

POLICIES AND PROCEDURES MANUAL

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

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1. ADMISSION DOCUMENTATION, FEES, SCHEDULE, AND DEADLINES: RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS

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

- A. Hillsborough Community College (HCC) Application for Admission
- B. Appropriate application – program or other restricted access Health Sciences program application
- C. Official high school transcript or official document indicating a passing score on the general equivalency diploma (GED)
- D. Official transcripts - from other colleges, universities, military, and/or vocational or technical institutions you have attended. (Foreign transcripts require appropriate translation and evaluation)
- E. Evidence of CLEP or AP scores if score used as evidence of completion of prerequisite
- F. Background check authorization
- G. Other supporting documents when specified
- H. Required fees

The following schedule governs the applicants seeking admission to the restricted access Health Sciences programs:

Deadline Date	Health Sciences Program Entry
January 15	Summer Start: LPN-RN Transition Nursing – Dale Mabry Paramedic Radiation Therapy Specialist Certificate

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	Fall Start: Basic Nursing – Dale Mabry, Plant City, and South Shore Evening and Weekend Nursing – Plant City
February 15	Summer Start: Respiratory Care Transition
	Fall Start: Diagnostic Medical Sonography Technology Nuclear Medicine Technology Radiation Therapy Radiography
March 15	Summer Start: Dental Assisting
May 15	Fall Start: Dental Hygiene Respiratory Care Paramedic
June 1	Spring Start: Basic Nursing – Dale Mabry, Plant City, and South Shore Evening and Weekend Nursing – Dale Mabry
June 15	Fall Start: Dental Assisting
September 15	Spring Start: Paramedic

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

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Applicants must complete 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.

If a program does not fill all available seats, 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 they complete the prerequisite course(s) according to the program requirements before the first day of class.

2. ADMISSION CRITERIA: RESTRICTED ACCESS PROGRAMS

- A. Age Requirement** – An applicant for the following Health Sciences programs must be at least 18 years old by the first day of class: Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography Technology, Emergency Medical Services, Nuclear Medicine Technology, Nursing (all), Paramedic, Radiation Therapy, Radiation Therapy Specialist, Radiography and Respiratory Care (all).
- B. High School Completion** – An applicant must be a high school graduate or recipient of a 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** – Applicants with less than a 2.0 college minimum cumulative grade point average (GPA) in a grading structure whose maximum GPA is 4.0, excluding college preparatory courses, will not be considered for admissions. This cumulative GPA includes courses from all higher education institutions attended.
- D. Criminal Background Checks** – Health Sciences students will be required, at students' expense, to complete a criminal background check. Persons who have a criminal history with a conviction of certain crimes are not eligible to apply for any Health Sciences program. Those crimes are outlined in the Criminal History Consent Form.

Note: 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-

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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).

Admissions, Records and Registration Office on the Dale Mabry campus will coordinate the criminal background checks. An applicant, select or alternate, will be responsible for notifying the Admissions, Records and Registration Office on the Dale Mabry campus of any arrests, regardless of conviction, adjudication withheld, or any criminal charges pending against the student, that occur after the application deadline but before the first day of classes. Notification must be made within five (5) working days of any arrest. The same standard used for admission to the program will be applied to determine whether the individual may enter the program or not. The Chair of the Admissions committee will communicate to the individual whether or not they remain eligible to enter the program and will notify the Program Manager/Coordinator if the individual is no longer eligible to enter the program.

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On or after the first day of class, a student must notify his/her Program Manager or Program Coordinator of any arrests within five (5) working days, regardless of conviction, adjudication withheld, or any criminal charges pending against the student that occur while he/she is in the program. Failure to do so will result in permanent dismissal from the program. The Program Manager or Program Coordinator will notify the Dean of Health, Wellness, and Sports Technologies of the arrest. The Dean of Health, Wellness and Sports Technologies will apply the same standards used for admission to the program to determine whether the individual may continue in the program or not. The Dean of Health, Wellness, and Sports Technologies will notify the individual Program Manager or Program Coordinator, and the Dean of Student Services of his/her decision.

The Admissions, Records and Registration Office can coordinate a background check on any student at any time during matriculation in a restricted access Health Sciences program at no expense to the student.

- E. Application Fee** – Each applicant to a restricted access Health Sciences 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 restricted access Health Sciences 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 at least a 3.0 GPA (using a 4.0 system) for admission consideration through the Linkage Program.

The following programs are included in the Linkage Program. For each program, the application deadlines are the same as listed in the “**UADMISSION DOCUMENTATION, FEES AND SCHEDULE**” section of this manual. The required deadlines for submittal of the linkage forms are:

- 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 (submit form by May 1)
- Dental Hygiene (submit form by May 1)

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Linkage applicants who are not successful in securing 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 Post Secondary Vocational (PSAV) Certificate program must have completed the following pre-requisites:

MAT 0012	or equivalent CPT score
REA 0001	or equivalent CPT score
ENC 0010	or equivalent CPT score

2. Dental Hygiene Program – Applicants to the Dental Hygiene program must have completed the following 22 credit hours of Health Sciences general education courses with no less than a grade of "C" in each course:

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

3. Diagnostic Medical Sonography Technology Program – Applicants to the Diagnostic Medical Sonography Technology program must have completed the following 14 credit hours of Health Sciences general education courses with no less than a grade of "C" in each course:

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

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Each applicant must meet with the Diagnostic Medical Sonography Technology Program Manager 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 Sciences general education courses with no less than a grade of "C" in each course:

BSC 1085	Anatomy and Physiology I	3 cr.
BSC 1085L	Anatomy and Physiology I Laboratory	1 cr.
CHM 1025	Modern Chemistry	3 cr.
CHM 1025L	Modern Chemistry Laboratory	1 cr.
	(or any higher level four (4) credit college chemistry with lab)	
ENC 1101	English Composition I	3 cr.
MGF 1119	(or any transferable general education math)	3 cr.

5. Nursing Basic Program – 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:

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

6. Nursing Program – Transition Option – The following additional admissions criteria apply to the Nursing program Transition Option applicant:

- A. LPN Applicant – an LPN (licensed practical nurse) to ADN (Associate degree in Nursing) Transition Option applicant must:

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1. Provide a copy of a valid Florida LPN license.
 2. Produce evidence of having completed a two-year CPR: Basic Life Support for the Professional Rescuer course from the American Heart Association, such as the BCLS-C course or BPCLS course.
 3. When seeking experiential credit, provide proof of six months full-time employment during the last three years as an LPN. Students who meet the experiential credit requirements will be awarded 10 credit hours.
 4. When 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 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.
- B. Paramedic Applicant – a Paramedic to ADN Transition Option applicant must:
1. Provide a copy of his/her current Paramedic license.
 2. Provide proof of six months full-time employment during the last three years as a Paramedic.
 3. Provide proof of current certification in advanced cardiopulmonary life support skills.
7. Paramedic College Credit Certificate (CCC) Program – Applicants to the Paramedic program must have completed the following pre-requisites:
- | | |
|----------|---|
| MAT 0012 | or equivalent CPT score (55 on arithmetic) or PERT score |
| REA 0001 | or equivalent CPT score (64 on reading) or PERT score |
| ENC 0010 | or equivalent CPT score (72 on sentence skills) or PERT score |

An applicant for the Paramedic CCC program must have a current Florida EMT-B certificate or be eligible for the Florida EMT-B certificate by the application deadline date. Eligible applicants accepted into the Paramedic program must have a current Florida EMT-B certificate by the orientation date for the Paramedic program.

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8. Radiation Therapy Program – Applicants to Radiation Therapy program must have completed the following 13 credit hours of Health Sciences general education courses with no less than a grade of "C" in each course:

- 9.
- | | | |
|-----------|--|-------|
| BSC 1085 | Anatomy and Physiology | 3 cr. |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 cr. |
| ENC 1101 | English Composition I | 3 cr. |
| MAC 1105 | College Algebra or higher* | 3 cr. |
| | *(MGF 1106, MGF 1107 and statistics courses will not be accepted) | |
| PSY 2012 | General Psychology | 3 cr. |

10. Radiation Therapy Specialist CCC Program – An applicant for the Radiation Therapy Specialist CCC program must be American Registry of Radiologic Technologists (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.

11. Radiography Program – Applicants to Radiography must have completed the following 13 credit hours of Health Sciences general education courses with no less than a grade of "C" in each course:

- | | | |
|-----------|--|-------|
| BSC 1085 | Anatomy and Physiology I | 3 cr. |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 cr. |
| ENC 1101 | English Composition I | 3 cr. |
| MAC 1105 | College Algebra | 3 cr. |
| | Or any higher transferable three (3) credit college math except statistics | |
| PSY 2012 | General Psychology | 3 cr. |

12. Respiratory Care Program – Applicants to the Respiratory Care program must have completed the following ten (10) credit hours of Health Sciences general education courses with no less than a grade of "C" in each course:

- | | | |
|-----------|-------------------------------------|-------|
| BSC 1085 | Anatomy and Physiology I | 3 cr. |
| BSC 1085L | Anatomy and Physiology I Laboratory | 1 cr. |
| BSC 1086 | Human Anatomy and Physiology II | 3 cr. |
| BSC 1086L | Human Anatomy and Physiology II lab | 1 cr. |

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MGF 1119	(or any transferable general education math)	3 cr.
ENC 1101	English I	3 cr.
PSY 2012	General Psychology	3 cr.
MCB 1000	Microbiology	3 cr.
MCB 1000L	Microbiology lab	1 cr.

*additional prerequisite changes are pending

13. Respiratory Care Transition Program – Applicants to the Respiratory Care Transition program must furnish an official copy of his/her Certified Respiratory Therapist (CRT) credential from the National Board for Respiratory Care (NBRC). Once the applicant has matriculated at least 15 hours of Respiratory Care Program program courses from at HCC, the The following 23 credits will be awarded towards an Associate in Applied Science (AAS) degree in Respiratory Care:

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

Applicants to the Respiratory Care Transition program must have completed the following twenty three (23) credit hours of prerequisite courses with no less than a grade of “C” in each course:

BSC 1085	Anatomy and Physiology I	3 cr.
BSC 1085L	Anatomy and Physiology I Laboratory	1 cr.
BSC 1086	Anatomy and Physiology II	3 cr.
BSC 1086L	Anatomy and Physiology II Laboratory	1 cr.
MAC 1105	or higher math	3 cr.
ENC 1101	English I	3 cr.
MCB 1000	Microbiology	3 cr.
MCB 1000L	Microbiology lab	1 cr.
PSY 2012	Psychology	3 cr.
	Humanities elective	3 cr.

*additional prerequisite changes are pending

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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 HCC.

3. SELECTION CRITERIA

Applicants will be selected for admission into the restricted access Health Sciences 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 according to the following criteria:

- A.** Applicants for admission consideration in programs with prerequisite courses will have their GPA calculation made from the grades earned in the prerequisite courses.
- B.** If the program does not require prerequisite courses, applicants will be ranked based on their overall GPA, excluding preparatory course work. Selections will be based on the highest overall college GPAs 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 overall, cumulative college GPA. This includes any coursework taken at any institution of higher education.
 - 2. Regarding applicants with identical total college GPAs, the applicant with the greater number of total college credits will supersede the applicant with the lesser number of total credits.
 - 3. If all GPAs and total number of college credits are the same, the applicant with the greatest number of co-requisite courses will supersede the applicant with the lesser number of co-requisite courses.
- D.** If an applicant 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.

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- E.** If an applicant uses a College Level Examination Program (CLEP) or Advanced Placement (AP) score for one or more prerequisite courses, the GPA will be calculated using the actual grades earned in classes, and total college credits will be calculated using actual college classes. An original copy of the CLEP transcript or AP score must be attached to the application. Official scores must be received from the testing agency by the deadline date.
- F.** Alternates are designated for each program in the event primary applicants decline selection. Alternates are determined in the same manner as primaries to the program.
- G.** In the event of two or more eligible college-level mathematics courses, the course with the highest grade will be used to calculate the GPA of required prerequisite courses.
- H. Repeat of Program Prerequisite Courses** – For purposes of admission to a restricted access Health Sciences program, the following policy will apply to the repeating of/or number of attempts for the identified prerequisite courses for a program taken after 1997:
1. An “F”, “D”, “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) 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 restricted access Health Sciences program. The point reduction will be made according to the following scale:
 - a. Subtract 0.2 from the prerequisite GPA for each course attempted a 3rd time.
 - b. Subtract 0.6 from the prerequisite GPA for each course attempted a 4th time.
 - c. Subtract 1.2 from the prerequisite GPA for each course attempted a 5th time.
 - d. Subtract 2.4 from the prerequisite GPA for each course attempted a 6th time.
 - e. Subtract 4.8 from the prerequisite GPA for each course attempted a 7th time.
- Example:** An applicant has a 4.0 prerequisite GPA.
- For an applicant with 3 attempts for ENC 1101: $4.0 - 0.2 = 3.8$
 - For an applicant with 4 attempts at MGF 1106: $4.0 - 0.6 = 3.4$
 - For an applicant with 5 attempts at PSY 2012: $4.0 - 1.2 = 2.8$

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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. HCC will also transfer in a course from another institution. However, 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 minimum prerequisite GPA that would be used for purposes of rank order for consideration would be 2.0.
- K. Under certain circumstances, priority may be given to communities of interest or partner institutions.

4. ADMISSIONS COMMITTEES

- A. **Admissions Committee Membership** – The Admissions Committee (hereafter “Committee”) will include the Dale Mabry campus Dean of Student Services or designee, Dean of Health, Wellness and Sports Technologies or designee, and a full-time counselor. The Dean of Student Services, Dale Mabry campus, or the Dean of Health, Wellness, and Sports Technologies may appoint other individuals to the Committee. The Dean of Student Services, Dale Mabry campus, will appoint the Committee Chairperson.

Each restricted access Health Sciences program Program Manager/Coordinator is an ex-officio member of the Committee and will provide the Committee advice on the needs of the programs. After consideration of Linkage candidates (if applicable), appeal contingencies, retrackers and other considerations, the Committee will choose the number of primaries and alternates for each program.

- B. **Committee Responsibilities:**

- 1. The Committee will review the applications according to the admissions criteria outlined in this manual.
- 2. The Committee will select the applicants according to the admissions criteria outlined in this manual.

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3. The Committee Chairperson will notify each applicant by letter of acceptance, non-acceptance or alternate status into a program. The alternate and non-acceptance letters will include a deadline date for filing an appeal.
4. The Chairperson of the Committee or the Program Manager/Coordinator will notify alternates authorized by the Committee until the class has been successfully filled.
5. The Chairperson of the Committee will notify all unselected alternates in writing when a class has been filled.
6. No applicant shall be registered for any restricted access Health Sciences program unless he/she has been accepted by the Committee.

5. ADMISSIONS APPEAL

Any applicant who is denied admission to a restricted access Health Sciences program may appeal the decision according to the following guidelines:

- A. Request for Appeal** – 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. Basis for Appeal** – A legitimate basis for appeal must include one of the following compelling circumstances:
 1. An institutional error that disadvantaged the applicant in his/her competition for admission or readmission. Examples include receipt or evaluation of a transcript, the calculation of GPA, notification of status of application, inaccurate information.
 2. Supporting documentation (e.g. transcripts, licenses...) was requested prior to the deadline but sending institution did not process accordingly.
 3. An extreme extenuating circumstance beyond the applicant's control that made it impossible for the student to prevent the reason for denial. Examples include 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.
- C. Procedure for Appeal** – The Health Sciences Appeal Committee, as designated by the Dean of Student Services, will hear all appeals and decide if the appeal is successful or unsuccessful. A successful appeal does not guarantee admission. For example, a

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transcript was found to have been received, resulting in a successful appeal, but the applicant's GPA still does not qualify the applicant for entry into the program. The committee's decision will be final.

6. FINAL ACCEPTANCE REQUIREMENTS

- A. Physical Examination** – Admission to certain restricted access Health Sciences 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 Sciences 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 and Sports Technologies or Program Manager/Coordinator will be dropped from the program acceptance status. Each primary applicant will receive an acceptance letter notifying him/her of the time, date, and place of the program orientation and a response deadline for confirmation of attendance.
- C. CPR Certification** – Admission to certain restricted access Health Sciences programs requires the applicant to provide proof of a two (2) year cardiopulmonary resuscitation certification from the American Heart Association.
- D. Health/Medical Insurance** – The student is responsible for all costs associated with any medical procedure or incident, such as a needlestick or injury, and for maintaining health and medical insurance while enrolled in the program.
- E. Background Check** – Background checks will be completed on all applicants for all restricted access Health Sciences programs, as agreed to in Informed Consent Background Check form. Accepted students will be responsible for completing this check online, and for the cost associated with the background check. These background checks are only valid for the program the student is enrolled in at the time of check. If the student subsequently enters another health sciences program, the student must complete another background check at that time. This includes Paramedic students who recently completed the EMT program.
- F. Signatures and releases** – Students will sign consents and agreements regarding patient privacy, hospital procedures, and other health sciences issues.
- G. Drug Screening Test** – When mandated by the program, selected applicants must successfully complete a drug screening test, that satisfactorily demonstrates that the

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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 screening test are eligible to make re-application for the next admission date. The application will be processed without prejudice.

7. ADMISSION DEFERRAL

- A. Admission Deferral Request** – Students who are admitted to a Health Sciences program but are unable to begin in the term for which they were accepted due to illness or military duty may request a deferral. The request must be in writing, via email or mail, and include documentation. The request will be considered by the Health Sciences Admissions Committee.

8. DISMISSAL

- A. Minimum Grade Standards** – Each restricted access Health Sciences program Program Manager/Coordinator 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 may 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/Coordinator will advise the Dean of Health, Wellness and 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/Coordinator. 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 and Sports Technologies will notify the student by letter of his/her dismissal.
 - a. 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/Coordinator 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 readmitted. Failure to complete the educational plan will result in

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denial of readmission or dismissal from the program for the student who had educational activities to complete during the first term of readmission.

- b. 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 and Sports Technologies and the Dale Mabry campus Admissions, Records and Registration 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 Technologies and the Dale Mabry campus Admissions, Records and Registration Office.
 5. The copy of the dismissal letter will notify the Office of Admissions, Records and Registration Office to ensure that the following are completed:
 - a. To drop the student from the restricted access Health Sciences program course(s) in which the student may be enrolled for the next term;
 - b. To process the necessary forms for the student to receive a refund of fees to which he/she is entitled; entry of appropriate data into the online administrative computer system;
 - c. To change the student's program code.
 6. A student dismissed from a restricted access Health Sciences program as a result of an unsatisfactory grade may complete any course(s) in which he/she was in progress at the time of dismissal.
- B. Drug/Alcohol** – In addition to the required drug screening test at the time of admission into a restricted access Health Sciences 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/Coordinator with a copy of these drug test results. Failure of the student to notify the Program Manager/Coordinator shall be grounds for dismissal from the program. Faculty and staff of Health Sciences programs may also require students, at

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no cost to the student, to undergo drug and/or alcohol screening at any time during the program.

- C. Academic Dishonesty** – Due to the implications of dishonesty in health care, students found to have engaged in any form of academic dishonesty are subject to penalties on assignments and exams, failure of a course, and dismissal from the program. Students found to have engaged in any form of academic dishonesty may be prevented from entering all Health Sciences programs at HCC.

9. WITHDRAWAL

- A.** A student who does not successfully complete the first term of a restricted access Health Sciences 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 restricted access Health Sciences program subsequent to completion of the first term may apply for readmission (retracking).
- C.** A student who withdraws must notify the Program Manager/Coordinator in writing of his/her withdrawal on the same date that he/she submits the official College course withdrawal form.

10. READMISSION (RETRACKING)

- A. Readmission** – A student can be readmitted into a restricted access Health Sciences program only once.
- B. Readmission after Dismissal** -
 - 1. A student who has received only one program required course grade less than “C,” has been dismissed from a restricted access Health Sciences program, and has been recommended by the Program Manager/Coordinator 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/Coordinator to assure compliance with any educational plan. Students may be required to audit previously passed courses, and may be held to the same standard as other students

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for that course. The readmission date cannot exceed one calendar year (12 months) from the date of dismissal.

3. The student must provide evidence that he/she 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 and 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 and Sports Technologies, the student may pursue an appeal as is specified in the appeals section of this manual.

C. Readmission after Withdrawal

1. To seek readmission, the student must meet with the Program Manager/Coordinator to assure compliance with any restrictions for readmission. Students may be required to audit previously passed courses, and may be held to the same standard as other students for that course. The readmission date cannot exceed one calendar year (12 months) from the date of dismissal.
2. Readmission may be granted to the student who withdraws from a restricted access Health Sciences 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 and Sports Technologies, the student may pursue an appeal as is specified in the appeals section of this manual.
4. If a student who is granted permission to retrack, and does not retrack within twelve months, is dismissed from the program and can reapply under the terms of the "Reapplication after Permanent Dismissal" section of this manual.

11. READMISSIONS APPEAL

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- A. Request for Appeal** – The request should be made to the Dean of Health, Wellness, and Sports Technologies.
- B. Procedure for Appeal** – The Dean of Health, Wellness, and Sports Technologies will designate a committee to hear appeals. The committee’s decision will be final.

12. REAPPLICATION AFTER PERMANENT DISMISSAL

A student who has been permanently dismissed from a Health Sciences program unrelated to academic dishonesty may appeal for permission to reapply for the same program. The appeal should be made in writing to the Dean of Health, Wellness, and Sports Technologies. The appeal will be heard by a committee appointed by the Dean of Health, Wellness, and Sports Technologies and will include the Program Manager, Dean, and representative from Student Services.

The student will not be allowed to re-enter the program until any terms related to the reapplication have been met, and a minimum of one year has passed from the original date of dismissal. Students may be required to audit previously passed courses, and may be held to the same standard as other students for that course. Previous admission is not a guarantee of future admission, as requirements and applicant pools change. Students may re-apply one time only and must meet current requirements by application deadline. Exemptions to time out of program may be made in extenuating circumstances.

13. EMERGENCY, MEDICAL, and PREGNANCY PROCEDURES

- A.** A student may voluntarily inform the Program Manager and/or Dean of Health, Wellness, and Sports Technologies of a medical condition that may currently or in the future require accommodation. In every instance, the student must provide notice in writing from his/her physician stating that the student is physically able to continue as a student including clinical duties. In the absence of voluntary written disclosure, the program cannot accommodate any medical condition. In instances of possible radiation exposure or a similar situation, a pregnant student must wear a fetal radiation monitor badge in addition to her personal radiation badge.
- B. Medical Leave** - If a student is unable to continue due to a medical condition, the student must present documentation from a physician indicating the nature of the condition, any limitation(s) and an expected recovery date. If the Program Manager concurs with the leave request, the student’s request will be forwarded to the Dean of Health, Wellness & Sports Technologies for final review. The Dean will advise the student in writing of the decision regarding the leave. If the student is awarded a

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medical leave from the program, the student will be reinstated in the program no later than one year from the semester that the medical leave was awarded.

1. **Example:** if a student cannot complete fall term 2012 due to a pregnancy, the student must return to the program no later than Fall 2013. A student, who is unable to return at that time, must seek admission as a new student at any time in the future. However, if a student who is pregnant completes fall term and is able to return the following spring term, there is no need for any accommodation.
2. A medical leave is not considered a withdrawal from the program and a student who returns from a medical leave is not considered to be a readmission (retracker).

C. Emergency Leave - If a student has a personal emergency that requires absence from classes, the student must request an emergency leave from the Program Manager. Depending upon the circumstances, the Program Manager may request documentation supporting the leave. If the Program Manager concurs with the leave request, the student's request will be forwarded to the Dean of Health, Wellness & Sports Technologies for final review. The Dean will advise the student in writing of the decision regarding the leave. If the student is awarded an emergency leave from the program, the student will be reinstated in the program no later than one year from the semester that the medical leave was awarded.

1. An emergency leave is not considered a withdrawal from the program and a student who returns from a medical leave is not considered to be a readmission (retracker).
2. There may be additional requirements before the student can return to the program, such as an educational plan. These will be communicated to the student at the time of approval of the leave.
3. There may be additional procedures mandated by a program's accrediting body.

14. TRANSFER STUDENT

- A.** No one may transfer into the first term of a restricted access Health Sciences program. Such person must apply and be accepted into the program through the regular admission procedures.

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- B.** At least 75% of the credit hours applicable to the program course requirements for any restricted access Health Sciences program must be earned in residence at HCC.
- C.** The GPA of the prerequisite courses for any transfer student cannot be lower than the lowest GPA of the accepted students in that program of study.
- D.** The student must apply in writing to the Dean of Health, Wellness & and Sports Technologies at least three 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 6 of this manual.
- 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.

Equal Access/Equal Opportunity and Educational Equity

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act.

HCC's Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment. Employees, students, and applicants who believe they have been a victim of discrimination or sexual harassment should contact:

Dr. Joan B. Holmes
Special Assistant to the President
for Equity and Special Programs
District Administrative Offices
39 Columbia Drive, Room 718
Tampa, FL 33606

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HCC Health Sciences will not affiliate with institutions that discriminate.