



Catalog Supplement
2025-2026 Catalog
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Supplement Effective November 6, 2025

Effective November 6, 2025

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LEAVE OF ABSENCE – THIS POLICY IS NO LONGER IN EFFECT

The College recognizes that personal situations may arise and require an extended period of time to resolve. A leave of absence may be granted in accordance with the policy and procedure established by the College.

To request a leave of absence (LOA), the following is required: student has made a written, signed and dated request for a leave of absence prior to the leave of absence beginning. The leave of absence is for an acceptable reason, such as medical issues impacting the student or a family member, military service requirements, jury duty, and other serious personal or family issues that require an interruption in enrollment.

The student has completed, at least, one course with a passing grade at the end of the term prior to applying for an LOA. The leave of absence form must indicate a definitive time frame for the LOA not to exceed 180 days within one 12-month period. Financial aid advising must take place prior to approval by the DOE. The LOA request must be approved by the Director of Education, Financial Aid Administrator and Executive Director. The LOA form and supporting documentation must be forwarded to the designated main office staff member for final approval.

The date that the student is expected to return is the first scheduled class day for that student. Failure to return from a LOA by the designated date may result in the student's withdrawal from the College as of their last date of attendance (LDA).

Additional Leaves of Absence or extensions to a Leave of Absence may be granted as long as the total length of the LOA does not exceed 180 days within a 12-month period. An additional Leave of Absence must be properly requested in accordance with the Leave of Absence Policy. An extension to a Leave of Absence must be requested prior to the end date of the initial LOA and requires the same approvals as the first LOA.

The remaining courses a student must take to complete his or her program may not be offered during the term in which the student returns, resulting in an extension of his or her program completion date. The College will attempt to schedule a student in available courses, as applicable, in order to keep the student on track for graduation; however, this is not guaranteed.

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Attendance Policy for Student Receiving VA Educational Benefits

The College will not take any of the following actions when a service member receives an order for a period of service (i.e., active duty, inactive duty training, or state service):

Revised April 6, 2026



- Assigning the member a failing grade,
- Reducing the member’s grade point average,
- Characterizing any member’s absence(s) as unexcused, or
- Assessing a financial penalty on a member because of a withdraw due to receiving orders for service.

The College will take the following actions when a member withdraws from a course(s) due to receiving orders for a period of service:

- Refunding all tuition and fees paid for the academic term to the appropriate party,
- Assigning a grade of incomplete (or equivalent) for the course(s) during the term, and
- Providing the opportunity to complete the term after the period of service.

Effective February 16, 2026

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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 will be administratively removed from a course with no financial obligation if no positive attendance is posted at the close of the drop/add period. 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.”

Effective March 9, 2026

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ELECTRICAL TRADES TECHNOLOGY
Associate in Science
Auburndale and Orlando
94.5 Quarter Credit Hours/72 Weeks**

Effective March 19, 2026

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DIAGNOSTIC MEDICAL SONOGRAPHY**

The following courses have received new course numbers and/or titles as indicated below:

Course Number	Required Courses	Quarter Credits
SON207	General Sonography: Content Review	2
SON221	Sonography Registry Review	2



SON272	Sonography Clinical I	3
SON274	Externship Foundations	3
SON285	Sonography Externship I	15
SON287	Sonography Externship I	15
SON286	Sonography Externship II	13
SON288	Sonography Externship II	13

DIAGNOSTIC MEDICAL SONOGRAPHY

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
SON210	Transabdominopelvic Sonography	4
SON212	Gynecologic Sonography	4
SON215	Sonography of Superficial Structures	5
SON216	Vascular Sonography	4
SON218	Embryonic and Fetal Sonography	4
SON221	Sonography Registry Review	2
SON274	Externship Foundations	3
SON287	Sonography Externship I	15
SON288	Sonography Externship II	13
Total Core Credits		72
General Education Courses		
BSC109	Anatomy and Physiology I	5
BSC111	Anatomy and Physiology II	5
ENC210	Advanced English	4
MAC110	College Algebra	4
PHY202	Concepts in Physics	4
SPC160	Communication Dynamics	4
Total General Education Credits		26
REQUIRED FOR GRADUATION		98

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SON221 Sonography Registry Review

2.0 credit hours

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. Prerequisite(s): Completion of all courses within the major concentration. Co-requisite(s): SON288.



SON274 Externship Foundations

3.0 credit hours

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. Prerequisite(s): SON105, SON215 and SON218.

SON287 Sonography Externship I

15.0 credit hours

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. Prerequisite(s): Completion of all core courses.

SON288 Sonography Externship II

13.0 credit hours

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. Prerequisite(s): SON287.

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MAT100 Advanced College Math will now be labeled MAT120 Advanced College Math.

No other changes are made to this class.

MAT120 Advanced College Math “O”

4.0 credit hours

Students will write, discuss, and solve mathematical problems that include operations of positive numbers, signed numbers, fractions, algebraic expressions and equations, measurement and geometry.

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Successful Rate of Progression

Each student must meet minimum successful rate of completion at the evaluation periods specified below to remain as a regular student. Completion rate calculations are rounded to the nearest whole number (i.e., 66.5% or higher rounds to 67% and 66.49% or lower rounds to 66%). The minimum acceptable completion rates are as follows: