



Catalog Supplement
 2018 Catalog, Volume 8
 Supplement Effective Date: November 6, 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 –Tampa is no longer enrolling students into the Elementary Education program as the program is in teach-out.

STC – Fort Myers has completed the program teach-out. The existing students have been taught out and the campus will not resume enrollments.

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 are no longer enrolling students into the Criminal Justice program as the program is in teach-out.

STC – Port Charlotte and Tampa have completed the program teach-outs. The existing students have been taught out and the campuses will not resume enrollments.

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, 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.

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		40 0	21								75
English	250		40 0	21		50 0	17 3	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.
 - 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 two attempts, 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 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 (<i>Reading Comprehension, Vocabulary and General Knowledge, Grammar</i>)	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 two attempts, 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.

Effective October 26, 2018

Add to Catalog, 2019 Academic Calendar

Quarterly Terms*:

Term ID	Class Start Date	Class End Date	Holiday / No Classes
2019 Winter	January 7, 2019	March 30, 2019	January 21, 2019 - Martin Luther King Jr. Day March 31-April 7, 2019, Spring Break
2019 Spring	April 8, 2019	June 29, 2019	July 4, 2019 - Independence Day



			June 28-July 7, 2019 - Summer Break
2019 Summer	July 8, 2019	September 28, 2019	September 2, 2019 - Labor Day
2019 Fall	September 30, 2019	December 21, 2019	November 28, 2019 - Thanksgiving
			December 22, 2019-January 5, 2020 - Winter Break

*All dates are subject to change without notice.

Modular Terms*Term ID	Class Start Date	Class End Date	Holiday / No Classes
Winter A	January 7, 2019	January 31, 2019	January 21, 2019 - Martin Luther King Jr. Day
Winter B	February 4, 2019	February 28, 2019	
Winter C	March 4, 2019	March 28, 2019	Spring Break, March 29-April 7, 2018
Spring A	April 8, 2019	May 2, 2019	
Spring B	May 6, 2019	May 30, 2019	Memorial Day, May 27, 2019
Spring C	June 3, 2019	June 27, 2019	Independence Day, July 4, 2019
Summer A	July 8, 2017	August 1, 2019	Summer Break, June 28-July 7, 2018
Summer B	August 5, 2019	August 29, 2019	Labor Day, September 2, 2019
Summer C	September 3, 2019	September 26, 2019	
Fall A	September 30, 2019	October 24, 2019	
Fall B	October 28, 2019	November 21, 2019	
Fall C	November 25, 2019	December 19, 2019	Thanksgiving, November 28, 2019 December 22, 2019-January 5, 2020 - Winter Break

*All dates are subject to change without notice.

Catalog, Page 51, Diagnostic Medical Sonography
Effective January 7, 2019, the Diagnostic Medical Sonography program is modified.

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate of Science
 Tampa
 98 Quarter Credits/96 Weeks

Program Overview: The mission of the Diagnostic Medical Sonography program at Southern Technical College is to prepare students to graduate with the knowledge, skills, and behaviors expected of an entry-level general sonographer. Sonography courses in this program provide a foundation into sonography and include a variety of sonography techniques, such as ultrasound instrumentation, gynecologic sonography, and embryonic and fetal sonography. This program also includes an externship designed to give students valuable experience in the field.

Educational Objectives: Produce ultrasonic recordings of internal organs for use by physicians.

Course Number	Required Courses	Quarter Credits
SON100	Foundations of Sonography	4
SON102	Applied Sonography	4
SON105	Gross Anatomy	4
SON125	Principles of Ultrasound Instrumentation and Acoustic Physics	6
SON207	General Sonography: Content Review	5



SON210	Transabdominopelvic Sonography	4
SON212	Gynecologic Sonography	4
SON216	Vascular Sonography	4
SON215	Sonography of Superficial Structures	5
SON218	Embryonic and Fetal Sonography	4
SON272	Sonography Clinical I	3
SON285	Sonography Externship I	13
SON286	Sonography Externship II	12
	Total Core Credits	72
	General Education Courses	
BSC109	Anatomy and Physiology I	5
BSC111	Anatomy and Physiology II	5
ENC110	English Composition I	4
MAC110	College Algebra	4
PHY202	Concepts in Physics	4
PSY100	Introduction to Psychology	4
	Total General Education Credits	26
	REQUIRED FOR GRADUATION	98



Catalog, Page 58, Medical Laboratory Technician
 Effective January 7, 2019, the Medical Laboratory Technician program is modified.

Medical Laboratory Technician
 Associate of Science
 Tampa
 101 Quarter Credits/96 Weeks

Program Overview: Medical Laboratory Technicians collect, examine, and analyze blood, urine, body fluids, cells, and tissues of the human body. Results from these analyses assist physicians in the diagnosis, care, and treatment of the patient. This program is designed to train students to use of a variety of equipment and in the methodologies of hematology, microbiology, clinical chemistry, immunoserology, and immunohematology. Graduates must pass a national certification exam and obtain licensure before seeking employment.

Educational Objectives: Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Course Number	Required Courses	Quarter Credits
CGS100	Introduction to Computer Information Systems	4
CHM110	Clinical Chemistry I with Lab	5
CHM112	Clinical Chemistry II with Lab	5
MCB104	Medical Microbiology I with Lab	5
MCB106	Medical Microbiology II with Lab	5
MLT100	Introduction to Clinical Laboratory Sciences with Lab	5
MLT130	Hematology I with Lab	5
MLT151	Immunoserology I with Lab	4
MLT152	Immunoserology II with Lab	4
MLT222	Urinalysis, Body Fluids, and Special Procedures with Lab	5
MLT230	Hematology II with Lab	5
MLT252	Immunohematology with Lab	5
MLT254	Medical Lab Externship I	8
MLT256	Medical Lab Externship II	8
SLS150	College Success	4
	Total Core Credits	77
	General Education Courses	
BSC106	Foundations of Anatomy and Physiology	4
ENC110	English Composition I	4
MAC110	College Algebra	4
PSY100	Introduction to Psychology	4
SPC160	Communication Dynamics	4
SYG100	Introduction to Sociology	4
	Total General Education Credits	24
	REQUIRED FOR GRADUATION	101



Catalog, Course Descriptions

The following courses are added to the catalog.

BSC109 Anatomy and Physiology I (5 cr.)

This course is an in-depth study of the structures, functions and interrelationships of human systems. Course content will include discussion of the biological levels of cellular organization of the human body, and the structures and functions of the systems involved in support and movement, and integration and coordination. In the inquiry based laboratory portion of this course, students will investigate, through hands on and simulated laboratory experiences, the histology, structures and functions of these systems. Pre-requisite: HSC154 (excluding students enrolled in the Diagnostic Medical Sonography, Medical Laboratory Technician, and Nursing programs).

BSC111 Anatomy and Physiology II (5 cr.)

This course is a continuation of the study of the structure, functions and interrelationships of human body systems. Course content will include discussion of the digestive, respiratory and genitourinary systems as well as the transport function of the cardiovascular and lymphatic systems. Concepts related to human growth and development will also be addressed. In the inquiry based laboratory portion of this course, students will investigate, through hands on and simulated laboratory experiences, the histology, structures and functions of these systems. Pre-requisite: BSC109

MLT151 Immunoserology I with Lab (4 cr.)

This course presents the concepts of basic immunology and serology with an emphasis on selected infectious diseases and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented. A lab will be utilized to allow students hands on application of basic techniques. Pre-requisites: MLT100

MLT152 Immunoserology II with Lab (4 cr.)

This course is a continuation of study in the theory and application of routine and special Immunoserology procedures. This course focuses on the immunologic manifestations of infectious diseases including traditional and alternate diagnostic techniques. The theory of immune disorders, as well as transplantation and tumor immunology, will also be presented. The course will review a comprehensive look at autoimmunity, Systemic Lupus Erythematosus, and Rheumatoid Arthritis diagnostic techniques. A lab will be utilized to allow students hands on application of basic techniques. Pre-requisites: MLT151

SON125 Principles of Ultrasound Instrumentation and Acoustic Physics (6 cr.)

In depth presentation of concepts related to acoustic physics, Doppler and ultrasound principles and the operation and ultrasound instrumentation. Interaction of ultrasound and tissue and quality assurance methods will be included. Pre-requisites: PHY202 and MAC110

SON207 General Sonography: Content Review (5 cr.)

Content facilitates the graduate's transition to the career of Sonography. Topics include a comprehensive review of program outcomes and material specific to licensing examination. New developments in Sonography will be explored. Pre-requisite: Completion of all courses within the major concentration. Co-requisite: SON272

SON215 Sonography of Superficial Structures (5 cr.)

Presents the sonographic and Doppler appearance, both normal and abnormal, of superficial structures, including the neck, breast, scrotum and prostate. Recognition of disease processes and correlation of findings to patient history and physical, differential diagnosis and laboratory findings will be emphasized. Pre-requisites: SON102 and SON105

SON272 Sonography Clinical I (3 cr.)

In this course, students will be introduced to the appropriate use of oral and written communications and providing appropriate patient care while following standard procedures for infection control in the health care environment. Students will be



introduced in the use of various types of ultrasound equipment and will receive guidance in producing quality sonographic images and the parameters used to evaluate the images. Student will demonstrate knowledge of gross anatomy, interventional and invasive procedures through interaction with ultrasound technology while practicing ergonomically correct scanning techniques. Pre-requisites: SON100 and SON102

SON285 Sonography Externship I (13 cr.)

Provides opportunity to apply theory and training acquired in the classroom and laboratory settings to the performance of sonographic examinations in the clinical setting. Students will perform sonographic examinations of the abdomen, superficial structures, the gravid and non-gravid pelvis and the non-cardiac chest using both transabdominal and endocavitary transducers and Doppler display modes. Pre-requisites: Completion of all core courses.

SON286 Sonography Externship II (12 cr.)

This course is a continuation of Sonography Externship I, providing the opportunity to apply theory and training acquired in the classroom and laboratory settings to the performance of sonographic examinations in the clinical setting. Students will perform sonographic examinations of the abdomen, superficial structures, the gravid and non-gravid pelvis, fetal and embryonic structures and the non-cardiac chest using both transabdominal and endocavitary transducers and Doppler display modes. Pre-requisite: SON285

Catalog, Page 11, Transfer of Credit/Standardized Placement Assessment and Challenge Exams

The Transfer of Credit and Standardized Placement Assessment and Challenge Exams Policies have been changed to the following:

STC evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical or business schools. Official transcripts from all colleges attended must be received no later than thirty (30) days after the start of the student's first term at STC to receive transfer credit. The College will accept no more than 50% of transfer credits into a given degree program. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA. Advance standing through transfer credit does not apply to students pursuing a diploma program.

Criteria for acceptance of transfer credit are as follows:

- The courses for transfer are similar in objectives and content to those offered by STC.
- The courses for transfer can be applied toward graduation requirements.
- The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as average or better).
- Core skill or technical courses must have been taken within the last five (5) years to be considered for transfer.
- General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date.
- No official evaluation of transfer of credit is made until the student has been accepted by the College, and an official transcript from the institution awarding the credits is received by the Registrar and approved by the Director of Education.
- If a student does not agree with the Director of Education's decision on the granting or placement of credit that was earned at another institution, the student has the right to submit an appeal to the Executive Director. The student will be required to provide reasonable material to support their case, such as the course materials or syllabus in question.
- Financial aid awards, if applicable, will be affected by such transfer of credit. The student should arrange a meeting with the Financial Aid Department to discuss their requirements.
- College transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. (www.naces.org), or Association of International Credential Evaluators (AICE).



Standardized Placement Assessment and Challenge Exams

Students may achieve advanced standing in a degree program through credit by examination. This may be accomplished in one of two methods: third party testing or institutional challenge examinations.

The College awards credit for the successful completion of College Level Examination Program (CLEP) or the Defense Activity for Non-Traditional Education Support (DANTES) subject testing, as well as for other professional certification examinations that are recognized by the American Council of Education. Official test scores must be sent to the registrar prior to the student being enrolled in the course.

Students may request to take a challenge examination for certain courses in their program of study. Courses that may be challenged are listed in the *Challenge Exam Eligibility* document.

- Students must pay a fee of \$100 for each challenge examination.
- The fee must be paid prior to taking the examination and is non-refundable.
- The examination must be requested no less than five days prior to the first day of the corresponding course and must be approved and scheduled by the Director of Education.
- Challenge exams may only be taken once.
- A challenge exam cannot be taken after the course has been attempted.
- A minimum grade of “C” must be earned in order to successfully complete a challenge exam.
- If an exam is successfully completed, tuition is not charged for that course.
- The grade reflected on the transcript from a successful challenge examination shall be recorded as a “CX” grade for the course.
- If the exam is not successfully completed, the student must take the course and pay the associated tuition.
- The sum of credits obtained by challenge examinations and other transfer credit may not exceed 50 percent of the degree program course requirements.
- Student pursuing a diploma program are not eligible to challenge STC courses via examinations or third party testing.