

OPERATIONS MANUAL

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	Effective Date: August 1, 2008
	HCC Procedure: 4.13 & 4.14

Approval Signature(s)

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Please note: the above college officials signed the original

The following policies and procedures apply to the admission, dismissal and readmission of students in the restricted access health science programs which include Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Nuclear Medicine Technology, Nursing, Paramedic, Radiation Therapy, Radiation Therapy Specialist, Radiography, Respiratory Care, and Respiratory Care Transition.

Counseling and Human Services, EMT Basic, Opticianry, Physical Education, and Sign Language Interpretation programs are not restricted access programs. The dismissal and readmission provisions of this policy do apply to these programs.

The Dean of Health, Wellness and Sports Technology reserves the right to make changes in the policies and procedures announced in this manual at any time as circumstances require.

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1. ADMISSION DEADLINES: RESTRICTED ACCESS PROGRAMS

The following documentation must be received by the College by the deadline dates listed below before a candidate will be considered for admission:

- A. HCC Application for Admission
- B. Appropriate application - Health Science Program Application or Nursing Program Application
- C. Official high school transcript or official document indicating a passing score on the equivalency diploma (GED)
- D. Official transcripts – for all colleges and/or universities, and postsecondary institutions attended (Foreign transcripts require appropriate translation and evaluation)
- E. FDLE background check authorization
- F. Other supporting documents when specified
- G. Required fees

Applicants seeking admission to the Health Science restricted access programs are governed by the procedures listed below.

Deadline Date	Health Science Program Entry
January 15 th	Summer deadline date: Paramedic Certificate LPN-RN Transition Nursing-DM Radiation Therapy Specialist Certificate Fall deadline date: Basic Nursing – DM and PC Evening and Weekend Nursing - PC
February 15 th	Summer deadline date: Respiratory Care Transition Fall deadline date: Diagnostic Medical Sonography Nuclear Medicine Radiation Therapy Radiography
May 15 th	Fall deadline date: Dental Hygiene Respiratory Care Paramedic Certificate

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June 1st

Spring deadline date:
Basic Nursing – DM and PC
Evening and Weekend Nursing - DM

September 15th

Spring deadline date:
Paramedic Certificate

Admissions processing including Admissions and Appeals Committee meetings will be scheduled by the Dean of Student Services or his/her designee based on need.

If the deadline listed above falls on a College holiday or weekend, the deadline date will be the next regularly scheduled workday.

All prerequisite courses and course substitutions approvals must be completed by the application deadline date to be considered for admission into those programs that require prerequisite courses.

Admission consideration will continue until ALL available seats are committed. Applicants who are in progress in any prerequisite courses will have their applications considered on a seat available basis only if the prerequisite course(s) will be completed according to the program requirements before the first day of class.

2. **ADMISSION CRITERIA: RESTRICTED ACCESS PROGRAMS ONLY**

- A. **Age Requirement:** An applicant for the following health science programs must be at least eighteen (18) years old by the first day of class: Diagnostic Medical Sonography, Nuclear Medicine Technology; Radiation Therapy; Radiation Therapy Specialist; Nursing (all), Radiography and Respiratory Care.
- B. **High School Completion:** An applicant must be a high school graduate or recipient of a General Education Development (GED), or other equivalent. Applicants who hold a Certification of Completion are not eligible for programs with licensure requirements that include a high school diploma (Florida DOE Memo 03-27, House Bill 23-B).
- C. **Minimum GPA:** No applicant with less than a 2.0 college minimum cumulative grade point average (GPA) in a grading structure whose maximum grade point average is 4.0, excluding college preparatory courses will be considered for admissions.

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- D. Criminal Background Checks:** Applicants for all health science programs will be screened through the Florida Department of Law Enforcement (FDLE). In order to be eligible as an applicant to a health science program, the applicant cannot have a criminal history with a conviction of one or more crimes as outlined below.

Crimes - Judgment of guilty or plea of nolo contendere to the following crimes will disqualify applicants from entering into any Health Science program: murder; manslaughter; vehicular homicide; killing of an unborn child by injury to the mother; assault, if the victim of the offense was a minor; aggravated assault; battery, if the victim of the offense was a minor; aggravated battery; kidnapping; false imprisonment; sexual battery; prohibited acts of persons in familial or custodial authority; prostitution; lewd and lascivious behavior; lewdness and indecent exposure; arson; theft, robbery, and related crimes, if the offense is a felony; fraudulent sale of controlled substances, only if the offense was a felony; incest; abuse or neglect of a disabled adult or elderly person; exploitation of a disabled adult or elderly person; aggravated child abuse; negligent treatment of children; sexual performance by a child; obscene literature; drug offenses which were a felony or if the offense involved a minor, has not been judicially determined to have committed abuse or neglect against a child; does not have a confirmed report of abuse, neglect, or exploitation, or abuse or neglect, which has been uncontested or upheld; does not have a proposed confirmed report that remains unserved and is maintained in the central abuse registry and tracking system; and has not committed an act that constitutes domestic violence.

Effective July 1, 2009, pursuant to Section 456.0635, *Florida Statutes*, health care boards in Florida or the Department of Health will refuse to issue a license, certificate or registration and will refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo contendere to a felony violation regardless of adjudication of: chapters [409](#), [817](#), or [893](#), Florida Statutes; or [21 U.S.C. ss. 801-970](#) or [42 U.S.C. ss 1395-1396](#), unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

The Office of Health Science Admissions staff will coordinate the criminal background checks. An applicant, select or alternate will be responsible for notifying the office of the Health Science Admissions Dale Mabry Campus of any arrests, regardless of adjudication that occur after the application deadline but before the first day of classes. The individual is responsible for notifying the appropriate office within five

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(5) working days of the arrest. The same standard used for admission to the program will be applied to determine whether or not the individual may enter the program. The Chair of the Admissions and Appeals committee will communicate to the individual whether or not they remain eligible to enter the program and will notify the program manager if the individual is no longer eligible to enter the program.

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On or after the first day of class, students must notify their program manager of any arrests within five (5) working days, regardless of initial adjudication that occur while a student is in the program. Failure to do so will result in permanent dismissal from the program. The program manager will notify the Dean of Health, Wellness, and Sports Technology of the arrest. The Dean of Health, Wellness and Sports Technology will apply the same standards used for admission to the program to determine whether or not the individual may continue in the program. The Dean of health, Wellness, and Sports Technology will communicate to the individual if they are dismissed from the program and will notify the program manager and the Dean of Student Services of the decision.

An FDLE check can be done on any student at any time during matriculation in a restricted access program at no expense to the student.

- E. **Application Fee:** Each applicant to a health science program will be charged a \$53.00 application fee. The Dean of Student Services, Dale Mabry Campus is responsible for the administration of the application fee.
- F. **Linkage:** Individuals who make application to a Health Science Program through the College's Linkage Program with surrounding institutions are required to meet the same minimum admission requirements as the College's native applicants.

All Linkage candidates must have a 3.0 GPA (using a 4.0 system) for admission consideration through the Linkage Program.

The following are those programs, which are included in the Linkage Program as of 2006-2007 academic year: For each linkage program, the application deadlines are the same as listed above and the required deadline for submittal of the linkage forms are noted.

- Diagnostic Medical Sonography Technology (submit form by January 30)
- Nuclear Medicine Technology (submit form by January 30)
- Radiation Therapy (A.S. degree only) (submit form by January 30)
- Respiratory Care Program (submit form by May 1)
- Dental Hygiene (submit form by May 1)

Linkage applicants who are not successful in achieving a seat through the Linkage process will be rank ordered by appropriate GPA with the native students for admission consideration.

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G. Program Specific Requirements

- 1) **Dental Assisting Program** An applicant to the Dental Assisting program must provide evidence of 11th grade level in English and mathematics.

- 2) **Dental Hygiene Program** Applicants to the Dental Hygiene Program must have completed the following 22 credit hours of health science general education courses with no less than a grade of "C" in each course:

ENC 1101	Freshman English I	3 crs
BSC 1085	Anatomy and Physiology I	3 crs
BSC 1085L	Anatomy and Physiology I Laboratory	1 cr
BSC 1086	Anatomy and Physiology II	3 crs
BSC 1086L	Anatomy and Physiology II Laboratory	1 cr
MCB 1000	Microbiology & Human Disease	3 crs
MCB 1000L	Microbiology Laboratory	1 cr
MAC 1105	College Algebra	3 crs
CHM 1032	Chemistry for Health Sciences	3 crs
CHM 1032L	Chemistry for Health Sciences Laboratory	1 cr

- 3) **Diagnostic Medical Sonography Technology Program** Applicants to the Diagnostic Medical Sonography Technology Program must have completed the following 14 credit hours of health science general education courses with no less than a grade of "C" in each course:

ENC 1101	Freshman English I	3 crs
BSC 1085	Anatomy and Physiology I	3 crs
BSC 1085L	Anatomy and Physiology I Laboratory	1 cr
MATH	any transferable general education math	3 crs
PHY 1025	Fundamentals of Physics	3 crs
PHY 1025L	General Physics Laboratory	1 cr
	Or any higher level four (4) credit college physics with lab	

An appointment with the Sonography Program Manager is necessary to complete the application process.

- 4) **Nuclear Medicine Technology Program** Applicants to the Nuclear Medicine Technology Program must have completed the following 14 credit hours of health science general education courses with no less than a grade of "C" in each course:

ENC 1101	Freshman English I	3 crs
BSC 1085	Anatomy and Physiology I	3 crs
BSC 1085L	Anatomy and Physiology I Laboratory	1 cr
MGF 1119	or any transferable general education math	3 crs
CHM 1025	Modern Chemistry	3 crs
CHM 1025L	Modern Chemistry Laboratory	1 cr

Or any higher level four (4) credit college chemistry with lab

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- 5) **Nursing Program-Basic** An applicant must have completed the following 21 credit hours of Nursing Program general education courses with no less than a grade of “C” in each course:

ENC 1101	Freshman English I	3 crs
BSC 1085	Anatomy and Physiology I	3 crs
BSC 1085L	Anatomy and Physiology I Laboratory	1 cr
MGF 1106	Mathematics for Liberal Arts I *	3 crs
OR		
MAC 1105	College Algebra *	3 crs
Or any higher transferable three (3) credit college math except statistics		
SYG 2000	Introduction to Sociology	3 crs
BSC 1086	Anatomy and Physiology II	3 crs
BSC 1086L	Anatomy and Physiology II Laboratory	1 cr
MCB 1000	Microbiology & Human Disease	3 crs
MCB 1000L	Microbiology Laboratory	1 cr

***For both the Nursing Basic and the Nursing LPN to RN Transition options, MGF 1106 will no longer be accepted. The prerequisites for admission will now be MAC 1105 or higher. This will take effect for the June 1, 2010 application deadline for the class that will enter the Nursing Basic program in January 2011, and the January 15, 2011 application deadline for the class that will enter the Nursing LPN to RN transition program in Summer 2011.**

- 6) **Nursing Program–Transition Option Requirements** The following additional admissions criteria apply to the Nursing Transition Option applicant:

LPN Applicant – a Transition option applicant for the LPN programs must:

- a) Provide a copy of a valid Florida LPN license.
- b) Produce evidence of having completed CPR: Basic Life Support for the Professional Rescuer course from an agency that provides a two (2) year certification such as the American Heart Association BCLS-C course of the American Heart Association BPCLS course.
- c) Applicants seeking experiential credit must provide proof of 6 months full-time employment during the last three years as a licensed practical nurse. Students who meet the experiential credit requirements will be awarded 10 credit hours after completing 15 credit hours of AS Nursing program courses.
- d) Applicants seeking articulated credit and waiver from work experience listed above must have graduated from a Practical Nurse Program in Florida, having completed the Practical Nurse Program within five (5) years of starting the Registered Nurse Program, and provide an official transcript from the Florida Practical Nurse Program at the time of application. Students who meet the articulated credit requirements will be awarded 10 credit hours after completing 15 credit hours of AS Nursing program courses.

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Paramedic Applicant – a Transition option applicant for the paramedic program must:

- a) Provide a copy of his/her current paramedic license.
 - b) Provide proof of 6 months full-time employment during the last three years as a paramedic.
 - c) Provide proof of current certification in advanced cardio-pulmonary life support skills.
- 7) **Paramedic College Credit Certificate Program** An applicant for the Paramedic College Credit Certificate Program must have a current Florida EMT-B certificate or be eligible for the Florida EMT-B certificate – by the application deadline date. Those eligible applicants that are accepted into the Paramedic Program must have a current Florida EMT-B certificate by the orientation date for the Paramedic Program.
- 8) **Radiation Therapy Program** Applicants to Radiation Therapy, must have completed the following 13 credit hours of health science general education courses with no less than a grade of "C" in each course:

ENC 1101	Freshman English I	3 crs
BSC 1085	Anatomy and Physiology I	3 crs
BSC 1085L	Anatomy and Physiology I Laboratory	1 cr
MAC 1105	College Algebra or higher	3 crs
PSY 2012	General Psychology	3 crs

(MGF 1106, MGF 1107 and statistics courses will not be accepted)

- 9) **Radiation Therapy Specialist College Credit Certificate Program** An applicant for the Radiation Therapy Specialist College Credit Certificate Program must be ARRT certified and licensed by the State of Florida in Radiography or eligible prior to the application deadline date. (If already obtained, students must provide copies of the ARRT certification and license as a part of the application packet). Students who are ARRT eligible at the time of application must be ARRT certified by the first day of class and provide copies of the certification and license by the first day of class).
- 10) **Radiography Program** Applicants to Radiography must have completed the following 13 credit hours of health science general education courses with no less than a grade of "C" in each course:
- | | | |
|-----------|--|-------|
| ENC 1101 | Freshman English I | 3 crs |
| BSC 1085 | Anatomy and Physiology I | 3 crs |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 cr |
| MAC 1105 | College Algebra | 3 crs |
| | Or any higher transferable three (3) credit college math except statistics | |
| PSY 2012 | General Psychology | 3 crs |

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- 11) **Respiratory Care Program** Applicants to the Respiratory Care Program must have completed the following 7 credit hours of health science general education courses with no less than a grade of "C" in each course:

BSC 1085	Anatomy and Physiology I	3 crs
BSC 1085L	Anatomy and Physiology I Laboratory	1 cr
MGF1119	or any general education math	3 crs

Respiratory Care CRT Program Applicants to the Respiratory Care Accelerated Articulated Credit Program must furnish a verifiable official copy of his/her CRT credential from the NBRC. Once the applicant has matriculated at least 15 hours of Respiratory Care Program courses from HCC, the following credits will be noted on his/her official college transcript:

RET 1024C	Introduction to Respiratory Care	8 credits
RET 1274C	Basic Respiratory Care	6 credits
RET 1350	Pharmacology for Respiratory Care	3 credits
RET 1503	Cardiopulmonary Pathophysiology	3 credits
RET 1832	Respiratory Care Clinic I	2 credits
RET 1833	Respiratory Care Clinic II	1 credit

Applicants to the Respiratory Care CRT Transition Program must have completed the following 7 credit hours of prerequisite courses with no less than a grade of "C" in each course:

BSC 1085	Anatomy and Physiology I	3 crs
BSC 1085L	Anatomy and Physiology I Laboratory	1 cr
MGF 1119	or any general education math	3 crs

The applicant will also be required to document competencies to verify that the CRT still has the competencies that are being articulated by this program. Competencies must be agreed upon by the Respiratory Care Program Manager and the instructors of the Respiratory Care Program at Hillsborough Community College before the awarding of the above credits.

3. SELECTION CRITERIA

Applicants will be selected for admission into the health science programs based upon their GPA ranking at the conclusion of each application deadline date. The applicant with the highest GPA will be ranked first. Each applicant will be ranked in accordance with the following criteria.

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- A. Applicants for admission consideration in programs with prerequisite courses will have their GPA calculation made from the grades earned in the prerequisite courses.
 - 1. Applicants for admissions consideration into the Paramedic Program will have their GPA calculations made from the grades earned in the EMT-B coursework. If there are no grades available for the EMT-B coursework, selection will be made based upon the GPA of other college level courses taken which must equal or exceed six (6) credits.
- B. If the program does not require prerequisite courses, applicants will be ranked based on their overall grade point average excluding preparatory course work. Selections will be based on the highest overall college grade point averages and the number of seats available in each individual program.
- C. In cases where there are fewer seats remaining than the number of applicants with identical prerequisite GPAs, the following criteria will be used in the given sequence to decide the applicant(s) who will be admitted into the program.
 - 1. The applicants will be ranked according to total college GPA.
 - 2. Regarding applicants with identical total college GPA, the applicant with the greater number of total college credits would supersede the applicant with the lesser number of total credits.
 - 3. If all GPAs are the same the applicant with the greatest number of co-requisite courses would supersede the applicant with the lesser number of corequisite courses.
- D. If a student has transferred credit from another institution and the number of credits is different from the HCC credit, the GPA calculation for admission only will be based upon the HCC credit hours.
- E. If an applicant uses a CLEP score for one or more prerequisite courses, the GPA will be calculated on the actual grades earned in classes, and total college credits will be calculated on actual college classes. An original copy must be attached to the application. However, the applicant will be given credit for satisfying the prerequisite.
- F. Alternates are designated for each program in the event applicants that are selected decline. Alternates are determined in the same manner as selects to the program.
- G. In the event of two or more college level maths, the course with the highest grade will be used to calculate the grade point average of required prerequisite courses.

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H. Repeat of Program Prerequisite Courses

For purposes of admission to a health science program, the following policy will apply to the repeating of or number of attempts for the identified pre-requisite courses for a program taken after 1997.

1. For purposes of this policy, a "W," "WN" or other non-calculated grade is considered an attempt.
2. An applicant may have two attempts per designated prerequisite course recorded on his/her academic record(s) without penalty.
3. Any designated prerequisite course(s) that is recorded on any applicant's academic record(s) in excess of two attempts will result in a reduction of the applicant's prerequisite GPA that is calculated for purposes of admission to a health science program. The point reduction will be made according to the following scale.
 - (a) minus .2 from the prerequisite GPA for each course attempted a 3rd time.
 - (b) minus .6 from the prerequisite GPA for each course attempted a 4th time.
 - (c) minus 1.2 from the prerequisite GPA for each course attempted a 5th time.
 - (d) minus 2.4 from the prerequisite GPA for each course attempted a 6th time.
 - (e) minus 4.8 from the prerequisite GPA for each course attempted a 7th time.

Example: an applicant has a 4.0 prerequisite GPA.

- (a) applicant has 3 attempts for ENC 1101 deduct .2 from GPA = 3.8
- (b) applicant has 4 attempts at MGF 1106 deduct .6 from GPA = 3.2
- (c) applicant has 5 attempts at PSY 2012 deduct 1.2 from GPA = 2.0

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- I. The State of Florida statute prohibits HCC from allowing a student to retake a course when the student has taken the course previously and received a “C” or higher grade. In addition, HCC will transfer in a course from another institution, but if the student has taken that course before and received a grade of “C” or higher, the more recent grade will not be used in any grade point calculation. (Specific Authority 1001.02(1) FS. Law Implemented 1001.02(9) FS. History – New 8-13-96, Amended 8-17-98, 1-23-00, and 7-20-04) Through the Department of Education, Community Colleges, Withdrawal and Forgiveness Rule 6A-14.0301.
- J. The final prerequisite GPA that would be used for purposes of rank order for consideration would be 2.0.
- K. In selected restricted access programs, selection priority will be given to full-time employees employed by local communities of interest who have met eligibility requirements and have a signed letter of recommendation from his/her immediate healthcare supervisor.

4. HEALTH SCIENCE PROGRAMS ADMISSION AND APPEALS COMMITTEE

The Health Science Programs Admission Committee will review the applications for admissions to the health science programs.

- A. The Committee will include the Dale Mabry Campus Dean of Student Services or designee, Dean of Health, Wellness, & Sports Technologies or designee, and a full-time counselor. Others may be appointed to the committee by the Dean of Student Services, Dale Mabry Campus or the Dean of Health, Wellness, and Sports Technology. The Dean of Student Services, Dale Mabry Campus will appoint the chair of the committee.

The Program Manager is an ex-officio member of the Admissions and Appeals Committee and will advise the committee of the needs of the program. After consideration of Linkage candidates (if applicable), appeal contingencies, retrackers and other considerations, the committee will choose the number of selects and alternates to be made to the program.

- B. The Committee will review the applications in accordance with the admissions criteria outlined in this procedure.
- C. The Committee will select the applicants based upon the highest GPA ranking.
- D. The Chair of the Admissions and Appeals Committee will notify each applicant by letter of acceptance, non-acceptance or alternate status into a program. The alternate and non-acceptance letter will include a deadline date for filing an appeal.

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- E. The Chair of the Admissions and Appeals Committee or the Program Manager will notify alternates authorized by the Admissions and Appeals Committee until the class has been successfully filled.
- F. The Chair of the Admissions and Appeals Committee will notify all unselected alternates in writing when a class has been filled.
- G. No applicant shall be registered for any restricted access program unless he/she has been accepted by the Admissions and Appeals Committee.

5. ADMISSIONS OR READMISSIONS APPEAL

An applicant who is denied admission or readmission to a restricted access health science program may appeal the decision in accordance with the following guidelines:

- A. The applicant will be required to follow the steps outlined in the denial letter, submitting a written request for an appeal along with documentation supporting the appeal by the deadline date posted in the denial letter.
- B. A legitimate basis for appeal must include one of the following compelling circumstances:
 - 1. An institutional error that disadvantaged the applicant in her/his competition for admission or readmission: examples - receipt or evaluation of a transcript, the calculation of GPA, notification of status of application, inaccurate information.
 - 2. An extenuating circumstance beyond the student's control that disadvantaged the applicant in her/his competition for admission or readmission: such as; extensive illness of applicant or a family member, death in the immediate family, destruction of home due to fire or hurricane or equivalent force of nature.

6. FINAL ACCEPTANCE REQUIREMENTS

- A. **Physical Examination** Admission to certain health science programs will be contingent upon evidence of satisfactory physical health as certified by a licensed physician. (Refer to Administrative Procedure 4.14.)
- B. **Program Admission Orientation** Final acceptance to certain health science programs will be contingent upon the applicant attending the scheduled program orientation session. Individuals not attending the session without prior approval of the Dean of Health, Wellness & Sports Technologies/Program Manager will be dropped from the program acceptance status. The acceptance letter will notify the applicant of the time, date, and place of the program orientation and a response deadline for confirmation of attendance.

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- C. **CPR Certification** Admission to certain health science programs require the applicant to provide proof of a two (2) year cardiopulmonary resuscitation certification from an agency that provides a two-year certification, such as the American Heart Association, BLS Healthcare Provider course, American Red Cross Basic Rescuer course, or equivalent.
- D. **Health/Medical Insurance** The student is responsible for all costs associated with any medical procedure and for maintaining health and medical insurance while enrolled in the program.
- E. **FDLE Check** Applicants for all health science programs will be screened through the Florida Department of Law Enforcement (FDLE) as is stated in Section 2D of this manual.
- F. **Drug Screen Testing** When mandated by the program, selected applicants must successfully complete a drug screening test, that satisfactorily demonstrates that the applicant is free from the use of any illegal drug, unprescribed controlled substance described or named in law. Selected applicants will be given further information at orientation. Applicants who fail to successfully complete the required drug test are eligible to make re-application for the next admission date. The application will be processed without prejudice.

7. DISMISSAL

- A. **Minimum grade standards** Each restricted access program is responsible for advising their students of the policy that describes the consequences of a student failing to obtain a grade of "C" in a program requirement course. This does not apply to general education or elective courses.
 - 1) If a student receives a grade less than "C" in a program required course, the Program Manager will advise the Dean of Health, Wellness & Sports Technologies. If this is the first grade less than "C", the student will be dismissed from the program, but may be allowed to retrack back into the program on a space available basis upon the recommendation of the program manager. When the student receives a second grade less than "C", the student will be permanently dismissed from the program.
 - 2) The Dean of Health, Wellness & Sports Technologies will notify the student by letter of his/her dismissal.
 - i. If the student will be allowed to retrack into the program, the letter will notify the student of the need to make an appointment with the Program Manager to receive an educational plan. The educational plan will identify specific date(s) on which a student must indicate his or her intent to seek readmission to the program and details of any educational activities the student may need to complete prior to or during the term in which he/she is

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readmitted. Failure to complete the educational plan will (a) result in denial of readmission or (b) dismissal from the program for the student who had educational activities to complete during the first term of readmission.

- ii. If the student has two (2) or more grades less than "C" in program required courses, dismissal from the program will be permanent.
- 3) If the student is allowed to retrack, a copy of the educational plan will be placed in the student's program folder and a copy retained in the Office of the Dean of Health, Wellness & Sports Technologies and the campus Admissions, Registration, and Records Office.
- 4) If the dismissal is permanent, a copy of the dismissal letter will be placed in the student's program folder and a copy retained in the Office of the Dean of Health, Wellness, and Sports Technology and the campus Admission, Registration and Records Office.
- 5) The copy of the dismissal letter will notify the Office of Admissions, Registration, and Records to ensure that the following are completed:

To drop the student from the health science course(s) in which the student may be enrolled for the next term;

To process the necessary forms for the student to receive a refund of fees to which (s)he is entitled; entry of appropriate data into the online administrative computer system.

- 6) A student dismissed from a health science program as a result of an unsatisfactory grade may complete any course(s) in which s(he) was in progress at the time of dismissal.
- B. Affiliate Agency's Policies** In addition to required drug testing at the time of admission into a health science or nursing program, an affiliate agency may request that a student submit to a drug test based on their agency drug testing policies. If the affiliate agency has reasonable suspicion that a student is either impaired, has used or is using illegal drugs and/or alcohol, the student will be requested to provide the program manager with a copy of these drug test results. Failure of the student to notify the program manager shall be grounds for dismissal from the program.

8. WITHDRAWAL

- A. A student who does not successfully complete the first term of a health science program and withdraws from a program required course or the program must seek readmission to the program as a new student.
- B. A student who withdraws from a program required course or a health science program subsequent to completion of the first term may apply for readmission.

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- C. A student who withdraws must notify the Program Manager in writing of his/her withdrawal on the same date that s(he) submits the official college course withdrawal form.

9. READMISSION (RETRACKING)

A. Readmission: A student can be readmitted into a restricted access program only once.

B. Readmission - Dismissal

1. A student who has received only one program required course grade less than "C", been dismissed from a health science program, and has been recommended by the program manager for retracking back into the program may apply for readmission to the same program only one time.

2. The student must meet with the Program Manager to assure compliance with any educational plan. The readmission date cannot exceed one calendar year (12 months) from the date of dismissal.

3. The student must provide evidence that (s)he has successfully completed those educational activities the student was required to complete prior to being granted readmission. The student whose educational plan required educational activities to be completed during the first term of readmission will be dismissed at the end of the first term if the student fails to comply with the requirements of the educational plan.

4. The Dean of Health, Wellness & Sports Technologies will grant readmission to the student whose educational plan has been completed or to the student who is in complete compliance with an educational plan requiring completion of educational activities during the first term of readmission on a space available basis.

5. If denied readmission by the Dean of Health, Wellness & Sports Technologies, the student may pursue an appeal as is specified in Section 5 "ADMISSION AND READMISSION APPEALS".

C. Readmission – Withdrawal

1. In order to seek readmission, the student must meet with the Program Manager to assure compliance with any restrictions for readmission. The readmission date cannot exceed one calendar year (12 months) from the date of dismissal.

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2. Readmission may be granted to the student who withdraws from a health science program and meets all of the guidelines as set forth in this procedure for seeking readmission on a space available basis.

3. If denied readmission by the Dean of Health, Wellness & Sports Technologies, the student may pursue an appeal as is specified in Section 5 "ADMISSION AND READMISSION APPEALS".

9. TRANSFER STUDENT

- A. No one may transfer into the first term of a restricted access program. Such person must apply and be accepted into the program through the regular admission procedures
- B. At least 75% of the credit hours applicable to the program course requirements for any restricted access program must be earned in residence at HCC.
- C. The GPA of the prerequisite courses for any transfer student cannot be lower than the GPA of the accepted students in that program of study.
- D. The student must apply in writing to the Dean of Health, Wellness & Sports Technologies at least three (3) months before the semester entering the program. The entry date cannot exceed one calendar year (12 months) from the date of matriculation at the transferring institution.
- E. All transfer students must meet the Final Acceptance Requirements as stipulated in section six (6) of this document.
- F. All transfer students must be in good standing in the transferring institution and must present a letter of recommendation from the program administrator of the transferring institution indicating the student's standing in the program.