# Southern TECHNICAL COLLEGE

**Catalog Supplement**
**2018 Catalog, Volume 8**
**Supplement Effective Date: September 25, 2018**

**Effective October 2, 2017:**
**Catalog, Page 20, Maximum Time Frame**

| Program | Quarter Credit/ Clock Hour Graduation Requirement | Maximum Time Frame |
|---|---|---|
| Elementary Education - BS | 199 credits | 298.5 credits |
| Medical Assistant - D | 51credits /720 hours | 76.5 credits |
| Medical Laboratory Technician - AS | 105 credits | 157.5 credits |
| Nursing - AS (Tampa) | 115 credits | 172.5 credits |

**Effective November 27, 2017:**
**Catalog, Page 6, Administration**
The Administration for Southern Technical College has been updated to reflect the following changes:
Mr. Pedro C. De Guzman..................................................Chief Executive Officer/President
Mr. Reid Allison..............................................................Chief Financial Officer/Executive Vice President
Dr. Lori Moran................................................................Chief Operating Officer/Sr. Vice President
Mr. Mike Rhodes.............................................................Sr. Vice President, Admissions
Mr. Richard Bennett.........................................................Sr. Vice President, Financial Aid
Mr. Sandeep Kaup............................................................Vice President, Marketing
Ms. Andrea Mitchell.........................................................Vice President of Career Services
Ms. Sherry Parker………………………………………...Group Director of Education
Ms. April Cortright……………………………………. Compliance Manager

## Catalog, Page 42, Elementary Education
Change course code HUM150 to HUM154.

STC – Fort Myers and Tampa are no longer enrolling students into the Elementary Education program as the program is in teach-out.

## Catalog, Page 44, Healthcare Administration
STC – Fort Myers is no longer enrolling students into the Healthcare Administration program as the program is in teach-out.

STC – Tampa has completed the teach-out. All students have graduated from the program.

## Catalog, Page 46, Interior Design
STC – Fort Myers is no longer enrolling students into the Interior Design Bachelor of Science program. The existing students have been taught out and the campus will not resume enrollments.

## Catalog, Page 50, Criminal Justice
STC – Fort Myers, Port Charlotte, and Tampa are no longer enrolling students into the Criminal Justice program as the program is in teach-out.

**Catalog, Page 51, Diagnostic Medical Sonography**
The Associate of Science in Diagnostic Medical Sonography (DMS) program is no longer offered at the Southern Technical College (STC) – Fort Myers campus. The program has been taught-out, all students have graduated from the program, and STC is no longer enrolling students into the DMS program.

STC – Port Charlotte is no longer enrolling students into the Diagnostic Medical Sonography program as the program is in teach-out.

The DMS program is offered at STC – Tampa.

**Catalog, Page 52, Digital Design**
The Digital Design program is no longer offered at the Southern Technical College (STC) – Fort Myers campus. The program has been taught-out, all students have graduated from the program, and STC is no longer enrolling students into the Digital Design program.

**Catalog, Page 53, Early Childhood Education**
The Associate of Science in Early Childhood Education (ECE) program is no longer offered at the Southern Technical College (STC) – Fort Myers and Tampa campuses. The programs have been taught-out, all students have graduated from the program, and STC is no longer enrolling students into the ECE program.

**Catalog, Page 67, Medical Billing and Coding Technology Diploma:**
The Medical Billing and Coding Technology Diploma teach-out has been completed in Ft Myers. All students have graduated. No additional students will be enrolled.

**Add to Catalog Supplement:**
**Information Technology and Security Systems**
**Bachelor of Science**
**Locations:** The Bachelor of Science in Information and Security Systems (ITSS) is in teach-out at the STC-Tampa campus and no longer enrolling students into the ITSS program.

192 Quarter Credit Hours/176 Weeks

The Bachelor's degree in Information Technology and Security Systems program is focused on preparing students to acquire knowledge in the preservation of information assets. Students will be instructed in the identification of computer security vulnerabilities and have the opportunity develop a level of specialization in information security beyond what is provided by more general programs. The program allows students sufficient time to explore the issues and technologies of computer and network security and develop the skills needed to design or troubleshoot an organization's security systems procedures, standards, protocols, and policies, as well as ensure that operational security is in compliance with standards, policies, and laws.

| Course Codes | Course Names | Credits |
|---|---|---|
| CDA464 | Managing Electronic Communication Systems | 4 |
| CET116 | Computer PC Technician | 4 |
| CET118 | Computer Essentials | 4 |
| CET242 | Programmatic Logic and Design | 4 |
| CET258 | Network + Preparation | 4 |
| CET260 | Routers and Network Security | 4 |
| CET270 | Introduction to Network Security Fundamentals | 4 |
| CGS150 | Spreadsheet Applications | 4 |

| CGS380 | IT Business Continuity | 4 |
|---|---|---|
| CGS436 | Information Technology Strategies | 4 |
| CIS220 | Computer Forensics and Investigations | 4 |
| CIS438 | Advanced Network Forensics | 4 |
| CNT300 | Managing Technology Integration | 4 |
| CNT470 | Business Design and Security Implementation | 4 |
| COP176 | Data Base II | 4 |
| CTS140 | Data Base I | 4 |
| CTS234 | Active Directory Services | 4 |
| CTS236 | Network Infrastructure | 4 |
| CTS238 | Client-Server Network Operating Systems | 4 |
| CTS414 | Root Cause Analysis | 4 |
| ISM304 | Law and Technology | 4 |
| MAN102 | Principles of Management | 4 |
| MAN258 | Principles of Project Management | 4 |
| GEB340 | Social Media for Professionals | 4 |
| SLS130 | Career Development | 2 |
| ENC120 | Effective Writing in the Workplace | 4 |
| SLS150 | College Success | 4 |
| COM104 | Interpersonal Communications | 2 |
| GEB112 | Entrepreneurship | 4 |
| CIS440 | Wireless Security and Forensics | 4 |
| CIS360 | Knowledge Management | 4 |
|  | Open Electives | 16 |
| AMH326 | US History 1945 – Present | 4 |
| SPC160 | Communication Dynamics | 4 |
| STA334 | Statistics | 4 |
| CGS100 | Introduction to Computer Information Systems | 4 |
| ENC110 | English Composition I | 4 |
| ENC312 | English Composition II | 4 |
| PHI460 | Ethics | 4 |
| HUM154 | Survey of Humanities | 4 |
| IDS491 | Research Methods | 4 |
| MAC110 | College Algebra | 4 |
| MAT100 | College Math | 4 |
| POS306 | Government | 4 |
| PSY100 | Introduction to Psychology | 4 |
| SYG100 | Introduction to Sociology | 4 |
|  | TOTAL | 192 |

**Add to Catalog, Course Descriptions, Page 97:**
**HSA154**               **Medical Law and Ethics**               **4.0 Credit Hours**
This course is designed to present the student with a study of medical law, ethics and bioethics as applied to the ambulatory healthcare setting and the legal field as well as practices related to employment in these areas.
Pre-requisites: None

**HSA224**                    **Medical Office Procedures**           **4.0 Credit Hours**
This course provides students with the basic knowledge of procedures and skills utilized in the medical office or clinic. Topics include written communication, maintaining the medical record, professional fees, billing and collecting methods, health insurance forms, reimbursement, banking procedures, and financial management. Pre-requisite: HSA224

**MEA120**                    **Clinical Procedures with Lab**        **5.0 Credit Hours**
This course provides students with the initial knowledge and skills needed in the medical environment. Content includes blood borne pathogens, HIV/AIDS, CPR, infection control, medical and surgical asepsis and emergency medical procedures. Additional content covered involves vital signs, patient teaching and communication, positioning and draping for various procedures, use of assistive devices, wound care and record keeping. Pre-requisites: BSC108

**MEA128**                    **Phlebotomy and Laboratory Procedures**   **5.0 Credit Hours**
This competency based course, provides students with the theoretical knowledge and hands on skills needed for the safe and effective collection and processing of various blood and urine specimens from the neonate, pediatric, adult and geriatric patient. Calculation and administration of oral and parenteral medications will also be covered. This course will include hands on experience in the collection of specimens.                    Following completion of this course, demonstration of successful specimen collections, and one-year experience as a phlebotomist, students are eligible to sit for certification exam. Pre-requisites: PTN112 & MEA120

**RTE200**                    **Radiography**                         **4.0 Credit Hours**
This course will introduce the student to the scope of practice of the limited x-ray machine operator. The basic science of x ray will be covered including principles of exposure, circuit and tube heat management, formulating x ray techniques, film processing and radiation safety. Anatomy and Physiology and medical terminology will be reviewed and x ray procedures of the upper/lower extremities, pelvis, spine, chest, abdomen, skull, bone densitometry, facial bones and paranasal sinuses will be covered. Radiographic diagnostics and technical and esthetic quality evaluation will be included. Mathematical operations necessary for the basic machine operator will be presented. Pre-requisites: BSC108

**Supplement, Remove, 11/27/17:**
Southern Technical College is no longer offering the following scholarships and grants:
- Law Enforcement and First Responder Scholarship
- Veteran and Military Scholarship
- High School and GED Community Scholarship
- Tuition Roll Back Grant
- Tuition Roll Back Scholarship

**Effective March 5, 2018**
**Catalog, Page 6, Accreditation**
Remove the following:
The Nursing program at Southern Technical College, Fort Myers campus, is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN). Additional information may be obtained by contacting ACEN at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 or www.acenursing.org. The telephone number is (404) 975-5000.

**Catalog, Page 7, Fort Myers, Port Charlotte, and Tampa Campuses**
Add: The maximum student to faculty ratio for lab classes is 10:1 for the Associate of Science in Surgical Technician program.

**Catalog, Page 8, Career Pathways Program**
**Remove Paragraph 3:**
In addition to the scheduled hours for post-secondary instruction, students admitted to the CPP are required to attend a GED preparation course for a minimum of four hours per week, achieve an overall 75% attendance, and take the GED exam within six months of admission into the program. Weekly academic advising sessions are mandatory.

**Replace Paragraph 3:**
In addition to the scheduled hours for post-secondary instruction, students admitted to the CPP are required to attend a GED preparation course for a minimum of sixteen hours per module, achieve an overall 75% attendance, and take the GED exam by the end of their sixth month of attendance. Weekly academic advising sessions are mandatory.

**Catalog, Page 18, Nursing Program Grading System**
The Nursing program follows a modified college grading system for its core courses.

| Theory Courses | Skills Lab and Clinical Labs and Courses |
|---|---|
| A = 90 – 100 | Pass (P) = 100 – 80 |
| B = 80 – 89 | Fail (F) = below 80 |
| F = below 80 | |

**Catalog, Page 54, Health Information Management**
The Fort Myers and Port Charlotte campuses have completed the program teach-outs.

**Catalog, Page 56, Network Engineering and Administration**
The Associate of Science in Network Engineering and Administration program at Southern Technical College – Fort Myers has been placed on student achievement show-cause by their accreditor, the Accrediting Council for Independent Colleges and Schools (ACICS), due to material noncompliance with its retention rate standard of 60%.

**Catalog, Page 81, Prerequisite Change**
HIM234 – Virtual Lab
Remove: Prerequisites – Completion of core courses in the program,
Add: Prerequisites – HIM100, HIM120, HIM122, and HIM226

**Effective April 4, 2018:**
**Catalog, Page 4, Accreditation:**
The following is changed:
Southern Technical College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor's degrees, Associate's degrees, certificates, and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street NE, Suite 980, Washington, DC 20002-4241. The telephone number is (202) 336-6780.

If you wish to know more about the status of ACICS from the United States Department of Education go to this link: https://www.ed.gov/news/press-releases/following-court-ruling-devos-orders-further-review-2016-acics-petition

**Effective April 9, 2018**
**Catalog, Page 14, Drop/Add Period**
**The Drop/Add Period for Quarter-Based Programs and Drop/Add Period for Modular Programs are removed.**
**The following Drop/Add Period is added:**
Drop/Add Period: The first week of a twelve (12) week quarter or payment period, ending on Sunday of the first week, is drop/add period for all students. Students may officially withdraw from class during drop/add period without

punitive grades or financial obligations for the classes dropped. Schedule changes other than as described above may incur both financial and academic penalties. A student who stops attending a course after the drop/add period will receive a "W." A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "WF."

**Catalog, Page 15, Re-Entry Students:**
The following is added:
Students re-entering into the Diagnostic Medical Sonography and Nursing programs will be required to complete another background investigation, drug test, and titer test if it has been longer than 12 months since their original background/testing date.

**Catalog, Page 17, Course Numbering System**
The Course Numbering System is changed to the following:
Southern Technical College course numbers consist of a three-letter alpha prefix followed by a three-digit course number. The three-letter alpha prefix identifies the academic discipline (see Course Descriptions). Lower level courses are designated by 100 and 200 course numbers. Prerequisite(s) for any course may be waived with the written permission of the Director of Education or his/her designee and the designated corporate official. Course substitution requests must be approved by the Director of Education or his/her designee and the designated corporate official.

**Catalog, Page 27, Order of Return of Student Federal Aid (SFA) Program Funds**
Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:
1. Unsubsidized Direct loans
2. Subsidized Direct loans

Federal Direct PLUS loans (Parent PLUS)
If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:
1. Federal Pell Grants for the payment period for which a return of funds is required.
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required.
3. Other assistance under this Title for which a return is required students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material.

Refunds to any of the Title IV or state programs will be paid within thirty (30) days from the date of determination.

**Withdrawal or Termination, Page 27**
When a student withdraws, or is terminated from College after beginning classes, tuition refunds may be made for the student leaving prior to completion of his/her course of study and are based on the tuition amount for the academic period in which the student withdraws and any prior period completed. When a student withdraws, refunds are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be calculated within thirty (30) days of the withdrawal date if verifiable written notification of the decision to withdraw was given to the College by the student. If the student failed to provide any notification of the decision to withdraw, the refund will be calculated within thirty days of the date that the College determines the student withdrew. In either case, the refund will be made no later than thirty (30) days after the date of determination to the appropriate SFA program.

NOTE: Dissatisfaction with, or non-receipt of, the educational services being offered by the College does not excuse the borrower from repayment of any loans made to the borrower for enrollment at the College.

**Catalog, Page 29, Refund Policy**
If a new student cancels before or any time during the applicable activation period, there will be no charges. Any monies paid by the student will be refunded in full. Cancellation may be submitted in writing or in person.

If a student withdraws for any reason, all refunds will be made according to the refund policy specified below:

 a) Prior to the start of the quarter, 100% of any paid tuition and/or fees will be refunded;

 b) During the Drop/Add period, 100% of any paid tuition and/or fees will be refunded;

 c) Withdrawal after the Drop/Add Period, through 60% completion of the quarter, will result in a Pro Rata refund computed on the number of calendar days completed to the total calendar days in the quarter. Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition and/or fees charged for the quarter.

1. Withdrawal date: The withdrawal date is the date that either of the following occur, whichever is earlier:
    a. The date the student notifies the College of the student's withdrawal
    b. The date when the College terminates the student's enrollment.
2. Refunds will be made within thirty (30) days following determination of termination or receipt of cancellation notice.
3. Drop/Add Period: The first week of a twelve (12) week quarter or payment period, ending on Sunday of the first week, is drop/add period for all students. Students may officially withdraw from class during drop/add period without punitive grades or financial obligations for the classes dropped. Schedule changes other than as described above may incur both financial and academic penalties. A student who stops attending a course after the drop/add period will receive a "W." A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "WF."
4. Optional Student Service and/or Non-refundable Fees:
   The fees charged by the College are as follows:

   | | |
   |---|---|
   | Additional Official Transcript Fee | $10.00 |
   | Bad Check Fee | $30.00 |
   | Challenge Examination Fee – per exam | $100.00 |
   | Replacement Diploma Fee | $25.00 |

   1. Each student is entitled to one official copy of his/her official transcript and a diploma upon graduation. The additional transcript fee applies to any additional copies of official transcripts.
   2. Students must be current with all financial obligations to the College in order to receive an official transcript and their diploma. Students may obtain unofficial transcripts at any time at no cost.
   3. The bad check fee is charged for any check that is returned unpaid.

**Catalog, Page 54, Health Information Management**
HIM282 – Professional Practicum Experience is changed to 4.0 Credit Hours.

**Catalog, Page 89, Course Descriptions**
The following is added:
**MEA290   Medical Assistant Externship   6.0 Credit Hours**
In this competency based course, under the preceptorship of an experienced medical assistant and the direction of the externship coordinator, students will apply skills and knowledge acquired in the classroom to a variety of office based general and specialty practices. Emphasis is placed on both the administrative and the clinical aspects of medical assisting. Prerequisites: All Core Classes for Medical Assisting Program

**Effective April 10, 2018**
**Catalog, Independent Study**
The following is added to the catalog:
The campus' independent study courses are designed to be the exception and not the rule to fulfill the student's academic objectives. Thus, the number of courses that a student may be allowed to take is limited. Approval for independent study courses occurs during the continuing student registration process, and it may be acceptable under the following circumstances:

- The independent study course must be requested by the student.

- The course will better fulfill the student's educational needs.
- The course will help the student fulfill graduation requirements within the time limit.

The availability of independent study courses is limited:
- A student must submit a request for independent study.
- No more than 10% of any program may be offered via independent study.
- A student may not register for an independent study course, if the proposed independent study course's pre-requisite(s) was also fulfilled through an approved independent study course, unless this situation approved by the Director of Education.
- Only general education or program core courses may be approved as independent study courses.
- Courses with a clinical lab or externship component cannot be completed as an independent study course.
- Rare exceptions to these policies may be approved by the designated Main Office personnel in the event of a teach-out.

**Effective June 12, 2018**
**Catalog, Page 9, Entrance/Placement Exam**
The following chart is modified:
The following chart provides minimum score requirements for various tests that are considered during the admissions process:

| | Wonderlic | Wonderlic | SAT | ACT | AP Exams | TOEFL | TOEFL | TOEFL | IELTS | ESL | IB | HESI |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Any subject | | | | | 3 | | | | | | 4 | |
| Math | 250 | | 400 | 21 | | | | | | | | 75 |
| English | 250 | | 400 | 21 | | 500 | 173 | 61 | 5.5 | | | |
| ESL Reading | | | | | | | | | | 2 | | |
| ESL Grammar/Usage | | | | | | | | | | 2 | | |
| English Language (Grammar; Reading Comprehension; Vocabulary and General Knowledge) | | | | | | | | | | | | 75 |
| General/Overall | | 12 | | | | | | | | | | |

- Scores for tests, with the exception of HESI, that were administered at a location other than an STC campus are valid for five years from the test date.
- HESI scores are acceptable for up to one year from the test date.
- Students who provide proof of completing the minimum scores noted for the SAT or ACT text may be excluded from taking the Wonderlic Basic Skills Assessment.
- If an applicant passes the admissions test and becomes an active student in his/her program, the admissions test does not need to be retaken if the student drops and wishes to reenter into the same program at a later date.
    - This does not apply to NUR Zone students.

o In the event that Admissions test standards change, the reenter must meet the new standard regardless of how long he/she has been out.

**Wonderlic Entrance/Placement Exam**

If an applicant does not successfully meet the requirements for the minimum required scores for entry into the College, he or she may re-take the Wonderlic Assessment.

➢ The second attempt (first re-take) may be taken after a minimum of 2 hours of tutoring has been completed and documented.
➢ The third attempt (second re-take) may be taken after an additional 4 hours of tutoring has been completed and documented.
➢ The fourth attempt (third re-take) may be taken after 12 months have passed since the third attempt.

**Wonderlic SLE Entrance/Placement Exam**

➢ Students enrolling into a diploma program with a signed high school attestation and prior approval by a designated corporate official are eligible to take the Wonderlic SLE exam.
➢ If an applicant does not successfully meet the requirements for the minimum required scores for entry into the College, he or she may re-take the Wonderlic SLE Assessment.
  ➢ The second attempt (first re-take) may be taken after a minimum of a 24 hour wait period.
➢ Additional time to complete a section may be granted if the student has disclosed a documented disability.
➢ A student who does not achieve the minimum score requirements may re-apply for admission into the program after 12 months and must follow the outlined initial applicant admissions and testing procedures.

**Catalog, Pages 9-10, Programmatic Entry Requirements:**

The programmatic entry requirements for Nursing are changed to the following:
Nursing:

- STC requires a score of a minimum of a composite 75 on the English section and a minimum of 75 on the Math section.
- HESI scores are acceptable for up to one year from the test date regardless of the testing site location.
- Three attempts are permitted in a calendar year.
- STC uses four HESI content exams to assess Nursing applicants' ability to enter the program: Grammar, Math, Reading Comprehension, and Vocabulary and General Knowledge. Each section/exam has a recommended maximum time limit:
  - *Grammar:* 55-item exam. Contains basic grammar, including: parts of speech, important terms and their uses in grammar, and commonly occurring grammatical errors. Recommended Time: 50 – 60 minutes.
  - *Math:* 55-item exam. Focuses on math skills needed for health care fields, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, and general math facts that are useful, for example, when calculating drug dosages and solutions. Recommended Time: 75 minutes.
  - *Reading Comprehension:* 55-item exam. Reading scenarios that are not health related. Provides reading scenarios in order to measure reading comprehension, including: identifying the main idea, finding meaning of words in context, passage comprehension, making logical inferences, etc. The reading scenarios pop up on the screen. Students can move around the windows to see the entire scenario. Recommended Time: 60 - 70 minutes.
  - *Vocabulary and General Knowledge:* 55-item exam. Contains basic vocabulary that is often used in health care fields. Recommended Time: 50 – 60 minutes.
- Additional time to complete a section may be granted if the student has disclosed a documented disability.
- One re-take of any section of the HESI exam is allowed with no waiting period after completing two (2) hours of documented remediation during the student's initial enrollment process.

- ➢ After <u>two attempts</u>, an applicant who achieves the minimum score on the English section and who scores between 50 and 74 on the Math section may be admitted as a Zone student for one term.
- ➢ A student cannot be admitted as Zone unless the student has attempted the relevant HESI section twice.
- ➢ A student cannot be admitted into Zone if the student has attempted the HESI three times.
- ➢ During the Zone term, the student must:
  - o Enroll in and successfully complete with a grade of C or higher Math 110 College Algebra.
  - o Attend at least two hours each week of HESI Math tutoring.
    - ▪ Zone students must complete a total of 24 hours by Sunday following the end of the term.
    - ▪ A student who has not completed 12 hours of tutoring by the mid point of the term will be advised by the Director of Education.
- ➢ A Zone student who does not meet the tutoring hours requirement or who does not earn at least a C in the MAC 110 course will be dropped from the program.
- ➢ A Zone student who meets the above requirements will be allowed to take the HESI section for a third and final time.
  - o If the minimum score of 75 is not achieved, the student will be dropped from the program.
  - o If the minimum score is achieved, the student is no longer considered a Zone student.
- ➢ Zone students are not allowed to retake the HESI until the above conditions have been met, and must retake the HESI prior to the start of the next term.
- ➢ Zone students are not allowed to take NUR prefixed courses until they have successfully passed both sections of the HESI.
- ➢ Zone students are not allowed to transfer in credit for the MAC110 course. They must take the course at the campus.
- ➢ Scores for the third HESI attempt must be earned at the campus and cannot be brought in from another testing facility.
- ➢ Upon receiving the post-test results, a student who is withdrawn from the program due to not meeting the minimum scores for admission with contingencies cannot appeal the final decision.
- ➢ A student who is withdrawn from the program for not meeting the minimum score requirements may re-apply for admission into the program after 12 months and must follow the outlined initial applicant HESI testing procedure.
- ➢ If an applicant's scores are acceptable for admission into the college, scores are input into Campus Vue and the Admissions department is advised.
- ➢ All Zone students must have attempted the HESI twice prior to their first scheduled class. Zone students may not be late enrollments.

**Catalog, Page 10, HESI Assessment Policy – Nursing**
The HESI Assessment Policy for Nursing is changed to the following::
Southern Technical College (STC) uses four Health Education Systems Incorporated (HESI) content exams to assess applicants' ability to enter the Associate of Science in Nursing program: Grammar, Math, Reading Comprehension, and Vocabulary and General Knowledge. The minimum scores for entry into for entry into the program are the following:

| Score | English Language (*Reading Comprehension, Vocabulary and General Knowledge, Grammar*) | Math |
|---|---|---|
| 75 | Admitted into the program | Admitted into the program |

- ➢ Additional time to complete a section may be granted if the student has disclosed a documented disability.
- ➢ One re-take of any section of the HESI exam is allowed with no waiting period after completing two (2) hours of documented remediation during the student's initial enrollment process.

- After <u>two attempts</u>, an applicant who achieves the minimum score on the English section and who scores between 50 and 74 on the Math section may be admitted as a Zone student for one term.
- A student cannot be admitted as Zone unless the student has attempted the relevant HESI section twice.
- A student cannot be admitted into Zone if the student has attempted the HESI three times.
- During the Zone term, the student must:
  - Enroll in and successfully complete with a grade of C or higher Math 110 College Algebra.
  - Attend at least two hours each week of HESI Math tutoring.
    - Zone students must complete a total of 24 hours by Sunday following the end of the term.
    - A student who has not completed 12 hours of tutoring by the mid point of the term will be advised by the Director of Education.
- A Zone student who does not meet the tutoring hours requirement or who does not earn at least a C in the MAC 110 course will be dropped from the program.
- A Zone student who meets the above requirements will be allowed to take the HESI section for a third and final time.
  - If the minimum score of 75 is not achieved, the student will be dropped from the program.
  - If the minimum score is achieved, the student is no longer considered a Zone student.
- Zone students are not allowed to retake the HESI until the above conditions have been met, and must retake the HESI prior to the start of the next term.
- Zone students are not allowed to take NUR prefixed courses until they have successfully passed both sections of the HESI.
- Zone students are not allowed to transfer in credit for the MAC110 course. They must take the course at the campus.
- Scores for the third HESI attempt must be earned at the campus and cannot be brought in from another testing facility.
- Upon receiving the post-test results, a student who is withdrawn from the program due to not meeting the minimum scores for admission with contingencies cannot appeal the final decision.
- A student who is withdrawn from the program for not meeting the minimum score requirements may re-apply for admission into the program after 12 months and must follow the outlined initial applicant HESI testing procedure.
- If an applicant's scores are acceptable for admission into the college, scores are input into Campus Vue and the Admissions department is advised.
- All Zone students must have attempted the HESI twice prior to their first scheduled class. Zone students may not be late enrollments.

**Catalog, Page 62, Nursing – Fort Myers:**
The Associate of Science in Nursing program (NCLEX Code# US70701400) in Fort Myers is on probation with the Florida Board of Nursing for licensure pass rates.

**Catalog, Page 64, Nursing – Tampa:**
The Associate of Science in Nursing program (NCLEX Code# US70703400) in Tampa is on probation with the Florida Board of Nursing for licensure pass rates.

**Effective July 12, 2018:**
Catalog, Page 90, Course Descriptions:
The following course description is added.
**MLT222  Urinalysis, Body Fluids and Special Procedures with Lab (5 cr.)**
This course provides theories and methods of detecting chemical and cellular elements both macroscopically and microscopically of urine and other body fluids (such as gastric, synovial, pleural, amniotic, seminal, and spinal). Proper specimen collection and handling of each type of fluid to ensure the integrity of the specimen will also be discussed. Other components of the course include:  pertinent terminology related to urinalysis, renal function and

urinalysis lab exercises.  Physical, chemical, microscopic, confirmatory testing as well as special procedures will also be included. Prerequisite: BSC110. Corequisites: MLT230 and CHM112

**Catalog, Pages 22-23, Programmatic SAP Requirements:**
The programmatic SAP requirements for the Associate of Science in Nursing program are removed.  The following is added to the catalog:

**Nursing Program Academic Progression Requirements**
All nursing courses must be taken in sequence. A passing grade must be earned in each course to advance to the next course in the sequence. A passing grade in all NUR courses is 80%.

All nursing courses require students to achieve a cumulative weighted test average of 78% to pass the course, with the exception of the NUR 280 Seminar for Beginning Nursing practice course. NUR 280 has an additional requirement of a minimum HESI exit exam raw score of 850, to pass the course. The 78% cumulative weighted test average is a combination of all course quizzes, exams, and HESI exams.

If a student achieves a 78% cumulative weighted test average, the homework grade will be added, and the final course grade will be determined. The student must achieve a course grade of 80% to pass the course.

If a student fails to achieve a 78% cumulative weighted test average, the student will not pass the course and the homework grade will not be calculated into the course grade.

If a student meets the 78% cumulative weighted test average, but does poorly on the homework grade, the homework grade could reduce the course grade below the 80% required to pass.

The Nursing program is a rigorous program with high academic standards. Students in the program must meet all institutional satisfactory academic progress requirements, as outlined in the college catalog. In addition to the institutional requirements, students in the Nursing program must also meet the following academic standards:
- A minimum of a B (80%) is required to pass all courses with a NUR prefix.
- No more than two different NUR core courses may be repeated.
    - If a student fails a third course with an NUR prefix, the student will be dismissed from the program.
    - In extenuating circumstances, a student who fails a third NUR-prefixed course may submit an appeal.
        - This appeal must be submitted before the start of the subsequent term and must include a thorough explanation, with supporting documentation when applicable, of what caused the academic deficiencies and what remedies have been put into place to address the deficiencies.
        - Appeals may be approved for one retake if the Director of Education determines that there is significant probability of student success in the following quarter.
        - If the appeal is granted and the student fails the course, the student will be dismissed from the program.
- A single course with a NUR prefix may be repeated only one time.
    - If a student fails a course with a NUR prefix a second time, that course cannot be repeated a third time, and the student will be dismissed from the program
    - In extenuating circumstances, a student who fails the same NUR-prefixed course twice may submit an appeal.
        - This appeal must be submitted before the start of the subsequent term and must include a thorough explanation, with supporting documentation when applicable, of what caused the academic deficiencies and what remedies have been put into place to address the deficiencies.
        - Appeals may be approved for one retake if the Director of Education determines that there is significant probability of student success in the following quarter.

- If the appeal is granted and the student fails the course again, the student will be dismissed from the program.
- Only one course failure appeal may be granted during the student's enrollment. This restriction does not include any appeals associated with NUR 280.
- A student who is dismissed from the program for either of the two reasons listed directly above cannot reenter the program.

**Catalog, Page 9, Programmatic Entry Requirements and Page 15, Re-entry Students:**
The following is added to the catalog.
For programs with admissions tests (DMS, MLT, NUR, ST):
If an applicant passes the admissions test and becomes an active student in his/her program, the admissions test does not need to be retaken if the student drops and wishes to reenter into the same program at a later date. This does not apply to NUR Zone students. In the event that Admissions test standards change, the reenter must meet the new standard regardless of how long he/she has been out.

**Effective October 1, 2018**
**Catalog, Page 294, Prerequisites:**
The prerequisites for NUR280 – Seminar for Beginning Nurse Practice are changed to NUR252, NUR254, NUR220, NUR224.

The prerequisites for NUR294 – Nursing Practicum are changed to NUR252, NUR254, NUR220, NUR224.