lecture each week. (Fall, Spring, Summer)

BIOL 101L Anatomy and Physiology I Lab 1

Corequisites: BIOL101,

This is the first trimester of a two-trimester course. Study of the anatomy of the human body with plastic models. Includes the observation and study of the integumentary, skeletal, muscular, and nervous systems. Two hours of lab each week. A lab fee will be assessed. (Fall, Spring, Summer)

BIOL 102 Anatomy and Physiology II 3

Prerequisites: BIOL101, BIOL101L,

Corequisites: BIOL102L,

All prerequisites must be completed with a minimum grade of “C” (2.00).

Further study of the typical structure and function of the human body. Covers endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. Three hours of lecture each week. (Fall, Spring, Summer)

BIOL 102L Anatomy and Physiology II Lab 1

Prerequisites: BIOL101, BIOL101L,

Corequisites: BIOL102,

All prerequisites must be completed with a minimum grade of “C” (2.00).

Lab exercises include the study of the anatomy of the endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems of the human body. Two hours of lab each week. A lab fee will be assessed. (Fall, Spring, Summer)

BIOL 103 Biological Concepts 3

Corequisites: BIOL103L,

This course is designed for non-science majors and does not meet the requirements for a major or minor in biology and is therefore not to be considered as a prerequisite biology course for medical or dental school, physical therapy, physician’s assistant, optometry, veterinary school, or graduate school in the biological sciences. (This list is not exhaustive.) In this course the non-science major student will explore unifying biological concepts such as cells, growth, reproduction, metabolism, cell division, ecosystem processes, and other fundamental life processes. Three hours of lecture each week. (Fall, Spring)

BIOL 103L Biological Concepts Lab 1

Corequisites: BIOL103,

This lab accompanies the study of the characteristics of the five kingdoms of living organisms in BIOL 103. Cell structure, cell growth, metabolism, morphology, and other fundamental life processes will be investigated. Two hours of lab each week. This lab is designed for non-science majors and does not meet the requirement for a major or minor in biology. A lab fee will be assessed. (Fall, Spring)

BIOL 125 Concepts of Pathophysiology 3

Prerequisites: BIOL102, BIOL102L,

All prerequisites must be completed with a minimum grade of "C" (2.00).

Introduction to a study of the abnormalities of the physiologic functions of the human body and the accompanying biologic and physical manifestations of disease, including the immunological and genetic aspects. The relevance to diagnosis and treatment will also be discussed. (Fall, Summer)

BIOL 144 Sectional Anatomy 3

Prerequisites: BIOL102, BIOL102L,

Corequisites: BIOL144L,

All prerequisites must be completed with a minimum grade of "C" (2.00).

Study of human anatomy, primarily emphasizing axial planes, but also including sagittal, coronal, and oblique planes. Designed to aid imaging modality students in recognizing, locating, and identifying normal anatomy on various computer images. Two hours of lecture each week. (Spring, Summer)

BIOL 144L Sectional Anatomy Lab 0

Prerequisites: BIOL102,

Corequisites: BIOL144,

All prerequisites must be completed with a minimum grade of "C" (2.00).

This lab accompanies BIOL 144 and includes the observation of the human anatomy emphasizing axial planes and including sagittal, coronal, and oblique planes. Designed to aid imaging modality students in recognizing, locating, and identifying normal anatomy on various computer images. Two hours of lab each week. A lab fee will be assessed. (Spring, Summer)

BIOL 151 General Biology I 3

Corequisites: BIOL151L,

A minimum score of 19 in science reasoning on the ACT or permission of the department chair.

This is the first trimester of a two-trimester course. Surveys methods and concepts in biology, cellular biology, including biomolecular functions, metabolic pathways, principles of inheritance, along with evolution and diversity of microbiota and macrobiota. Three hours of lecture each week. This course satisfies the requirement for a major or minor in biology. (Fall)

BIOL 151L General Biology Lab 1

Corequisites: BIOL151,

A minimum score of 19 in science reasoning on the ACT or permission of the department chair.

Lab exercises to accompany the didactic material covered in BIOL 151 including biomolecular functions, metabolic pathways, principles of inheritance of micro-biota and macrobiota. Three hours of lecture each week. This course satisfies the requirement for a major or minor in biology. A lab fee will be assessed. (Fall)

BIOL 152 General Biology II 3

Prerequisites: BIOL151, BIOL151L,

Corequisites: BIOL152L,

All prerequisites must be completed with a minimum grade of “C” (2.00).

Surveys plant structure and function with an in-depth study into animal structure and function, including ecology and behavior. Three hours of lecture each week. This course satisfies the requirement for a major or minor in biology. (Spring)

BIOL 152L General Biology II Lab 1

Prerequisites: BIOL151, BIOL151L,

Corequisites: BIOL152,

All prerequisites must be completed with a minimum grade of “C” (2.00).

Lab exercises accompany the survey of plant structure and function with an in-depth study into animal structure and function. Three hours of lab each week. This course satisfies the requirement for a major or minor in biology. A lab fee will be assessed. (Spring)

BIOL 159 Directed Study in Biology 1

Credit of one to three hours is available.

Permission of the department chair is required for admission.

Provides the student with the opportunity for directed study of a particular problem or area.

BIOL 225 Principles of Microbiology 3

Prerequisites: BIOL102, BIOL102L,

Corequisites: BIOL225L,

Or permission of the department chair. All prerequisites must be completed with a minimum grade of “C” (2.00).

Study of the principles of microbiology, disinfection, sterilization, elementary immunology and microorganisms, emphasizing their relationship to health and disease. Three hours of lecture each week. This course does not satisfy the requirement for a major or minor in biology. (Fall, Spring, Summer)

BIOL 225L Principles of Microbiology Lab 1

Prerequisites: BIOL102, BIOL102L,

Corequisites: BIOL225,

BIOL 345 **Genetics** **3**

Prerequisites: BIOL152, BIOL152L, ENGL102,

Or permission of department chair. All prerequisites must be completed with a minimum grade of “C” (2.00).

A study of the principles of inheritance in all living organisms and an investigation of gene structure and function. Topics will include classical (Mendelian), molecular, and non-Mendelian genetics. Basic principles of genetic engineering will be addressed. Three hours of lecture each week. This course satisfies the requirement for a major or minor in biology. (Spring)

BIOL 345L **Genetics Lab** **1**

Prerequisites: BIOL152, BIOL152L, ENGL102,

Corequisites: BIOL345,

Or permission of department chair. All prerequisites must be completed with a minimum grade of “C” (2.00).

Experiments to study the principles of inheritance in all living organisms and an investigation of gene structure and function. Topics will including classical (Mendelian), molecular, and non-Mendelian genetics and principles of genetic engineering will be addressed. Three hours of lab each week. This course satisfies the requirement for a major or minor in biology. A lab fee will be assessed. (Spring)

BIOL 375 **Issues in Science and Religion** **3**

Prerequisites: BIOL102, BIOL102L, ENGL102,

Or permission of the department chair (BIOL 102 or 152) All prerequisites must be completed with a minimum grade of “C” (2.00).

This course is designed to help students develop an understanding of the issues raised by the interaction between modern science and present-day Christian thought. A brief historical overview of the conflict between science and religion is followed by an assessment of the contemporary state of the dialogue in such areas as cosmology and the origins of the universe, origins of life, the theory of Darwinian evolution, and the design argument. (Spring)

BIOL 459 **Topics in Biology** **1**

Credit of one to three hours is available.

Permission of the department chair is required for admission.

Various topics in the area of biology will be offered as needs and interests arise.

CHEM 111 **Survey of Inorganic Chemistry** **3**

An introduction to the fundamental principles of inorganic, chemistry. Topics covered will include atomic and molecular structure; chemical bonding; stoichiometry; states of matter; chemical kinetics and acid-base equilibria with an emphasis on the application of chemistry to everyday life. This course is designed for non-science majors, does not satisfy the requirement for a major or minor in chemistry, and cannot be used as a prerequisite for any other chemistry course. (Fall, Spring, Summer)

CHEM 112 Survey of Organic and Biochemistry 3

Prerequisites: CHEM111,

An introduction to the fundamental principles of organic, and biochemistry. Topics covered will include hydrocarbons: carbohydrates, lipids, and proteins and biochemical processes. A review of the application of these compounds in the chemistry to everyday life will be emphasized. This course is designed for non-science majors, does not satisfy the requirement for a major or minor in chemistry, and cannot be used as a prerequisite for any other chemistry course. (Fall, Spring, Summer)

CHEM 113L Survey of General Chemistry Lab 1

Prerequisites: CHEM111,

Corequisites: CHEM112,

or permission of the department chair is required for admission

Laboratory material designed to illustrate the concepts of lectures in CHEM 111 and CHEM 112. Three hours of lab per week. A lab fee will be assessed. This course does not satisfy the requirement for a major or minor in chemistry. (Fall, Spring, Summer)

CHEM 151 General Chemistry I 3

Prerequisites: MATH120,

Prerequisites: one year of high school chemistry with a minimum grade of "B" (3.00), and college algebra (MATH 120 or equivalent) with a minimum grade of "C" (2.00), or by permission of the department chair.

This is the first trimester of a two-trimester course. Topics include nature of matter, electronic structure, chemical reactions, stoichiometry, thermochemistry, chemical bonding, molecular structures, and chemical equilibrium. Three hours of lecture each week. This course satisfies the requirement for a major or minor in chemistry. (Fall, Spring)

CHEM 151L General Chemistry I Lab 1

Prerequisites: MATH120,

Corequisites: CHEM151,

Prerequisites: one year of high school chemistry with a minimum grade of "B" (3.00), and college algebra (MATH 120 or equivalent) with a minimum grade of "C" (2.00), or by permission of the department chair.

This is the lab portion of the first trimester of a two-trimester course. Topics include lab exercises that accompany the lecture portion of this course, including chemical reactions, stoichiometry, thermochemistry, chemical bonding, molecular structures, and chemical equilibrium of molecules. Four hours of lab each week. This course satisfies the requirement for a major or minor in chemistry. A lab fee will be assessed. (Fall, Spring)

CHEM 152 General Chemistry II 3

Prerequisites: CHEM151, CHEM151L,

Corequisites: CHEM152L,

This is the first trimester of a two-trimester course. A study of the structure and reactions of organic compounds with emphasis on nomenclature, molecular structure, reaction mechanisms, stereochemical properties, electronic effects, and spectra-structure relationships. Three hours of lecture each week. This course satisfies the requirement for a major or minor in chemistry. (Fall)

CHEM 311L Organic Chemistry I Lab 1

Prerequisites: CHEM152, CHEM152L,

All prerequisites must be completed with a minimum grade of "C" (2.00).

This is the lab portion of the first trimester of a two-trimester course. A study of the structure and reactions of organic compounds with emphasis on nomenclature, molecular structure, reaction mechanisms, stereochemical properties, electronic effects, and spectra-structure relationships. Four hours of lab each week. This course satisfies the requirement for a major or minor in chemistry. A lab fee will be assessed. (Fall)

CHEM 312 Organic Chemistry II 3

Prerequisites: CHEM311, CHEM311L,

Corequisites: CHEM312L,

All prerequisites must be completed with a minimum grade of "C" (2.00).

A continuation of CHEM 311. Three hours of lecture each week. This course satisfies the requirement for a major or minor in chemistry. A lab fee will be assessed. (Spring)

CHEM 312L Organic Chemistry II Lab 1

Prerequisites: CHEM311, CHEM311L,

Corequisites: CHEM312,

All prerequisites must be completed with a minimum grade of "C" (2.00).

A continuation of CHEM 311L. Four hours of lab each week. This course satisfies the requirement for a major or minor in chemistry. A lab fee will be assessed. (Spring)

CHEM 411 Biochemistry I 4

Prerequisites: CHEM312, CHEM312L, ENGL102,

All prerequisites must be completed with a minimum grade of "C" (2.00).

A study of the fundamental principles of the chemistry of living organisms. Enzymatic catalysis and mechanisms, enzyme kinetics and the structures and properties of biomolecules including amino acids, carbohydrates, lipids, proteins, nucleotides, nucleic acids, and biological membranes will be studied. (Fall)

CHEM 412 Biochemistry II 3

Prerequisites: CHEM411, ENGL102,

Corequisites: CHEM413L,

All prerequisites must be completed with a minimum grade of "C" (2.00).

Designed to teach the skills required to develop multiple web pages through the use of HTML coding, “cascading style sheets,” and scripting. Topics covered in this course will include the use of images, sound, animation, and other media. A variety of development tools including editors and design packages will be utilized. Techniques in setting up a web server and up-loading to a server will be included. (Fall, Spring, Summer)

DBIO 101 Anatomy and Physiology I and Lab 4

Online course available only for the students enrolled in online degrees.

Prerequisite: High school or college chemistry taken prior to enrolling in this course, or a minimum ACT standard composite score of 19, or permission from the department chair

This is the first of a two-trimester course. Study of the typical structure and function of the human body utilizing digital and electronic media. Includes a study of the integumentary, skeletal, muscular, and nervous systems, along with their cytology, histology, and chemistry. Lab exercises are included in this course; therefore, a lab kit and webcam are required. (Fall, Spring, Summer)

DBIO 102 Anatomy and Physiology II and Lab 4

Prerequisites: DBIO101,

Online course available only for the students enrolled in online degrees.

BIOL 101 and BIOL 101L or DBIO 101. All prerequisites must be completed with a minimum grade of “C” (2.00).

This is the second of a two-trimester course. Further study of the typical structure and function of the human body utilizing digital and electronic media. Covers endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. Lab exercises are included in this course; therefore a lab kit and webcam are required. (Fall, Spring, Summer)

DBIO 144 Sectional Anatomy 3

Prerequisites: DBIO102,

Online course available only for the students enrolled in online degrees.

Study of human anatomy, primarily emphasizing axial planes, but also including sagittal, coronal, and oblique planes. Designed to aid imaging modality students in recognizing, locating, and identifying normal anatomy on various computer images. (Fall, Spring, Summer)

DBIO 159 Directed Study in Biology 1

Credit of one to three hours is available. Permission of the Department Chair is required.

Provides the student with the opportunity for directed study of a particular problem or area. (Fall, Spring, Summer)

DBIO 225 Principles of Microbiology 4

Prerequisites: DBIO102

Online course available only for the students enrolled in online degrees. Or permission of the department chair. All prerequisites must be completed with a minimum grade of "C" (2.00).

Study of the principles of microbiology, disinfection, sterilization, elementary immunology and microorganisms, emphasizing their relationship to health and disease. Three hours of lecture each week. This course does not satisfy the requirement for a major or minor in biology. (Fall, Spring, Summer) This course has a lab component; therefore, a lab kit and webcam are required. (Fall, Spring, Summer)

DBSA 343 Legal Aspects of Healthcare 3

Online course available only for the students enrolled in online degrees.

An introduction to general law and its interpretation, including various aspects of personnel law, contract law, and those laws regulating the relationship of for-profit and not-for-profit organizations with governmental and non-governmental agencies. (Fall, Spring, Summer)

DBSA 354 Leadership and Organizational Behavior 3

Online course available only for the students enrolled in online degrees.

An exploration of the nature of individual and group behavior as it relates to the workplace. Attention will be given to motivation, performance, and morale, as well as the supervision and leadership of employees. (Fall, Spring, Summer)

DBSA 385 Marketing and Healthcare 3

Online course available only for the students enrolled in online degrees.

A study of the nature and function of marketing within the healthcare setting. Topics include strategic planning, competitive analysis, conservative behavior, marketing communication, and public relations. (Fall, Spring, Summer)

**DBSA 388 Components of Healthcare
Financial Management 3**

Online course available only for the students enrolled in online degrees.

Explores the concepts of managerial accounting including an understanding of the accounting cycle and the presentation and interpretation of financial statements. (Fall, Spring, Summer)

DCHE 111 Survey of Inorganic Chemistry 3

An introduction to the fundamental principles of inorganic, chemistry. Topics covered will include atomic and molecular structure; chemical bonding; stoichiometry; states of matter; chemical kinetics and acid-base equilibria with an emphasis on the application of chemistry to everyday life. This course is designed for non-science majors, does not satisfy the requirement for a major or minor in chemistry, and cannot be used as a prerequisite for any other chemistry course. (Fall, Spring, Summer)

DCHE 112 Survey of Organic and Biochemistry 3

Prerequisites: CHEM 111,

An introduction to the fundamental principles of organic, and biochemistry. Topics covered will include hydrocarbons: carbohydrates, lipids, and proteins and biochemical processes. A review of the application of these compounds in the chemistry to everyday life will be emphasized. This course is designed for non-science majors, does not satisfy the requirement for a major or minor in chemistry, and cannot be used as a prerequisite for any other chemistry course.

DCPT 105 Introduction to Microcomputers 3

Online course available only for the students enrolled in online degrees.

Computer applications using IBM-compatible microcomputers. This course combines the content of CPTR 103 as well as spreadsheet and presentation applications. (Fall, Spring, Summer)

DCPT 159 Directed Study in Microcomputers 1

Permission of the department chair is required for matriculation.

DENG 101 English Composition I 3

Prerequisites: DENG099

Online course available only for the students enrolled in online degrees.

Prerequisite: A minimum English ACT score of 19, or a passing score on the English Composition Placement Test, or ENGL 091 with a minimum grade of "C" (2.00).

Focuses on writing as a means for authentic expression and exploration. Emphasis is on the writing process, especially revision. Students write several expository essays organized according to prescribed modes and learn specific writing skills and principles which readily apply to most writing tasks. This course meets the requirement for a written communication course (See Communication Requirements section in the Academic Bulletin). (Fall, Spring, Summer)

DENG 102 English Composition II 3

Prerequisites: DENG101,

Online course available only for the students enrolled in online degrees.

All prerequisites must be completed with a minimum grade of "C" (2.00).

Applies the writing skills developed in ENGL 101 or DENG 101 while focusing on rhetorical and reasoning skills necessary for various persuasive and research writing activities. Students write several persuasive papers and a major research paper. This course meets the requirement for a written communication course (See Communication Requirements section in the Academic Bulletin). (Fall, Spring, Summer)

DENG 250 Technical Writing 3

Prerequisites: DENG102,

Online course available only for the students enrolled in online degrees.

All prerequisites must be completed with a minimum grade of "C" (2.00).

Techniques of written communication within a professional setting. Includes writing reports, proposals, case notes, and charts. This course meets the requirement

A study of the major world religions, including their history and development. This course will also familiarize the student with the major tenets and practices of these religions. Teachings and practices that impact the practice of health care are emphasized. (Fall, Spring, Summer)

DREL 379 Lessons on Living: Biblical Perspectives 3

Prerequisites: DENG102,

Online course available only for the students enrolled in online degrees.

Prerequisite Note: DENG 102 may replace ENGL 102. All prerequisites must be completed with a minimum grade of “C” (2.00).

Attention to the wisdom books of the Old Testament, the Sermon on the Mount, and the Parables of Jesus. (Fall, Spring, Summer)

DSOC 125 Introduction to Sociology 3

Online course available only for the students enrolled in online degrees.

Survey of the basic processes of human association and interaction including the dynamics of groups, social roles, communication, and mass behavior. (Fall, Spring, Summer)

DSOC 349 Aging and Society 3

Prerequisites: DENG102,

Online course available only for the students enrolled in online degrees.

Prerequisite Note: DENG 102 may replace ENGL 102. All prerequisites must be completed with a minimum grade of “C” (2.00).

Explores the relationship between attitudes within society and the elderly. It examines the increasing influence of senior citizens upon the norms, politics, economics, and demographics of society. (Fall, Spring, Summer)

DSTA 205 Introduction to Applied Statistics 3

Online course available only for the students enrolled in online degrees.

Prerequisite: Two semesters of high school algebra with a minimum grade of “B” (3.00) or a college-level math course with a minimum grade of “C” (2.00).

An introduction to statistics and its applications, this course is designed to prepare students to interpret and evaluate statistics and statistical methods used in published research papers and to make decisions about the appropriateness of specific statistical methods in a variety of settings. Areas of emphasis will include descriptive statistics; analysis of graphs; sampling methods; binomial, z, t, and chi-square; confidence intervals; and hypothesis testing. This course will not fulfill the statistics requirement for Bachelor of Science degrees from the department of Health and Biomedical Sciences nor fulfill the pre-requisite requirements for graduate degrees. (Fall, Spring, Summer)

ECON 250 Principles of Macroeconomics 3

A study of economics as it affects the national interest. Topics include total employment, output and income, inflation and recession, and the variables that influence these conditions. (Spring)

HIST 174 World Civilization I 3

Study of the development of Western and non-Western civilization with an emphasis on Europe and its interaction with non-European civilizations. Covers the time periods from pre-history to the beginning of the Middle Ages. (Fall, Spring, Summer)

HIST 175 World Civilization II 3

Study of the development of Western and non-Western civilization with an emphasis on Europe and its interaction with non-European civilizations. Covers the time periods from the Middle Ages to the present. (Fall, Spring, Summer)

HIST 211 U.S. History I 3

A survey of United States political, diplomatic, social, and cultural history from the period just before European settlement to the Civil War. The course will examine ideas, institutions, movements, and events that shaped United States history. Students will focus on topics such as Colonial America, the American Revolution, Jeffersonian Democracy, Slavery, and the Civil War. (Fall)

HIST 212 U.S. History II 3

A survey of United States political, diplomatic, social, and cultural history from the Civil War until the present. The course will examine ideas, institutions, movements, and events that shaped United States history. Students will focus on major events such as Reconstruction, industrialization, world wars and conflicts, the Great Depression, and the Civil Rights Movement. Special attention will be placed on the following themes: race, ethnicity, gender, big business, politics, and technological innovation. (Spring)

HMNT 103 Philosophy of Healthcare 3

Philosophy of Healthcare is an introductory, interdisciplinary course which explores the assumptions underlying a career in healthcare. These assumptions include views on the moral nature of humans, their inherent value, and the ethical issues surrounding illness, suffering, and pain. These topics will be examined through a variety of learning modalities including discussion, readings, journaling, and critical-thinking exercises. Each student will have an Academic Coach that they will meet with outside of the class for a total of 6, 30-minute sessions. These sessions are arranged according to the student's schedule to go over an individualized learning program to help them further absorb and unpack the discussions and topics of the course as well as other classes here on campus. The course will use these learning opportunities to help students develop their critical thinking and communication skills while exploring their own philosophy of healthcare. (Fall, Spring, Summer)

HMNT 159 Directed Study in Humanities 1

Credit of one to three hours is available.

Permission of the department chair is required for admission.

Provides the student with the opportunity for directed study of a particular problem or area.

HMNT 210 Literature and Fine Arts 3

An interdisciplinary course that surveys literature, painting, and sculpture of the nineteenth and twentieth centuries. The historical, aesthetic, and philosophical influences of literature and art will be explored through reading and discussing literature, as well as studying art in Orlando art museums. (Fall, Spring, Summer)

HMNT 325 Healing Words: The Literature of Healthcare 3

Prerequisites: ENGL102,

All prerequisites must be completed with a minimum grade of "C" (2.00).

A study of literature that encourages examination of the healthcare profession from the perspective of the healthcare provider and the patient. This course is an exploration of literature of medical, ethical, and spiritual issues within cultural and social contexts. Reading and writing assignments and projects include the examination of contemporary issues such as patient care, the prolonging of life, euthanasia, AIDS, and the relationship between the mind and healing. (Fall)

HPER 123 Fitness 1

Basic fitness training and the development of a lifelong personal conditioning program. The didactic component includes basic information on preparing for and maximizing an exercise program. The activity portion of the course monitors a student's implementation of that program. (Fall, Spring, Summer)

HPER 125 Health and Wellbeing 2

Covers both theoretical and experiential components. Topics include the fundamental elements of physical fitness, nutrition, weight control, and stress management. Emphasis will also be given to the practice of personal vision, management, and leadership which contribute to a holistic paradigm of individual health. (Fall, Spring, Summer)

HPER 127 Women's Fitness 1

Basic fitness training for women, exploring the unique concerns related to self-image, ideal weight, pregnancy, premenstrual syndrome, and menopause. (Fall, Spring)

HPER 159 Directed Study in Physical Education 1

Credit of one to three hours is available.

Permission of the department chair is required for admission.

Provides the student with the opportunity for directed study of a particular problem or area.

HPER 223 Advanced Fitness 2

Prerequisites: HPER125,

All prerequisites must be completed with a minimum grade of "C" (2.00).

Advanced Fitness is designed for the student who desires to attain peak fitness for conditioning and health. The course will emphasize cardiovascular fitness

training, muscular strength, and endurance exercises. Students will establish personal fitness goals and select between competing in a 5K or 10K run by the end of the semester. Sports nutrition will be an important component of this course. (Fall, Spring)

HTSC 101 Introduction to Allied Health Careers 1

Designed to acquaint students with a range of opportunities and careers in allied health and nursing. (Pass, No Pass) (Fall, Spring)

HTSC 159 Directed Study in Health Sciences 1

Credit of one to three hours is available.

Permission of the department chair is required for admission.

Provides the student with the opportunity for directed study of a particular problem or area.

HTSC 255 Topics in Health Sciences 1

Credit of one to three hours is available.

Permission of the department chair is required for admission.

Various topics in the areas of health sciences and healthcare will be offered as needs and interests arise.

HTSC 320 Consumer Health 3

Prerequisites: ENGL102,

All prerequisites must be completed with a minimum grade of "C" (2.00).

This course introduces students to the role and scope of decision-making involving consumer health. Topics will include marketing, analysis, selection, and decision-making regarding health care, its products, services, and provider. (Fall).

HTSC 343 Legal Aspects of Health Care 3

Prerequisites: ENGL102,

All prerequisites must be completed with a minimum grade of "C" (2.00).

An introduction to general law and its interpretation including various aspects of personnel law, contract law, and those laws regulating the relationship of for-profit and not-for-profit organizations with governmental and non-governmental agencies. (Fall, Spring)

HTSC 355 AIDS/HIV and the Healthcare Provider 1

Prerequisites: ENGL102,

All prerequisites must be completed with a minimum grade of "C" (2.00).

A study of the historical, epidemiological, and public health aspects of HIV/AIDS. Topics will include issues related to the socio-economic and health management impact of the disease, health education regarding prevention, and the impact on the healthcare worker. (Fall, Spring, Summer)

HTSC 360 U.S. Healthcare System 3

Prerequisites: ENGL102,

All prerequisites must be completed with a minimum grade of “C” (2.00).

An overview of the organization, delivery, and financing of health services in the United States. Topics will include healthcare facilities, the role of health professionals, financing of health services, managed care operations, and current health policy issues. (Spring, Summer)

HTSC 415 Foundations of Health Promotion 3

Prerequisites: ENGL102,

All prerequisites must be completed with a minimum grade of “C” (2.00).

The course will introduce students to the aspects of the interrelationship between the US health care system and the community. Topics will include the development of the community health movement, the organizations that help shape community health promotion and the role of epidemiology in the tracking and prevention of injury and disease (Spring)

HTSC 440 Introduction to Epidemiology 3

Prerequisites: ENGL102, STAT215,

All prerequisites must be completed with a minimum grade of “C” (2.00).

A study of the distribution of health events in human populations and the assessment of the influence of environmental conditions, lifestyle, and other circumstances on disease. Topics will include a study of the measurements of occurrence and frequencies of disease and their effects on healthcare. (Fall, Spring, Summer)

HTSC 459 Topics in Health Sciences 1

Credit of one to three hours is available.

Permission of the department chair is required for admission.

Various topics in the areas of health sciences and healthcare will be offered as needs and interests arise.

HTSC 470 Environmental Health 3

Prerequisites: ENGL102,

All prerequisites must be completed with a minimum grade of “C” (2.00).

This course will provide students with a basic understanding of the impact of environmental factors, the health of people, and the community. Topics will include the reaction of the body to environmental pollutants; physical, chemical, and biological agents of environmental contamination; vectors for dissemination; solid and hazardous waste; susceptible populations; biomarkers and risk analysis; the scientific basis for policy decisions; and emerging global environmental health problems. (Spring)

HTSC 480 Undergraduate Seminar 1

Prerequisites: CPTR105, ENGL102, STAT205, STAT215,

Successful completion of prerequisites or permission of the department chair is required to enroll in course. All prerequisites must be completed with a minimum grade of “C” (2.00).

Oral and written presentations of current scientific research. Presentations will include topics of interest from referenced journals or original research. Attendance is required. May be repeated for up to four credits. (Pass/No Pass) (Fall, Spring, Summer)

HTSC 490 Undergraduate Research/Practicum I 2

Prerequisites: ENGL102, STAT215,

Successful completion of prerequisites or permission of the department chair is required to enroll in course. All prerequisites must be completed with a minimum grade of “C” (2.00).

Directed individual research or independent study will be conducted following consultation with a faculty member who will aid the student in designing a research protocol. A written report and oral presentation will determine the course grade. A cumulative GPA of 2.50 and approval by the department chair are required. Course open only to students with Senior status. Students who have completed an Associate degree with clinical/research component may be exempt from this course. (Pass/No Pass) (Fall, Spring)

HTSC 491 Undergraduate Research/Practicum II 2

Prerequisites: ENGL102, STAT215,

Successful completion of prerequisites or permission of the department chair is required to enroll in course. All prerequisites must be completed with a minimum grade of “C” (2.00).

Directed individual research or independent study will be conducted following consultation with a faculty member who will aid the student in designing a research protocol. A written report and oral presentation will determine the course grade. A cumulative GPA of 2.50 and approval by the department chair are required. Course open only to students with Senior status. Students who have completed an Associate degree with clinical/research component may be exempt from this course. (Pass/No Pass)

MATH 091 Introduction to Algebra 3

Designed for those students whose math ACT score is below 16 or who desire to strengthen their math skills before entry into a college-level math course. This course is a study of number systems and their properties; polynomials; rational expressions; exponents and radicals; linear equations and inequalities with applications and graphing. Designed to prepare students for MATH 105 Intermediate Algebra. Not for College credit. Pass/No Pass (Fall, Spring, Summer)

MATH 103 **Survey of Mathematics** **3**

Topics include: introduction to sets, mathematical logic, number theory, probability, statistics, algebra, geometry, metric system and consumer mathematics. (Fall, Spring, Summer)

MATH 105 **Intermediate Algebra** **3**

Prerequisites: MATH 091,

Or one year of high school algebra with a minimum grade of “C” (2.00), a Math ACT score above 16, or successful completion of the Math COMPASS Placement test. All prerequisites must be completed with a minimum grade of “C” (2.00).

This course emphasizes basic algebraic skills and prepares students for MATH 120 College Algebra. Topics include: review of basic algebra; linear, rational, quadratic, and exponential functions; graphs and functions; factoring, exponents and polynomials; rational expressions and equations; quadratic equations and inequalities. The course content is a prerequisite for MATH 120. (Fall, Spring, Summer)

MATH 120 **College Algebra** **3**

Prerequisites: MATH105,

Two years of high school algebra with a minimum grade of “C” (2.00) and one of the following: A minimum score of 19 on the math portion of the ACT, or successful completion of MATH 105 with a minimum grade of “C” (2.00), or successful completion of the Mathematics COMPASS Placement test. All prerequisites must have been completed within five years.

Topics include: real and complex numbers; equations and inequalities involving linear and quadratic models; polynomial, greatest integer, absolute value, power, rational, exponential, and logarithmic functions and their graphs; real and imaginary zeros of polynomials; matrices and determinants; solutions of systems of equations and inequalities. Appropriate support technologies, such as the graphing utility will be used. (Fall, Spring, Summer)

MATH 130 **Pre-Calculus** **3**

Prerequisites: MATH120,

Prerequisite: MATH 120 with a minimum grade of “C” (2.00) or a minimum grade of “B” (3.00) in high school Algebra II. All prerequisites must have been completed within five years.

Topics include: equations and inequalities; analysis of exponential, logarithmic, polynomial, rational, power and trigonometric functions and inverses; law of sines and cosines; analytic geometry, trigonometric identities, polar coordinates, De Moivre’s Theorem. Modeling is incorporated in the topics. Appropriate support technologies, such as the graphing utility will be used. (Fall)

MATH 159 **Directed Study** **1**

Credit of one to three hours is available.

Permission of the department chair is required for admission

Provides the student with the opportunity for directed study of a particular concept or subject.

MATH 181 Calculus I with Analytical Geometry 4

Prerequisites: MATH130,

MATH 130 or High School Pre-Calculus with a minimum grade of "B" (3.00). All prerequisites must have been completed within five years.

The course is the study of the mathematics of motion and change. Topics include: limits, continuity, analytic geometry, and the differential and integral calculus of elementary trigonometric and transcendental functions. Application of the above topics to science, business, engineering, and the other branches of mathematics is explored. (Spring)

MATH 182 Calculus II with Analytical Geometry 4

Prerequisites: MATH181,

All prerequisites must have been completed within five years with a minimum grade of "C" (2.00).

Topics of study include a further study of the calculus of trigonometric functions, especially hyperbolic and inverse functions; applications of integration including areas, volume, arc length, moments, centers of mass; integration techniques; improper integrals; sequences and series including Taylor series; conics; parametric equations; and polar coordinates. (Fall)

MATH 255 Topics in Mathematics 1

Credit of one to three hours is available.

MATH 120 and permission of the department chair are required for admission. Various topics in the areas of mathematics will be offered as needs and interests arise.

Various topics in the areas of mathematics will be offered as needs and interests arise.

MGNT 320 Principles of Management 3

Introduction to the concepts of effective management in organizational settings. Topics include management functions such as: planning, organizing, directing, and leadership, levels of management, and interpersonal skills. Also including a study and analysis of basic business management policies and the ethics of management in a global economy. (Fall)

NUTR 122 Nutrition 3

A study of the digestion, absorption, and metabolism of those nutrients essential for human life, with emphasis on the therapeutic nutrition and dietary changes required for managing certain disease conditions. (Fall, Spring, Summer)

OCTH 114 Exceptional People 2

This is a service learning course.

PHYS 152L General Physics II Lab 1

Corequisites: PHYS152,

All prerequisites must be completed with a minimum grade of “C” (2.00).

A continuation of the principles of physics covered in PHYS 152. Three hours of lecture and three hours of lab per week. This course satisfies the requirement for a major or minor in physics. A lab fee will be assessed. (Spring)

PHYS 159 Directed Study in Physics 1

Credit of one to three hours is available. Permission of the department chair is required for admission.

Provides the student with the opportunity for directed study of a particular problem or area.

PSYC 124 General Psychology 3

Survey of psychology, including human development; sensation and perception; learning and thinking; emotions; motivation; personality; and stress, as well as psychological disorders and their treatment. (Fall, Spring, Summer)

PSYC 128 Developmental Psychology 3

A study of human life from conception through death. Emphasis is placed on the physical, cognitive, social, and psychological development of the individual. Issues are discussed regarding the continuity of development throughout the life span, how early experiences may affect later development, and the influence of genetics, familial factors, and the environment. (Fall, Spring, Summer)

PSYC 159 Directed Study in Psychology 1

Credit of one to three hours is available. Permission of the department chair is required for admission.

Provides the student with the opportunity for directed study of a particular problem or area.

PSYC 245 Social Psychology 3

This course presents human behavior in its social context to reveal how one's thoughts, feelings, and actions can be influenced by other people. It addresses a wide range of phenomena, including: how people form attitudes, how people attempt to persuade and are persuaded by others, how people form close relationships, why people help or harm each other, when people help each other, and how people understand each other and themselves. (Fall, Spring)

PSYC 255 Topics in Psychology 1

Credit of one to three hours is available. Permission of the department chair is required for admission.

Various topics in the areas of behavioral sciences will be offered as needs and interests arise.

PSYC 320	Health Psychology	3
<i>Prerequisites: ENGL102, PSYC124,</i>		
<i>All prerequisites must be completed with a minimum grade of “C” (2.00).</i>		
A study of the behavioral aspects of physical health. Topics will include the function of the brain as it affects physical health and wellness. (Fall)		
PSYC 420	Abnormal Psychology	3
<i>Prerequisites: ENGL102, PSYC124,</i>		
<i>All prerequisites must be completed with a minimum grade of “C” (2.00).</i>		
The varieties of disordered experiences and conduct are studied for their contribution to the understanding of more effective personal and social adjustment. Specific topics include the psychosis as well as psychosomatic and conduct disturbances. (Spring)		
PSYC 459	Topics in Psychology	1
<i>Credit of one to three hours is available. Permission of the department chair is required for admission.</i>		
Various topics in the area of behavioral sciences will be offered as needs and interests arise.		
RELB 103	Introduction to the Bible	3
A survey of the Bible combined with approaches to the literature in it. (Fall, Spring, Summer)		
RELB 125	Jesus and Contemporary Society	3
An exploration of the life and teachings of Jesus Christ with special attention given to their application to personal, social, and religious issues encountered in contemporary society. (Fall, Spring, Summer)		
RELB 159	Directed Study	1
<i>Credit of one to three hours is available. Permission of the department chair is required for admission.</i>		
Provides the student with the opportunity for directed study of a particular problem or area.		
RELB 215	Women of the Bible	2
A study of the women of the Bible in light of their culture and times with attention to their achievement, character, and relevance for today. (Spring)		
RELB 225	Topics in Religion	1
<i>Credit of one to three hours is available. Permission of the department chair is required for admission.</i>		
Various topics in the areas of religion and ethics will be offered as needs and interests arise.		

that he or she will meet with outside of the class for a total of 6, 30-minute sessions. These sessions are arranged according to the students' schedule to go over an individualized learning program to help them further absorb and unpack the discussions and topics of the course as well as other classes here on campus. The course will use these learning opportunities to help students develop their critical thinking and communication skills while exploring their own philosophy of healthcare. (Fall, Spring, Summer)

RELPH 103 Philosophy of Healthcare 3

Philosophy of Healthcare is an introductory, interdisciplinary course which explores the assumptions underlying a career in healthcare. These assumptions include views on the moral nature of humans, their inherent value, and the ethical issues surrounding illness, suffering, and pain. These topics will be examined through a variety of learning modalities including discussion, readings, journaling, and critical-thinking exercises. Each student will have an Academic Coach that he or she will meet with outside of the class for a total of 6, 30-minute sessions. These sessions are arranged according to the students' schedule to go over an individualized learning program to help them further absorb and unpack the discussions and topics of the course as well as other classes here on campus. The course will use these learning opportunities to help students develop their critical thinking and communication skills while exploring their own philosophy of healthcare. (Fall, Spring, Summer)

RELPH 142 Issues in Grieving and Loss 2

Examination of the grief process from the perspectives of the patient, the family, and the healthcare provider. Students will also explore the meaning of grief and death in various cultures and religions. (Fall, Spring, Summer)

RELPH 245 Introduction to Spiritual Disciplines 1

An exploration and experiential application of the spiritual growth of the student. Models for care of the spiritual life are examined and the potential for deepening one's relationship with God is addressed. Topics include meditation, silence, solitude, spiritual gifts, study of scripture, and prayer. (Spring, Summer)

RELPH 325 Evangelism and Health Education 3

Prerequisites: ENGL102, RELB125, SPCH145,

All prerequisites must be completed with a minimum grade of "C" (2.00).

A study of the principles of religion and health is utilized in reaching people for Christ within today's context. This course combines theoretical and practical aspects of bringing people to Jesus Christ in large groups. Students will learn how to plan, develop, and conduct a public evangelistic program through contemporary approaches and techniques. Involvement in an area evangelistic effort is the major part of this course. Students are expected to make in-home visits and give personal Bible studies. (Fall, Spring, Summer)

RELPH 374 Spiritual Dimensions of Healthcare 3

Prerequisites: ENGL102,

All prerequisites must be completed with a minimum grade of "C" (2.00).

An interdisciplinary course which explores the interrelationship between spirituality and healthcare delivery. Topics include identification and assessment of spirituality, the relationship between spirituality and the mind and body, spiritual development across the life span, spiritual caregiving, spiritual interventions, and diverse religious/spiritual perspectives on wellness and illness. (Spring).

RELT 150 Seventh-day Adventist Beliefs and Practices 1

This course conveys the basic commitments, beliefs, and practices of Seventh-day Adventists. (Fall, Spring, Summer)

RELT 250 Foundations of Religious Thought 2

This course involves a critical-thinking approach to the study of religion. It explores the interplay between philosophy, psychology, science, and various aspects of the religious phenomenon. The evidence for religion as an integral part of human experience will be studied. (Fall, Spring)

RELT 368 World Religions for the Healthcare Professions 3

Prerequisites: ENGL102,

All prerequisites must be completed with a minimum grade of "C" (2.00).

A study of the major world religions, including their history and development. This course will also familiarize the student with the major tenets and practices of these religions in the content of the healthcare professions. Available as a Baccalaureate degree course. (Fall, Spring, Summer)

REPH 375 Issues in Science and Religion 3

Prerequisites: BIOL102, BIOL102L, ENGL102,

BIOL 102 and BIOL 102L or BIOL 152 and BIOL 152L, ENGL 102 or permission of the department chair. All prerequisites must be completed with a minimum grade of "C" (2.00).

This course is designed to help the students develop an understanding of the issues raised by the interaction between modern science and present-day Christian thought. A brief historical overview of the conflict between science and religion is followed by an assessment of the contemporary state of this dialogue in such areas as cosmology and the origins of the universe, origins of life, the theory of Darwinian evolution, and the design argument. (Spring)

SERV 101 Service Learning 1

This is a service learning course.

This course will provide the student with an understanding of service learning and its connection with the mission of the College. The course will provide the student with the opportunity to participate in service-learning projects relevant to their personal and professional goals. This course will offer the student the opportunity to achieve a minimum of 14 service learning hours. These hours will help to fulfill the graduation requirements for service learning. (Fall, Spring, Summer)

SERV 102 Service Learning 2

This is a service-learning course.

This course will provide the student with an understanding of service learning and its connection with the mission of the College. The course will provide the student with the opportunity to participate in service learning projects relevant to their personal and professional goals. This course will offer the student the opportunity to achieve a minimum of 21 service-learning hours. These hours will help to fulfill the graduation requirements for service learning. (Fall, Spring, Summer)

SKLS 101 Student Success 3

A survey of study skills, time management, test-taking skills, and strategies for dealing with test anxiety. (Fall, Spring, Summer)

SOCI 125 Introduction to Sociology 3

Survey of the basic processes of human association and interaction including the dynamics of groups, social roles, communication, and mass behavior. (Fall, Spring, Summer)

SOCI 159 Directed Study in Sociology 1

Credit of one to three hours is available. Permission of the department chair is required for admission.

Provides the student with the opportunity for directed study of a particular problem or area.

**SOCI 201 Multicultural Applications for the
Health Sciences 3**

Prerequisites: PSYC124, SOCI125,

PSYC 124 or SOCI 125. All prerequisites must be completed with a minimum grade of "C" (2.00).

Enables students to develop an understanding of socio-cultural and linguistic factors within the health facility and the wider community. Topics will include issues relating to multiculturalism, such as language, race, ethnicity, social class, religion, age, gender, and other issues of diversity, as they impact the relationship and effectiveness of the healthcare professional and the patient/client. (Spring)

SOCI 245 Social Psychology 3

This course presents human behavior in its social context to reveal how one's thoughts, feelings, and actions can be influenced by other people. It addresses a wide range of phenomena, including how people form attitudes, how people attempt to persuade and are persuaded by others, how people form close relationships, why people help or harm each other, when people help each other, and how people understand each other and themselves. (Fall, Spring)

SOCI 349 Aging and Society 3

Prerequisites: ENGL102,

All prerequisites must be completed with a minimum grade of "C" (2.00).

Explores the relationship between attitudes within society and the elderly. It examines the increasing influence of senior citizens upon the norms, politics, economics, and demographics of society. (Fall, Spring, Summer)

SOCI 459 Topics in Sociology 1

Credit of one to three hours is available. Permission of the department chair is required for admission.

Various topics in the area of sociology will be offered as needs and interest arise.

SPAN 101 Spanish for the Healthcare Worker 3

Teaches basic communication skills for conversing with Spanish-speaking patients in the healthcare setting. The student learns basic grammatical structure and vocabulary as well as specific medical terminology. (Fall, Summer)

SPCH 145 Introduction to Public Speaking 3

Emphasizes the preparation and presentation of informative and persuasive speeches including methods of securing interest, persuasion, and delivery. This course meets the requirement for an oral communication course. (See the communication requirements section in the Academic Bulletin.) (Fall, Spring, Summer)

STAT 205 Introduction to Applied Statistics 3

Prerequisites: Two semesters of high school algebra with a minimum grade of "B" (3.00) or a college-level math course with a minimum grade of "C" (2.00).

An introduction to statistics and its applications, this course is designed to prepare students to interpret and evaluate statistics and statistical methods used in published research papers and to make decisions about the appropriateness of specific statistical methods in a variety of settings. Areas of emphasis will include descriptive statistics; analysis of graphs; sampling methods; binomial, z, t, and chi-square; confidence intervals; and hypothesis testing. This course will not fulfill the statistics requirement for Bachelor of Science degrees from the department of Health and Biomedical Sciences nor fulfill the pre-requisite requirements for graduate degrees. (Fall, Spring, Summer)

STAT 215 Elementary Statistics 3

Prerequisites: MATH101,

Prerequisites: A minimum ACT score of 22 in mathematics or two years of high school algebra with a minimum GPA of "B" (3.00) or a college-level math course with a minimum grade of "C" (2.00).

Introduction to descriptive and inferential statistics including elementary probability; probability distributions; hypothesis testing, correlation, and regression. (Fall, Spring, Summer)

Nursing

DNRS 326 Concepts of Professional Nursing 3

Prerequisites: DCHE101, DCPT105, DENG101, DENG102,

Online courses available only to students enrolled in the RN-BSN program.

All prerequisites must be completed with a minimum grade of “C” (2.00). DNRS326 is a prerequisite to all other baccalaureate level courses.

Focuses on concepts, communication skills, and issues related to Baccalaureate-level nursing practice, nursing models, and the formation of a personal philosophy of nursing. This course includes three credit hours of theory (45 clock-hours). This course meets the requirement for an oral and written communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

DNRS 327 Health Promotion and Assessment 4

Prerequisites: DNRS326,

Online courses available only to students enrolled in the RN-BSN program.

All prerequisite(s) must be completed with a minimum grade of “C” (2.00).

Provides the nurse with a comprehensive approach to health promotion and assessment using the nursing process. It is accomplished by theory and practice in history taking, physical exam techniques, use of assessment tools/equipment, and health teaching. The student will learn about common variations seen in healthy clients, age-related variations, and common abnormal findings. This course includes four credit hours of theory and clinical projects (60 clock-hours).

DNRS 328 Principles of Pathophysiology 4

Prerequisites: DNRS326,

Online courses available only to students enrolled in the RN-BSN program.

All prerequisite(s) must be completed with a minimum grade of “C” (2.00).

Explores the principles of human physiology and the pathologic processes that alter patient/client lines of defense and resistance. This course will provide the student with an understanding of structural adaptations and functional responses of cells, tissues, organs, and systems. The student will develop the ability to relate clinical manifestations to pathophysiologic changes. This course includes four credit hours of theory (60 clock-hours).

DNRS 329 Pharmacology 3

Prerequisites: DNRS326,

Online courses available only to students enrolled in the RN-BSN program. All prerequisites must be completed with a minimum grade of “C” (2.00).

Builds on the student’s pharmacology knowledge base while focusing on pharmacokinetics, pharmacodynamics, drug interactions, and adverse drug reactions. The major drug classifications will be studied in terms of their effects on the patient/client lines of defense and resistance. The student analyzes clients’ multiple-drug regimens for the purpose of teaching and providing quality care to clients and families. This course includes three credit hours of theory and clinical projects(45 clock-hours).

DNRS 358 Directed Study for Pathophysiology 1

Online courses available only to students enrolled in the RN-BSN program.

Permission of the RN-BSN program coordinator is required to enroll in the course.

Provides students who enter the program with 3 transferable credits for DNRS328: Pathophysiology to complete the additional required credit of course work. This course can be completed in the A or B term of the trimester and includes one credit hour of theory.

DNRS 446 Community Health Nursing 3

Prerequisites: DNRS326,

Online courses available only to students enrolled in the RN-BSN program.

All prerequisites must be completed with a minimum grade of "C" (2.00).

Focuses on contemporary health issues with emphasis on community assessment and analysis of healthcare needs by utilizing the nursing process within the epidemiologic framework. Emphasis is given to primary, secondary, and tertiary levels of care. This course includes three credit hours of theory and clinical projects (45 clock-hours), and meets the requirements for a written communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

DNRS 447 Population - Focused Health Promotion 3

Prerequisites: DNRS326,

Online courses available only to students enrolled in the RN-BSN program.

All prerequisites must be completed with a minimum grade of "C" (2.00).

Focuses on providing students with a knowledge of population-based healthcare interventions to effect changes in health promotion and disease prevention, disaster preparedness, and interventions across the continuum of care in a multicultural society. This course includes three credit hours of theory and clinical projects (45 clock-hours). This course meets the requirement for an oral communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

DNRS 485 Leadership and Management in Nursing 3

Prerequisites: DNRS326,

Online courses available only to students enrolled in the RN-BSN program.

All prerequisites must be completed with a minimum grade of "C" (2.00).

Focuses on the application of contemporary leadership and management principles in the current healthcare environment. Students will have the opportunity to observe and analyze the function of managers and healthcare executives. This course includes 3 credit hours of theory and clinical projects (45 clock-hours).

DNRS 497 Nursing Research Methods 3

Prerequisites: DNRS326, DSTA205,

Online courses available only to students enrolled in the RN-BSN program.

All prerequisites must be completed with a minimum grade of "C" (2.00).

Focuses on the study of the research process as applied to nursing problems. Students will evaluate published research findings for use in nursing practice. This

course includes three-credit hours of theory (45 clock-hours), and meets the requirement for an oral and written communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

DNRS 499 Seminar in Nursing 3

Prerequisites: DNRS326, DNRS327, DNRS328, DNRS329, DNRS359, DNRS446, DNRS447, DNRS485, DNRS497,

Online course available only to students enrolled in their last trimester of the RN-BSN program.

All prerequisites must be completed with a minimum grade of “C” (2.00). This course may not be taken concurrently with any nursing courses (DNRS prefix). Students may take one general education or cognate course concurrently with DNRS499 within the last trimester of the program. A student who fails DNRS499 will not be eligible to take courses concurrently with Seminar.

This capstone course provides an opportunity for students to explore health-related issues and analyze the impact that cultural, economical, political, and/or scientific change has on nursing and healthcare. In harmony with the current healthcare emphasis on clinical outcomes, each student designs and presents an outcome project in an area of special clinical interest. Through this project the student will demonstrate application of the Neuman Systems Model and mastery of content from previous Baccalaureate courses. This course includes three credit hours of theory (45 clock hours) and meets the requirements for both a written and oral communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

NRS 110 Introduction to Nursing 2

Prerequisites: BIOL101, BIOL101L, BIOL102, BIOL102L, BIOL225, BIOL225L, CHEM101, CPTR103, ENGL101, ENGL102, HPER123, MATH103, NUTR122, PSYC128, SOCI125,

Corequisites: NRS111, NRS111C, NRS112,

Admission to the Nursing Program.

Introduces the student to the profession of nursing, Neuman Systems Model, and the nursing process. The student will develop critical thinking and communication skills necessary for the professional practice of nursing. This course includes two credit hours of theory (30 clock-hours).

NRS 111 Foundations of Nursing 4

Prerequisites: BIOL101, BIOL101L, BIOL102, BIOL102L, BIOL225, BIOL225L, CHEM101, CPTR103, ENGL101, ENGL102, HPER123, MATH103, NUTR122, PSYC128, SOCI125,

Corequisites: NRS110, NRS111C, NRS112,

Admission to the Nursing Program

Focuses on the application of the nursing process in the provision of primary and secondary prevention and strengthening the adult patient/client lines of defense and resistance to environmental stressors. The student will identify basic stressors affecting the physiological, psychological, sociocultural, developmental, and

spiritual variables of the patient/client system. The student will provide care within the acute care and community environments. This course includes two credit hours of theory (30 clock-hours), two credit hours of clinical (90 clock-hours).

NRSNG 111C Foundations of Nursing Clinical 0

NRSNG 112 Techniques of Clinical Nursing 1

Prerequisites: BIOL101, BIOL101L, BIOL102, BIOL102L, BIOL225, BIOL225L, CHEM101, CPTR103, ENGL101, ENGL102, HPER123, MATH103, NUTR122, PSYC128, SOCI125,

Corequisites: NRSNG110, NRSNG111, NRSNG111C,

Admission to the Nursing Program

Focuses on the procedures used to provide secondary and tertiary interventions to individuals throughout their life span. The student will develop psychomotor skills necessary for the provision of patient/client care. This course includes one credit hour of lab time (45 clock-hours).

NRSNG 120 Adult Health Nursing I 4

Prerequisites: NRSNG110, NRSNG111, NRSNG112,

Admission to the Nursing Program. This is a service learning course.

Focuses on the application of the nursing process in the provision of primary, secondary, and tertiary prevention and strengthening the adult patient/client lines of defense and resistance to environmental stressors. The student will provide care for the patient/client experiencing designated stressors affecting the physiological, psychological, sociocultural, developmental, and spiritual variables. The student will provide care within the acute care environment. This course includes 2.5 credit hours of theory (37 clock-hours), and 1.5 credit hours of clinical (67 clock hours).

NRSNG 120C Adult Health Nursing I Clinical 0

NRSNG 121 Mental Health Nursing 3

Prerequisites: NRSNG110, NRSNG111, NRSNG112,

Admission to the Nursing Program.

Focuses on the application of the nursing process in the provision of primary, secondary, and tertiary prevention and strengthening the patient/client neuropsychological lines of defense and resistance to environmental stressors. The student will provide care for the patient/client experiencing designated stressors affecting the physiological, psychological, sociocultural, developmental, and spiritual variables across the life span. The student will provide care within the acute care and community environments. This course includes 2.2 credit hours of theory (33 clock-hours), 0.8 credit hours of clinical (36 clock-hours). This course meets the requirement for an oral communication course. (see Communication Requirements in the Academic Section of the Academic Bulletin).

NRSNG 121C Mental Health Nursing Clinical 0

NRSNG 159 Directed Study in Nursing 1

Credit of one to three hours is available. Permission of Department Chair.

Provides the student the opportunity for directed individual or group study of a particular problem or area. Permission from the Department of Nursing is required for course enrollment. This course may be repeated.

NRSG 230 Adult Health Nursing II 4

Prerequisites: NRSG120, NRSG121,

Corequisites: NRSG230C,

Admission to the Nursing Program. This is a service-learning course.

Focuses on the application of the nursing process in the provision of primary, secondary, and tertiary prevention and strengthening the adult patient/client lines of defense and resistance to environmental stressors. The student will provide care for the patient/client experiencing selected chronic stressors affecting the physiological, psychological, sociocultural, developmental, and spiritual variables. The student will provide care within the acute care and long-term care environment. This course includes 2.5 credit hours of theory (37 clock-hours), and 1.5 credit hours of clinical (67 clock-hours).

NRSG 230C Adult Health Nursing II Clinical 0

NRSG 231 Nursing of the Childbearing Family 3

Prerequisites: NRSG120, NRSG121,

Corequisites: NRSG231C,

Admission to the Nursing Program. This is a service-learning course.

Focuses on the application of the nursing process in the provision of primary and secondary prevention and strengthening the childbearing family lines of defense and resistance to environmental stressors. The student will provide care for the patient/client experiencing stressors affecting the physiological, psychological, sociocultural, developmental, and spiritual variables of the family during pregnancy, childbirth, neonatal, and postpartal periods. The student will provide care within the acute care and the community environments. This course includes 2.0 credit hours of theory (30 clock-hours), and 1.0 credit hour of clinical (45 clock-hours).

NRSG 231C Nursing of the Childbearing Family Clinical 0

NRSG 240 Adult Health Nursing III 4

Prerequisites: NRSG230, NRSG231,

Corequisites: NRSG240C,

Admission to the Nursing Program. This is a service-learning course.

Focuses on the application of the nursing process in the provision of primary, secondary, and tertiary prevention and strengthening the adult patient/client lines of defense and resistance to environmental stressors. The student will provide care for the critical stable patient/client experiencing stressors affecting the physiological, psychological, sociocultural, developmental, and spiritual variables. The student will provide care within the progressive care environment.

This course includes 2.5 credit hours of theory (37 clock-hours), and 1.5 credit hours of clinical (67 clock-hours). This course meets the requirement for an oral communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

NRSNG 240C Adult Health Nursing III Clinical 0

NRSNG 241 Nursing of the Child and Family 3

Prerequisites: NRSNG230, NRSNG231,

Corequisites: NRSNG241C,

Admission to the Nursing Program. This is a service-learning course.

Focuses on the application of the nursing process in the provision of primary and secondary prevention and strengthening the child/family lines of defense and resistance to environmental stressors. The student will provide care for the patient/client experiencing stressors affecting physiological, psychological, sociocultural, developmental, and spiritual variables. The student will provide care within the acute care environment. This course includes 2.2 credit hours of theory (33 clock-hours), and 0.8 credit hours of clinical (36 clock-hours). This course meets the requirement for an oral communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

NRSNG 241C Nursing of the Child and Family Clinical 0

NRSNG 301 Adult Health Nursing IV 5

Prerequisites: NRSNG240, NRSNG241, SOC1125,

Corequisites: NRSNG301C,

Admission to the Nursing Program.

Focuses on the application of the nursing process in the provision of secondary and tertiary prevention and strengthening the adult patient / client lines of defense and resistance to environmental stressors. The student will manage the care of the critical, unstable patient/client experiencing stressors affecting physiological, psychological, sociocultural, developmental, and spiritual variables. The student will provide care within the critical care environment. This course includes 3.5 credit hours of theory (52 clock hours), and 1.5 credit hours of clinical (67 clock hours). This course meets the requirement for an oral communication course (see Communication Requirements in the Academic Bulletin).

NRSNG 301C Adult Health Nursing IV Clinical 0

Corequisites: NRSNG301,

NRSNG 302 Nursing Practicum 3

Prerequisites: NRSNG240, NRSNG241, NRSNG301C, SOC1125,

Admission to the Nursing Program.

Focuses on the application of the nursing process in the management of primary, secondary, and tertiary prevention and strengthening the patient/client lines of defense and resistance to environmental stressors. The student will manage

care of the designated patient/client experiencing stressors affecting the physiological, psychological, sociocultural, developmental, and spiritual variables. The student will provide care in an acute care environment. This clinical course is designed to facilitate the transition to the role of a registered nurse. The course includes three credit hours of clinical (135 clock hours).

NRSRG 327 Health Promotion and Assessment 4

Prerequisites: NRSRG110, NRSRG111, NRSRG111C, NRSRG112, NRSRG302,

Admission to the Nursing Program; Permission of the Department Chair; All Level I Nursing Courses

Provides the nurse with a comprehensive approach to health promotion and assessment using the nursing process. It is accomplished by theory and practice in history taking, physical exam techniques, use of assessment tools/equipment, and health teaching. The student will learn about common variations seen in healthy clients, age-related variations, and common abnormal findings. This course includes three credit hours of theory (45 clock-hours) and one credit hour of clinical (45 clock-hours).

NRSRG 328 Principles of Pathophysiology 4

Prerequisites: NRSRG110, NRSRG111, NRSRG111C, NRSRG112, NRSRG302,

Admission to the Nursing Program; Permission of the Department Chair; All Level I Nursing Courses

Explores the principles of human physiology and the pathologic processes that alter patient/client lines of defense and resistance. This course will provide the student with an understanding of structural adaptations and functional responses of cells, tissues, organs, and systems. The student will develop the ability to relate clinical manifestations to pathophysiologic changes. This course includes four credit hours of theory (60 clock-hours).

NRSRG 329 Pharmacology 3

Prerequisites: NRSRG110, NRSRG111, NRSRG111C, NRSRG112, NRSRG302,

All Level I Nursing Courses Admission to the Nursing Program; Permission of the Department

Builds on the student's pharmacology knowledge base while focusing on pharmacokinetics, pharmacodynamics, drug interactions, and adverse drug reactions. The major drug classifications will be studied in terms of their effects on the patient/client lines of defense and resistance. The student analyzes clients' multiple-drug regimens for the purpose of teaching and providing quality care to clients and families. This course includes three credit hours of theory (45 clock-hours).

NRSRG 359 Directed Study 1

Credit of one to three hours is available.

Provides the student with the opportunity for directed individual or group study of a particular problem or area. Permission of the Department of Nursing is required for course enrollment. This course may be repeated.

NRS 446 Community Health Nursing I 3

Prerequisites: DNRS326,

Admission to the RN-BSN Nursing Program.

Focuses on contemporary health issues, with emphasis on community assessment and analysis of healthcare needs by utilizing the nursing process within the epidemiologic framework. Emphasis is given to primary, secondary, and tertiary levels of care. This course includes two credit hours of theory (40 clock-hours), one credit hour of clinical (45 clock-hours), and meets the requirements for a written communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

NRS 447 Population Focused Health Promotion 3

Prerequisites: DNRS326,

Admission to the RN-BSN Nursing Program.

Focuses on providing students with a knowledge of population-based healthcare interventions to effect changes in health promotion and disease prevention, disaster preparedness, and interventions across the continuum of care in a multicultural society. This course includes two credit hours of theory (30 clock-hours) and one credit hour of clinical (45 clock-hours). This course meets the requirement for an oral communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

NRS 485 Leadership and Management 3

Prerequisites: DNRS326,

Admission to the RN-BSN Nursing Program.

Focuses on the application of contemporary leadership and management principles in the current healthcare environment. The student will explore the concepts of power, conflict, negotiation, and change in organizations. The student will have the opportunity to observe and analyze the function of managers and healthcare executives. This course includes 2.5 credit hours of theory (37 clock-hours) and .5 credit hours of clinical (23 clock-hours).

NRS 497 Nursing Research Methods 3

Prerequisites: DNRS326, DSTA205,

Admission to the RN-BSN Nursing Program.

Focuses on the study of the research process as applied to nursing problems. Students will evaluate published research findings for use in nursing practice. This course requires a written critique of a published nursing research study and presentation of a published nursing research study to peers. This course includes three credit hours of theory (45 clock-hours), and meets the requirement for an oral and written communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

NURS 115 Introduction to Professional Nursing 2

This course introduces the student to the profession of nursing, the Neuman Systems Model, the nursing process, clinical reasoning, the education of nurses,

patient education, nursing research, healthcare informatics, healthcare policy, legal and ethical issues in healthcare, roles of the nurse, culture, self concept, and human sexuality. The student will also develop critical thinking and communication skills necessary for the professional practice of nursing.

Occupational Therapy

OCTH 111 Introduction to Occupational Therapy 3

Acceptance into OTA program

Introduces the student to the profession of Occupational Therapy (OT), including its definition, history, philosophy, and theories upon which the practice of occupational therapy is built. The practice of OT is fully explored, including the process of therapeutic intervention in multiple settings. The student is also introduced to basic OT skills, including patient interaction, observation, activity analysis, creative problem solving, documentation, and clinical reasoning skills. Two credit hours of lecture; two credit hours of lab. This course meets the requirement for an oral communication course.

OCTH 112 Applied Anatomy and Kinesiology 3

Prerequisites: BIOL101, OCTH111,

Prerequisites: BIOL 101; OCTH 111

Designed to introduce the student to the basic principles of biomechanics and kinesiology as they pertain to human movement. The student will learn to identify anatomical landmarks through palpation skills, perform manual muscle testing and goniometry, and be introduced to transfer skills, body mechanics, and principles of exercise. Particular emphasis will be placed on movement of the upper extremity, especially as it occurs while engaged in activities of daily living. Two hours lecture; four hours lab. This course meets the requirement for an oral communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

OCTH 121 Psychosocial Issues in Occupational Therapy 4

Prerequisites: OCTH112, PSYC124, PSYC128,

Corequisites: OCTH122,

This is a service-learning course.

Provides a perspective of psychosocial issues across the human life span. It provides the student with the basic knowledge regarding the role of occupational therapy in a psychosocial setting; etiology, clinical features, and prognosis of mental health diagnoses; historical and current OT theories; and documentation. This course will provide the OTA student with the opportunity to practice clinical skills and conduct groups for a variety of persons with psychosocial dysfunctions. An emphasis will be placed upon the importance of incorporating the psychosocial components of evaluation and treatment in all clinical settings. Two credit hours of lecture; four credit hours of lab. This course meets the requirement for an oral communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

with the elderly. Students will demonstrate skills in the use of selected evaluation and treatment procedures; gather and organize data; and build on their interpersonal skills to foster professional behavior with patients, clients, and staff. Four credit hours clinical.

OCTH 213 Occupational Therapy in Physical Dysfunction 4

Prerequisites: BIOL125, ENGL144, OCTH121, OCTH122,

Corequisites: OCTH211, OCTH212, OCTH214,

This is a service-learning course.

Designed to provide students with an understanding of the occupational therapy process in physical disabilities resulting from illness, disabling conditions, or injury. Also covered are the history and theory of OT in a physical disabilities setting; the psychosocial aspects of physical disability; and documentation, reimbursement, and management of OT services in a variety of physical dysfunction treatment settings. Students are provided with extensive hands-on labs to experience and gain competency in a variety of evaluation and treatment techniques. Two credit hours of lecture; four credit hours of lab. This course meets the requirement for an oral communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

OCTH 214 Physical Dysfunction Occupational Therapy Practicum 1

Prerequisites: BIOL125, ENGL144, OCTH121, OCTH122,

Corequisites: OCTH211, OCTH212, OCTH213,

Level I fieldwork experience is designed to enrich OCTH 213 by providing an opportunity for the student to have clinical experience under the supervision of OT practitioners or other qualified professionals in a physical dysfunction setting. The student will gain experience in patient contact, professionalism, observation, reporting skills, and assisting with selected evaluation and treatment techniques. Some sessions will be held on campus for the purposes of planning/organizing activities and sharing experiences. Four credit hours of clinical.

OCTH 221 Occupational Therapy in Pediatrics 4

Prerequisites: OCTH211, OCTH213,

Corequisites: OCTH222, OCTH223,

This is a service-learning course

Introduces students to entry-level pediatric occupational therapy skills. Teaching methods will include lecture and lab experiences which will emphasize critical thinking, adaptation, and hands-on learning. This course will address typical and atypical child development, common pediatric diagnoses, (which may benefit from occupational therapy services), as well as the role of occupational therapy in a variety of pediatric settings. The primary focus of this course will be for students to acquire adequate occupational therapy treatment techniques necessary for service provision to children, premature through adolescence. Students will be encouraged to understand their personal and professional abilities within the pediatric arena. Course content will also include the

following: appropriate communication skills with children, family, staff, and community members; cultural and ethical awareness; reimbursement issues unique to pediatrics; and legal aspects which affect children's services. Two credit hours of lecture; four credit hours of lab. This course meets the requirement for an oral communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

OCTH 222 Pediatric Occupational Therapy Practicum 1

Prerequisites: OCTH211, OCTH213,

Corequisites: OCTH221, OCTH223,

Level I fieldwork experience is designed to enrich OCTH 221 by providing an opportunity for the student to have clinical experience under the supervision of occupational therapy practitioners or other qualified professionals in a pediatric setting. The student will gain experience in patient contact, professionalism, observation and reporting skills, and assisting with selected pediatric evaluation and treatment techniques. Some sessions will also be held on campus for the purposes of planning/organizing activities and sharing experiences. Four credit hours of clinical.

OCTH 223 Professional Issues in Occupational Therapy 3

Prerequisites: OCTH211, OCTH213,

Corequisites: OCTH221, OCTH222,

This is a service-learning course.

Begins preparation of the student for transition from the role of a student to the role of a professional. The student is prepared for Level II Fieldwork experience by reinforcing his or her knowledge of components of the occupational therapy process, using individual and group problem-solving tasks related to both clinical and ethical problems. Case studies will provide an opportunity for the student to further refine his or her clinical reasoning skills. The student learns the skills necessary to assist in the establishment and maintenance of an occupational therapy clinic, to participate in OT research and quality assurance/improvement, to become an advocate for the profession, and to become a lifelong learner. Two credit hours of lecture; two credit hours of lab. This course meets the requirement for an oral communication course (see Communication Requirements in the Academic Section of the Academic Bulletin).

OCTH 231 Supervised Clinical Practice I 4

Prerequisites: OCTH223,

Corequisites: OCTH233,

Provides an opportunity for each student to experience the role of an occupational therapy assistant under the supervision of a certified occupational therapy practitioner. This Level II Fieldwork experience provides students with real-life situations in which they can continue to apply knowledge and skills learned in the classroom, develop clinical reasoning skills, and build on their interpersonal skills to foster professional working relationships with clients and staff. This course must be completed within 18 months following completion of academic preparation. 40 clinical hours/week for eight weeks.

OCTH 232 Supervised Clinical Practice II 4

Prerequisites: OCTH231,

Corequisites: OCTH233,

Provides an opportunity for each student to experience the role of an occupational therapy assistant under the supervision of a certified occupational therapy practitioner in a clinical setting that differs from OCTH 231. This Level II Fieldwork experience provides students with real-life situations in which they can continue to apply knowledge and skills learned in the classroom, develop clinical reasoning skills, and build on their interpersonal skills to foster professional working relationships with clients and staff. This course must be completed within 18 months following completion of academic preparation. 40 clinical hours/week for eight weeks.

OCTH 233 Seminar for Clinical Practice 1

Prerequisites: OCTH223,

Corequisites: OCTH231, OCTH232,

Prerequisites: OCTH 223 *Corequisites:* OCTH 231; OCTH 232

Focuses on preparation and application for the certification exam and professional employment skills, including résumé writing, job interviewing skills, and job applications. Time is also allowed for sharing of individual experiences in Level II fieldwork. Meets four times during each Level II fieldwork; two credit hours of lecture each time. This is a blended course which meets on campus and on-line.

Radiologic Sciences

DADI 300 Principles of Quality Management 3

Online course available only for the students enrolled in online degrees.

The most up-to-date information available on the quality management aspects of darkrooms; processing; equipment and accessories; fluoroscopic and advanced imaging equipment; artifacts; repeat analysis; and silver recovery.

DADI 359 Directed Study 3

Credit of one to three hours is available. Online course available only for the students enrolled in online degrees. This course may be repeated.

Provides the student with the opportunity for directed individual or group study of a particular problem or area.

**DADI 371 Physics and Instrumentation of
Computed Tomography 3**

Prerequisites: DBIO144,

Online course available only for the students enrolled in online degrees.

This course provides an overview of the physical principles and instrumentation associated with computed tomography. Topics include methods of data acquisition and manipulation, CT systems and operations, and image processing and display. Quality management and artifact recognition will also be discussed.

DADI 372 Computed Tomography Imaging Procedures 3

Prerequisites: DADI371, DBIO144,

Online course available only for the students enrolled in online degrees.

An overview of scanning techniques related to the central nervous system, neck, thorax, abdomen and pelvis, vascular (CTA), spine and musculoskeletal regions. Anatomy, positioning criteria, and various protocols will be studied. Research paper and case studies will be presented.

**DADI 373 Computed Tomography Pathology
and Case Studies 3**

Prerequisites: DADI372, DBIO144,

Online course available only for the students enrolled in online degrees.

This course is designed to introduce the various pathological disorders that can be seen while performing CT scans on the various anatomical sections of the body. Clinical manifestations and radiographic appearance of pathological conditions will be discussed. Research paper and case studies will be presented.

DADI 381 Physics and Instrumentation of MRI 3

Prerequisites: DBIO144,

Online course available only for the students enrolled in online degrees.

This course provides the student with the physical principles of image formation, data acquisition and processing related to magnetic resonance imaging. Topics include electromagnetism, gradients, pulse sequences, imaging parameters, and image analysis. Quality management and artifact recognition will also be discussed.

DADI 382 MRI Imaging Procedures 3

Prerequisites: DADI381, DBIO144,

Online course available only for the students enrolled in online degrees.

An overview of scanning techniques related to the central nervous system, neck, thorax, breast, abdomen and pelvis, vascular (MRA/MRV), spine and musculoskeletal regions. Anatomy, positioning criteria, coil selection, and various protocols will be studied. Research paper and case studies will be presented.

DADI 383 MRI Pathology and Case Studies 3

Prerequisites: DADI382, DBIO144,

Online course available only for the students enrolled in online degrees.

This course is designed to introduce the various pathological disorders that can be seen while performing MRI scans on the various anatomical sections of the body. Clinical manifestations and radiographic appearance of pathological conditions will be discussed. Research paper and case studies will be presented.

**DADI 400 Management Principles for
Imaging Professionals 3**

Online course available only for the students enrolled in online degrees.

The course explores the multiple dimensions of the role of the imaging professional in the healthcare arena. Emphasis is placed on the management responsibilities needed to foster and promote quality outcomes. Topics will focus on aspects of the following: patient engagement and communication; recruitment and retention; emotional intelligence; creating effective committees and teams; and coaching and mentoring skills.

DADI 420 Advanced Procedures and Technology in CT 3

Prerequisites: DADI371, DADI372, DADI373,

Online course available only for the students enrolled in online degrees.

Students are introduced to the principles of 3D formatting, multi-slice advancements and considerations, computer software innovations, and post-processing techniques. Advanced imaging procedures, such as CT-guided biopsy, calcium scoring, and PET/CT, will also be covered.

DADI 425 Computed Tomography Registry Review 3

Prerequisites: DADI420,

Online course available only for the students enrolled in online degrees.

Provides a comprehensive review of CT in preparation for the National Certification Examination. Numerous simulated registry examinations will be administered during the course.

DADI 430 Advanced Procedures and Technology in MRI 3

Prerequisites: DADI381, DADI382, DADI383,

Online course available only for the students enrolled in online degrees.

Students are introduced to the principles of 3-D post-processing techniques, scanner and magnet advancements, computer software innovations, and dynamic imaging. Special procedures and techniques, such as diffusion/perfusion scanning, spectroscopy, and MRI, will also be discussed.

DADI 435 MRI Registry Review 3

Prerequisites: DADI430,

Online course available only for the students enrolled in online degrees.

Provides a comprehensive review of MRI in preparation for the National Certification Examination. Numerous simulated registry examinations will be administered during the course.

DADI 485 Medical Imaging in the Digital Environment 3

Online course available only for the students enrolled in online degrees.

Covers Picture Archiving and Communicating Systems (PACS), Computed Radiography, Direct Digital Radiography, Networking, and DICOM.

DADI 490 Case Studies in Healthcare 3

Prerequisites: DBSA343, DBSA354, DBSA385, DBSA388, DENG250,

Online course available only for the students enrolled in online degrees.

A capstone course that integrates business strategies for current and future operations within the field of Radiologic Sciences. Applying concepts previously learned, students will create and deliver a strategic plan that encompasses the field of Radiography. This course is the final course of the BSRS program sequence and can only be taken in the student's final trimester. Graduating Seniors Only!

DADI 494 Issues and Trends in the Healthcare Arena I 3

Online course available only for the students enrolled in online degrees.

Explores the dynamics of the healthcare marketplace including changing demographics, increasing demands of the aging population, healthcare workforce, and new medical technology and research. Emphasis will be placed on health behaviors including smoking, poor dietary habits, lack of exercise, alcohol abuse, and workplace violence.

DADI 495 Issues and Trends in the Healthcare Arena II 3

Online course available only for the students enrolled in online degrees.

Emphasis is placed on the medical imaging environment. Examines the challenges that shaped the field of imaging technology and current innovative strategies.

RTCA 111 Introduction to Radiography 3

Provides the student with an orientation to the academic and clinical structure of the program. Includes a brief history of medicine with specific emphasis on radiography. Explores the ethical and professional responsibilities of the radiographer. Also includes an in-depth study of radiation protection, positioning nomenclature, basic positioning, exposure techniques, and equipment orientation.

RTCA 112 Clinical Education I 2

Prerequisites: RTCA111,

Supervised clinical experience and competency evaluation in performing radiographic procedures. Emphasizes radiation protection, patient care, equipment operation, exposure technique, and image quality evaluation.

RTCA 113 Patient Care for the Health Sciences 2

This course will provide the health sciences student with the fundamentals of patient care methods related to diagnostic imaging. Topics include communicating within the healthcare arena; first aid; infection control and isolation techniques; sterile technique; body mechanics and transfer techniques; vital signs; and medical emergencies.

RTCA 121 Radiographic Procedures I 3

Prerequisites: RTCA111,

Radiographic positioning, equipment manipulation, and quality evaluation of radiographic studies of the upper extremity, chest cavity, abdomen, and contrast studies.

RTCA 121L Radiographic Procedures Lab I 0

Takes didactic learning and applies it to a physical (hands-on) environment. In a lab setting, students practice procedures covered in the classroom and then are tested for mastery of those procedures.

RTCA 122 Clinical Education II 2*Prerequisites: RTCA112,*

This course is a continuation of RTCA 112 Clinical Education I (RTCA 112). The student will continue to apply knowledge gained from the Radiographic Procedures courses and experiences during clinical assignments. The student will participate in all radiographic procedures with emphasis placed on quality of performance and increased speed and proficiency.

RTCA 141 Radiographic Procedures II 3*Prerequisites: BIOL101, RTCA121,*

This course is a continuation of Radiographic Procedures I(RTCA 121). It will include a study of radiographic positioning, equipment manipulation, and quality evaluation of radiographic studies of the lower extremity, bony thorax, vertebral column, cranium, and sinuses.

RTCA 141L Radiographic Procedures Lab II 0

Incorporates didactic instruction into a physical (hands-on) learning environment. In a lab setting, students practice procedures covered in the classroom to be followed by a demonstration of their mastery of the various radiographic procedures.

RTCA 159 Directed Study in Radiologic Sciences 1*Credit of one to three hours is available.*

Provides directed individual or group study of a particular problem area. Permission of the Department Chair is required for admission.

RTCA 202 Clinical Education III 2*Prerequisites: RTCA122, RTCA141,*

This course is a continuation of Clinical Education II (RTCA 122). The student will continue to apply knowledge gained from the Radiographic Procedures courses and experiences during clinical rotations. The student will participate in all radiographic procedures with emphasis placed on quality of performance and increased speed and proficiency. The student will become increasingly more independent by performing procedures, as much as possible, with the indirect supervision of the staff technologists.

RTCA 212 Clinical Education IV 3*Prerequisites: RTCA202, RTCA231,*

This course is a continuation of Clinical Education III (RTCA 202). The student will continue to apply knowledge gained from the Radiographic Procedures courses and experiences during clinical rotations. The student will participate in all radiographic procedures with emphasis placed on quality of performance and increased speed and proficiency. The student will become increasingly more independent by performing procedures, as much as possible, with the indirect supervision of the staff technologists.

RTCA 214 Principles of Image Production I 2*Prerequisites: PHYS121,*

Covers the theories and principles of special x-ray imaging procedures such as fluoroscopy and linear tomography. Covers the basic structure of the atom, production of x-rays, and x-ray interactions with matter.

RTCA 222 Clinical Education V 3

Prerequisites: RTCA212,

This course is a continuation of Clinical Education IV (RTCA 212). The student will continue to apply knowledge gained from experiences during clinical rotations and the Radiographic Procedures courses previously taken. The student will participate in all radiographic procedures with emphasis placed on quality of performance and increased speed and proficiency. Students will become increasingly more independent by performing procedures they have already competency tested on without the direct assistance of staff technologists.

RTCA 231 Radiographic Procedures III 2

Prerequisites: BIOL102, RTCA141,

This is a service-learning course.

This course is a continuation of Radiographic Procedures I and II and will include a study of pediatric radiography and special imaging techniques in diagnostic imaging, including vascular and nonvascular procedures.

RTCA 241 Radiobiology 1

A study of the effects of ionizing radiation on biological systems. This course investigates responses at the molecular, cellular, and organic levels.

RTCA 244 Principles of Image Production II 3

Prerequisites: RTCA214,

A continuation of Principles of Image Production I (RTCA 214). Covers the physics of diagnostic radiography. Includes the study of basic electrical theory, leading to the production of x-rays, x-ray control circuitry, x-ray tubes, electromagnetic radiation, and the interaction of radiation with matter.

RTCA 251 Radiographic Pathology 2

A study of disease as it relates to various radiographic procedures. This course will focus on any visible changes seen on a radiograph as a result of disease progression.

RTCA 253 Radiographic Exposure and Quality Control 3

A study of the technical variables influencing radiographic and fluoroscopic image quality. Includes equipment considerations, prime exposure factors, image receptors, accessory exposure devices, as well as a detailed study of analog film processing and digital image processing variables influencing radiographic image quality. Also included are quality control evaluation of radiographic and fluoroscopic imaging systems, implementation procedures, equipment selection criteria, and processing quality control.

- RTCA 255 Radiography Review 2**
- Provides a comprehensive review of Radiography in preparation for the National Certification Examination administered by the American Registry of Radiologic Technologists (ARRT). Numerous simulated registry examinations will be administered during the course.
- RTNM 301 Foundations of Nuclear Medicine Technology 4**
- Prerequisites: BIOL102, BIOL102L, BIOL144, BIOL144L, CHEM152, CHEM152L, ENGL102, MATH120, PHYS152,*
- Corequisites: RTNM302,*
- An introduction to the basic principles of nuclear medicine physics, radiopharmacy, radiation safety, and instrumentation.
- RTNM 302 Introduction to Clinical Nuclear Medicine 3**
- Corequisites: RTNM301,*
- An overview of routine clinical procedures with supervised experience in the clinical environment.*
- RTNM 310 Nuclear Medicine Procedures I 3**
- Prerequisites: RTNM301,*
- Corequisites: RTNM350,*
- A study of nuclear medicine procedures of the cardiovascular and skeletal systems. The indications, radiopharmaceuticals, patient preparation, equipment, findings, and clinical correlation for each procedure will be studied.
- RTNM 311 Nuclear Medicine Procedures II 3**
- Prerequisites: RTNM310,*
- Corequisites: RTNM351,*
- A study of nuclear medicine procedures of gastrointestinal, genitourinary, pulmonary, and endocrine systems. The indications, radiopharmaceuticals, patient preparation, equipment, findings, and clinical correlation for each procedure will be studied.
- RTNM 320 Nuclear Medicine Instrumentation with Lab 4**
- Prerequisites: RTNM301,*
- The principles of both imaging and non-imaging instrumentation. The design, operation, and quality control of gas detectors, scintillation detectors, gamma cameras, solid state detectors, and PET/CT scanners are covered. Counting statistics and the applications of computers in nuclear medicine are also covered.
- RTNM 325 Radiopharmacy and Pharmacology 3**
- Prerequisites: RTNM301,*
- A study of the theory and practice of radiopharmacy to include the production of radionuclides, preparation and calculation of doses, quality control, radiation

safety, and applicable regulations. In addition, applicable non-radioactive interventional drugs and contrast media are discussed. For all administered materials, the route of administration, biodistribution, interfering agents, contraindications, and adverse effects is covered.

RTNM 330 Radiobiology and Radiation Protection 3

Prerequisites: RTNM301,

Topics in radiobiology include a review of ionization and energy transfer, as well as a discussion of the molecular, cellular, tissue, and organ response to radiation. Acute and chronic effects of radiation exposure are discussed. The course covers topics in licensing requirements; guidelines for radiation protection; governing agencies; radiation signs; record keeping; personnel and area monitoring; radionuclide receipt, storage, and disposal; as well as management of radiation spills.

RTNM 350 Clinical Nuclear Medicine I 4

Prerequisites: RTNM302,

Corequisites: RTNM310,

Students receive supervised clinical education that includes instruction and participation in the performance of various clinical nuclear medicine procedures, patient care, administrative duties, radiopharmaceutical preparation and administration, quality assurance, and radiation safety.

RTNM 351 Clinical Nuclear Medicine II 4

Prerequisites: RTNM350,

Corequisites: RTNM311,

This course is a continuation of RTNM 350. Students receive supervised clinical education that includes instruction and participation in the performance of various clinical nuclear medicine procedures, patient care, administrative duties, radiopharmaceutical preparation and administration, quality assurance, and radiation safety.

RTNM 360 Journal Review and Research I 1

Prerequisites: RTNM301, STAT205, STAT215,

Review of medical journals with emphasis on the format of a scientific article, analytical reading, and reviewing and discussing published articles in nuclear medicine.

RTNM 361 Journal Review and Research II 1

Prerequisites: RTNM360,

A continuation of RTNM 360 with an emphasis on research design and writing a research proposal.

RTNM 412 Nuclear Medicine Procedures III 3

Prerequisites: RTNM311,

Corequisites: RTNM452,

- A study of nuclear medicine procedures of the central nervous system. In addition, oncology imaging, special procedures, radionuclide therapy, and non-imaging procedures will be discussed. The indications, radiopharmaceuticals, patient preparation, equipment, findings, and clinical correlation for each procedure will be studied.
- RTNM 442 X-Ray Production 1**
- Prerequisites:* RTNM351,
- Covers the principles of X-ray production as it relates to nuclear medicine.
- RTNM 452 Clinical Nuclear Medicine III 4**
- Prerequisites:* RTNM351,
- Corequisites:* RTNM412,
- This course is a continuation of RTNM 351. Students receive supervised clinical education that includes instruction and participation in the performance of various clinical nuclear medicine procedures, patient care, administrative duties, radiopharmaceutical preparation and administration, quality assurance, and radiation safety.
- RTNM 453 Clinical Nuclear Medicine IV 4**
- Prerequisites:* RTNM452,
- Corequisites:* RTNM483,
- This course is a continuation of RTNM 452. Students receive supervised clinical education that includes instruction and participation in the performance of various clinical nuclear medicine procedures, patient care, administrative duties, radiopharmaceutical preparation and administration, quality assurance, and radiation safety.
- RTNM 462 Journal Review and Research III 1**
- Prerequisites:* RTNM361,
- A continuation of RTNM 361 with emphasis on data collection, statistical analysis, and writing abstracts and scientific papers.
- RTNM 473 Advanced Imaging 3**
- Prerequisites:* RTNM320, RTNM442,
- Corequisites:* RTNM350,
- Designed to provide the student with exposure to new and emerging technologies and techniques. Course will include an emphasis on positron emission imaging.
- RTNM 483 Seminars in Nuclear Medicine Technology 3**
- Prerequisites:* RTNM412,
- Corequisites:* RTNM453,
- Provides a comprehensive review of nuclear medicine in preparation for national certification exams. Numerous simulated registry examinations are administered during the course. In addition, the students will complete a capstone project that incorporates their personal philosophy of healthcare.

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