

# **SELECTION RESTRICTED ACCESS PROGRAMS**

**This section contains information on the selection process for limited/restricted access programs including:**

- **Grade point ranking**
- **Penalties for withdrawals**
- **Must have personal insurance**
  - **CPR certification**
- **Restrictions on Certificate of Completion**
  - **International students**
- **No preference for applications with degrees**
  - **Application fee**
- **Admissions and Appeals Committee**
  - **Questions?**

The admission process for limited access health science programs is conducted by staff of Student Services, Dale Mabry Campus. This group, Health Science Admissions accepts processes and maintains records on all applicants. The group also prepares all information for the Health Sciences Admissions and Appeals Committee.

For restricted access programs, after the deadline for application has passed, the Health Sciences Admissions and Appeals Committee will meet to review the ranking of applicants with complete applications based on their prerequisites grade point average (GPA). If there are not a sufficient number of qualified students to fill class seats, the Health Sciences Admissions and Appeals Committee will apply the same process to applications received after the deadline date (if there is a deadline date) until all vacant slots in each program are filled or there are no more qualified applicants. If there are not enough qualified applicants for a class, the class may be cancelled.

Occasionally, a specific health sciences program class is limited to applicants sponsored by a specific entity. It is also possible that a specific number of slots in a program class may be limited to applicants who are sponsored by a specific entity. For example, a community interest group such as the Tampa Fire Department can request a specific number of spaces in a class be reserved for sponsored applicants. Also, there may be situations where an applicant has priority over other applicants based on his or her employment, for example an EMT/firefighter employed by a local community of interest. However, in all instances, applicants must meet minimum program standards.

**Ranking by grade point average:** Applicants are ranked by grade point average, which is calculated using the grades of the prerequisite courses required for admission to a

particular Health Sciences Program. The calculation will include prerequisite grades earned from other institutions. If an applicant has completed a required course with a Pass/Fail grade, then there will be no grade used for that course in the calculation; however, the applicant will have satisfied the requirement.

Selections are made based on the highest grade point averages (GPA) and the number of seats available in each individual program. In the event there are fewer seats remaining than the number of applicants with identical GPAs, the following criteria are used to determine program admittance:

1. Applicants with the highest college cumulative grade point average in all courses taken excluding preparatory course work.
2. If students have identical college cumulative GPAs, then preference will be given to the student who has earned more total college credits.
3. Applicants for admission 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.

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 made based on the highest overall grade point averages and the number of seats available in each individual program. If two or more students have identical college cumulative GPAs, then preference will be given to the student who has earned more total college credits.

Alternates are designated for each program in the event students that are selected decline. Alternates are determined in the same manner as selects to the program.

If an applicant uses a CLEP score for one or more prerequisite course, 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.

**Repeating/withdrawing from prerequisite courses:** Applicants may have 2 attempts per prerequisite course taken after 1997 on their academic record without being penalized. After two attempts, penalties are as follows:

- Minus .2 from the prerequisite GPA for each course attempted a 3<sup>rd</sup> time
- Minus .6 from the prerequisite GPA for each course attempted a 4<sup>th</sup> time
- Minus 1.2 from the prerequisite GPA for each course attempted a 5<sup>th</sup> time
- Minus 2.4 from the prerequisite GPA for each course attempted a 6<sup>th</sup> time

**Withdrawals, academic withdrawals and other non-calculated grades are considered attempts:**

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 Florida Department of Education, Community Colleges; Withdrawal and Forgiveness Rule 6A-14.0301)

**Health/medical insurance:** The College, Division, or Program does not provide health and medical insurance for students. The student is responsible for all costs associated with any medical procedure and for maintaining health and medical insurance while enrolled in the program. Some clinical education settings will require that all students attending the facility provide proof of medical insurance. All students are strongly encouraged to check their own personal health insurance policy to ensure coverage for illness or injury resulting from clinical participation.

**CPR Certification:** Admission to certain health sciences programs requires the applicant to provide proof of a two (2) year, health care worker cardiopulmonary resuscitation certification from an agency that provides a two-year certification, such as the American Heart Association's BLS Healthcare Provider course, [www.americanheart.com](http://www.americanheart.com), Hillsborough Community College's Continuing Education CPR for Healthcare Workers course, [www.hccfl.edu/conted](http://www.hccfl.edu/conted) or [813-253-7905](tel:813-253-7905), or an equivalent course. Online CPR courses are not accepted. Health sciences students are required to provide proof of successful certification in CPR if requested as a part of the admissions process. Information concerning the type of certification and the deadline for submitting proof will be provided during New Student Program Orientation if not required as a part of the application.

**High School diploma:** Applicants who hold a Certificate 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).

**International students:** International students must be admitted into Hillsborough Community College (HCC) prior to applying for a restricted access health sciences program. Acceptance to HCC includes receipt, appropriate translation and evaluation of foreign transcripts. Contact the Admissions, Registration and Records Office at any HCC campus for information on the HCC International Student Application, process and whether or not you are eligible to apply to a restricted access health sciences program.

**No preference is given to applicants with degrees:** The restricted access health sciences programs do not give admission preference to applicants with earned degrees at any level including associates, baccalaureates, masters, or doctorates. All applicants have the same opportunity for admission according to their grade point average in prerequisites or overall grade point average if there are no prerequisites.

**Health Sciences Application fee:** For programs that require a Health Science, Nursing or Paramedic Application, the prospective student must pay a fee of \$53.00. If you are applying for more than one program at the same time during the same term, in addition to the \$53.00 fee, you must pay an additional \$10.00 application fee for each additional program for which you apply. If you are applying on more than one application, you must submit the applications at the same time and note on each application that you are applying for more than one program. For example, if you apply for three programs, your application fees will total \$73.00 (\$53.00 for the first program and two more fee payments totaling \$20.00 for two more applications for a total of three program applications). A check or money order made payable to Hillsborough Community College must accompany your Health Sciences and/or Nursing Application.

***Applicants must include a personal check or money order to pay for the fees. Do not include cash.*** Fees must be paid and cannot be waived unless the waiver is provided for by the College's administrative rules and/or procedures.

**Health Sciences Admissions and Appeals Committee:** The Committee includes 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 & Sports Technologies. 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, re-trackers and other considerations, the committee will choose the number of selects and alternates to be made to the program.

**Applicant's responsibility:** It is the responsibility of the applicant to provide all necessary documentation, complete and submit the application(s), include all payments and submit all of the required documents on or before the deadline date. Failure to do so will result in the application being incomplete and not considered for admission. HCC does not have a waiting list and does not reconsider applications for other classes. Individuals with incomplete applications must reapply. If all prerequisite requirements will be complete by to the application deadline date, we strongly encourage you to submit your application at least 30 days in advance of the deadline. We will attempt to screen applications for deficiencies although screening is not the college's responsibility.

**Appeal Process:** An applicant who is denied admission to a health sciences program may appeal the decision of the committee by following the steps outlined in the denial letter. Be sure to file an appeal by the deadline. If the appeal is not filed by the deadline, appeal rights are forfeited. The individual must follow specific guidelines described below. The student appealing the decision will not be invited to appear in person to present his/her case to the Health Sciences Admission and Appeals Committee.

Appeals will be considered only if they are due to very specific situations. These situations are restricted to the following:

- € An error by HCC that disadvantaged the applicant, such as failure to record receipt or evaluation of a transcript that was in HCC's possession, an error in the calculation of the GPA, or inaccurate information or notification of the status of application.
  
- € Extenuating circumstances beyond the student's control that prevented timely responses such as illness or death in the immediate family; or destruction of home or place of residence by a hurricane or equivalent force of nature.

**The Appeal Process requires:**

1. The Applicant must submit a written appeal to the Admissions Office addressed to the Chair, Health Sciences Admissions and Appeals Committee within ten (10) working days of the date of the notice that the applicant was not selected. The applicant should follow the instructions as outlined in the denial notice. The letter should specifically state the institutional error and/or extenuating circumstances and be supported by accompanying documentation. Examples of supporting documentation include medical statement, death certificate, and correspondence from the College.
  
2. Health Sciences Admissions and Appeals Committee will review and render a decision.
  
3. Health Sciences Admissions and Appeals Committee designee will notify applicant of the committee's decision.

**Questions and contact:** If you have any questions about the health sciences restricted access admissions process or the status of your application to one of the restricted access health sciences programs; please contact Health Sciences Admissions Office at the Dale Mabry Campus ([mflores@hccfl.edu](mailto:mflores@hccfl.edu)). If you have questions as to whether or not you have completed the required coursework, have satisfied a course substitution or any other questions concerning the process contact an academic advisor or counselor before you apply.



