

2017-2018



CATALOG

Main Campus

Southeastern College, West Palm Beach
2081 Vista Parkway, #100B
West Palm Beach, Florida 33411
Phone: (561) 433-2330
Fax: (561) 689-5980

Branch Campus

Southeastern College, Miami Lakes Area
17395 NW 59th Avenue
Miami Lakes, Florida 33015
Phone: (305) 820-5003
Fax: (305) 820-5455

www.sec.edu

AUGUST, 2017

VOLUME XXVIII

Edition No. 1

Southeastern College publishes an “electronic catalog” annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, Southeastern College reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The College makes every effort to provide current and prospective students with the most up-to-date and current information available, and will continue this practice as a matter of policy and practice. Students also may access the College web site at www.sec.edu or call their designated campus for specific information if desired.

TABLE OF CONTENTS

GENERAL INFORMATION	1
MISSION STATEMENT	1
GOALS AND OBJECTIVES	1
PHILOSOPHY	1
LICENSURE & ACCREDITATION	2
MEMBERSHIPS & APPROVALS	3
HISTORY	3
EQUAL OPPORTUNITY STATEMENT	5
AMERICANS WITH DISABILITIES ACT	5
SEXUAL HARASSMENT	6
OWNERSHIP AND GOVERNING BODY	7
DESCRIPTIONS OF FACILITIES AND EQUIPMENT	8
ADMISSIONS	8
GENERAL ADMISSIONS REQUIREMENTS	8
PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS	12
INTERNATIONAL STUDENTS	12
TRANSFER OF CREDIT POLICY	13
CREDIT FOR LIFE EXPERIENCE POLICY	15
FINANCIAL SERVICES	20
CONSUMER INFORMATION	20
GENERAL INFORMATION	20
TYPES OF FINANCIAL AID	21
GRANTS	22
LOANS	22
SCHOLARSHIPS	23
STUDENT ELIGIBILITY REQUIREMENTS	24
FINANCIAL AID PROCEDURES	24
STUDENT RIGHTS	25
STUDENT RESPONSIBILITIES	27
TUITION, FEES AND OTHER COSTS	28
COLLEGE WITHDRAWAL CFR (CODE OF FEDERAL REGULATIONS) TITLE 34: EDUCATION, PART 668, SUBPART B)	30
CANCELLATION AND REFUND POLICY	31
STUDENT SERVICES	36
ORIENTATION	36
CAREER SERVICES	36
ADVISEMENT	39
HOUSING	39

HEALTH INSURANCE	39
GRADUATION	39
ADMINISTRATIVE POLICIES AND PROCEDURES.....	40
GENERAL INFORMATION	40
OFFICIAL COMMUNICATION WITH STUDENTS.....	40
BURSAR'S OFFICE	41
FIRE PRECAUTIONS	41
CAMPUS SAFETY.....	41
ANNUAL SECURITY REPORT.....	42
FIREARMS POLICY.....	42
PARKING	42
HOURS OF OPERATION.....	42
STANDARDS OF CONDUCT.....	43
ACADEMIC HONESTY POLICY	43
PROFESSIONAL BEHAVIOR POLICY.....	47
DRUG POLICY	52
A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS	53
STANDARDS OF APPEARANCE	53
DISCIPLINARY PROBATION	54
GRIEVANCE PROCEDURES.....	54
STUDENT COMPLAINT PROCEDURE	55
INTELLECTUAL PROPERTY POLICY	57
PRIVACY OF STUDENT RECORDS.....	57
TRANSCRIPTS	59
ACADEMIC POLICIES	59
CLOCK HOUR/CREDIT HOUR CONVERSION	59
TUTORING	60
AVERAGE CLASS SIZE	60
FIELD TRIPS.....	60
SCHEDULE CHANGES	60
VACCINATION POLICY.....	60
COURSE DELIVERY	61
ACADEMIC LOAD	62
ATTENDANCE	62
HONOR CODE	65
LEAVE OF ABSENCE POLICY 34CFR 682.604 (C)(4)	66
MILITARY DEPLOYMENT POLICY	67
COLLEGE WITHDRAWAL CFR (CODE OF FEDERAL REGULATIONS) TITLE 34: EDUCATION, PART 668, SUBPART B)	70

ACADEMIC RE-ADMITTANCE POLICY	71
DISCIPLINARY RE-ADMITTANCE POLICY.....	72
TESTING.....	72
ASSIGNMENTS.....	73
ASSOCIATE OF SCIENCE	73
GENERAL EDUCATION COURSES	73
GRADING POLICY	73
SCHOLASTIC HONORS.....	77
REPEATING COURSES	77
INDEPENDENT/DIRECTED STUDY.....	78
SATISFACTORY ACADEMIC PROGRESS	79
REGISTRY AND LICENSURE EXAMINATIONS.....	84
GRADUATION REQUIREMENTS.....	86
PROGRAMS OFFERED	87
WEST PALM BEACH MAIN CAMPUS.....	87
MIAMI LAKES AREA BRANCH CAMPUS	87
DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE.....	88
ELECTRONIC MEDICAL BILLING AND CODING SPECIALIST DIPLOMA	91
EMERGENCY MEDICAL SERVICES ASSOCIATE OF SCIENCE DEGREE.....	93
INFORMATION TECHNOLOGY NETWORK ADMINISTRATION DIPLOMA.....	95
INFORMATION TECHNOLOGY NETWORK ADMINISTRATION ASSOCIATE OF SCIENCE DEGREE	97
MEDICAL ASSISTING DIPLOMA	100
MEDICAL ASSISTING	102
ASSOCIATE OF SCIENCE DEGREE.....	102
NURSING ASSOCIATE OF SCIENCE DEGREE.....	106
PHARMACY TECHNOLOGY DIPLOMA	110
PHARMACY TECHNOLOGY	112
ASSOCIATE OF SCIENCE DEGREE.....	112
PRACTICAL NURSE DIPLOMA	115
PROFESSIONAL CLINICAL MASSAGE THERAPY DIPLOMA	117
SURGICAL TECHNOLOGY	119
ASSOCIATE OF SCIENCE DEGREE.....	119
COURSE DESCRIPTIONS	122
ADMINISTRATION, FACULTY AND STAFF	150
OFFICE OF THE CHAIRMAN.....	150
OFFICE OF THE EXECUTIVE DIRECTOR.....	150
WEST PALM BEACH MAIN CAMPUS.....	151

MIAMI LAKES AREA BRANCH CAMPUS	154
ACADEMIC CALENDAR 2017	159
ACADEMIC CALENDAR 2018	160
ACADEMIC CALENDAR 2019	161
ACADEMIC CALENDAR 2020	162

GENERAL INFORMATION

MISSION STATEMENT

The mission of Southeastern College is to provide quality career education and skill development to aspiring individuals pursuing a career or advancement in their chosen field.

GOALS AND OBJECTIVES

The following goals are integral to the mission of the College:

1. To continually change, improve, and ensure the effectiveness of the College's programs in preparing students for successful careers.
2. To engage and maintain faculty which are qualified academically, possess current technical and professional knowledge and experience, and have the ability to convey this knowledge to students.
3. To engage and maintain a staff who is caring, provides student support and meets the College's educational goals and objectives.
4. To improve written and verbal competencies of students as well as analytical and technical skills.
5. To provide facilities that support educational programs and enable students to develop profession-specific skills.
6. To attract qualified students of diverse backgrounds.
7. To provide a collegiate atmosphere of academic freedom that encourages open exchange of ideas.

PHILOSOPHY

Southeastern College offers quality career education in an atmosphere of personalized attention. Southeastern College focuses on the specialized skills and knowledge needed for today's marketplace by providing courses that apply to skill performance and career management development.

Southeastern College selects industry experienced individuals as members of its faculty. This allows Southeastern College students to be educated by professionals who have practical knowledge in their particular field as well as the appropriate level of formal education.

LICENSURE & ACCREDITATION

Southeastern College is licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.

Southeastern College is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd, Suite 302, Arlington, VA 22201. Further information may be obtained by contacting the Commission at (703) 247-4212.

Southeastern College's Medical Assisting Programs at the West Palm Beach Main Campus are accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043, (703) 917-9503.

The Associate of Science Degree in Surgical Technology program at the West Palm Beach Main Campus and Miami Lakes Area Branch Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 25400 U.S. Highway 19 N. Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org.

Southeastern College's nursing programs at the West Palm Beach Main Campus and Miami Lakes Area Branch Campus have been approved by the Florida Board of Nursing, 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399, (850) 245-4125.

Southeastern College's Associate of Science in Nursing program at the Miami Lakes Area Branch Campus holds candidacy status with the Accreditation Commission for Education in Nursing (ACEN), effective September 2016 – September 2018, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020.

Southeastern College's Massage Therapy Programs at the West Palm Beach Main Campus and Miami Lakes Area Branch Campus are approved by the Florida

Department of Health, Board of Massage Therapy, 4052 Bald Cypress Way, Bin #C06, Tallahassee, FL 32399, (850) 245- 4161.

Southeastern College's Pharmacy Technology Programs at the West Palm Beach Main Campus and Miami Lakes Area Branch Campus are accredited by the American Society of Health System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 664-8644.

The Associate of Science Degree in Diagnostic Medical Sonography program at the Miami Lakes Area Branch Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography, 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org.

MEMBERSHIPS & APPROVALS

Memberships

- Association of Private Sector Colleges and Universities
- Florida Association of Postsecondary Schools and Colleges

Approvals

- U.S. Department of Education (for Title IV Federal Aid Programs)
- Florida Department of Veterans Affairs, Bureau of State Approving for Veterans Training

HISTORY

Southeastern College was founded in 1988 as Cruise Career Training Institute (C.C.T.I.) by recognized leaders in the cruise and travel industry. They saw a need in the travel industry for highly skilled, dedicated and motivated employees to provide very high standards of service.

In 1994, C.C.T.I. was acquired by Arthur and Belinda Keiser who have long-term involvement in developing and managing private colleges and schools. In 1995, C.C.T.I. applied for and was granted accreditation by the Accrediting Commission of the Council on Occupational Education. In 1996, C.C.T.I. expanded its travel

program offerings to meet the needs of the community and its students. In 1997, C.C.T.I. further expanded its scope of career education to include programs in the business, computer, and medical fields. To more effectively represent its mission and philosophy, C.C.T.I. changed its name to Keiser Career Institute and the main campus was located in Lake Worth, Florida.

In 1998, Keiser Career Institute opened a branch campus in Cooper City, Florida. In 1999, Keiser Career Institute opened a second branch campus in Port St. Lucie, Florida. In 2002, the Cooper City campus moved its location to Pembroke Pines, Florida.

In 2002, to better serve the needs of its students and the surrounding communities, Keiser Career Institute changed its name to Keiser Career College and was approved to offer Associate Degree programs. In 2003, the main Lake Worth campus moved its location to West Palm Beach, Florida.

In 2003, the Pembroke Pines, West Palm Beach, and Port St. Lucie Campuses were granted institutional accreditation with the Accrediting Commission of Career Schools and Colleges (ACCSC) and were recognized by the Commission as Schools of Distinction.

In 2005, Keiser Career College opened a third branch campus in St. Petersburg, Florida. The St. Petersburg branch was granted institutional accreditation with the Accrediting Commission of Career Schools and Colleges also in 2005. Additionally in 2005, the West Palm Beach campus moved its location to Greenacres, Florida, and the Pembroke Pines campus moved its location to Miami Lakes, Florida. In June of 2006, Keiser Career College closed the Port St. Lucie campus.

In October 2008, the Main Greenacres Campus opened a Branch Campus in New Port Richey, Florida. In addition, the New Port Richey Branch location opened a Satellite location in Spring Hill, Florida. In May of 2010, the Satellite location moved to Tampa, Florida and became the fourth Branch Campus of the Greenacres Main Campus. In July of 2011, the Tampa Branch Campus expanded its facilities to include two additional classroom spaces also located in the same plaza. In May 2012, Keiser Career College changed its name to Southeastern

College. In July 2012, the Tampa Branch Campus moved its location within Tampa, Florida. In 2015, the Greenacres Main campus moved its location to West Palm Beach, Florida.

EQUAL OPPORTUNITY STATEMENT

Southeastern College's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity at the College.

To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Southeastern College hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

AMERICANS WITH DISABILITIES ACT

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards at Southeastern College may be entitled to reasonable accommodations. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act should disclose special needs at the time of enrollment or as soon as possible. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult your Campus President for further information.

For physically challenged students, Southeastern College campuses are either located on ground level or have appropriate elevator service with ramps and

designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

Qualified students with disabilities who feel they have not been treated fairly under Southeastern College's stated federal policies has the right to file a written complaint or appeal. A complaint or appeal should be submitted to the Campus President. These procedures apply only to complaints or appeals received in writing.

- A complaint or appeal is submitted in person, by U.S. mail, or by fax.
- Complaints or appeals may not be submitted by email.
- Complaints or appeals should be dated.
- Within 15 business days after acknowledging receipt of the ADA policy complaint or appeal, the Campus President will inform the student regarding the institutional response to the written complaint or appeal.

Applicant students who have been deemed ineligible for reasonable adjustments/accommodations under Section 504 have the right to appeal the decision with Southeastern College by filing a written appeal to the Executive Director stating the grounds or basis for a reversal of the decision.

The following individual is Southeastern College's Section 504 Coordinator:

Robert Keiser
Office of the Executive Director
1900 W. Commercial Blvd., Suite 101
Ft. Lauderdale, FL 33309
Tel: (954) 938-1958, rkeiser@sec.edu

SEXUAL HARASSMENT

Southeastern College actively supports a policy on sexual harassment which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the School community should be aware that the School is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by School policy. It is the intention of the School to

take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

Title IX Compliance

Title IX of the Education Amendments of 1972 (“Title IX”) protects individuals from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Southeastern College not only complies with the letter of Title IX’s requirements but also endorses the law’s intent and spirit. Southeastern College is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

All students are responsible to make certain that sexual discrimination, sexual violence or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify either of the Title IX Coordinators designated below. Southeastern College forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation, it is also a violation of Federal law. Additional details on this policy can be found at the following link <http://www.sec.edu/heoa> and under the heading “Health & Safety Information – Title IX Compliance”.

Title IX Coordinator

Johanna Arnett, Associate Vice Chairman – HR Operations
1900 W. Commercial Boulevard, Fort Lauderdale, FL 33309
954-776-4476

OWNERSHIP AND GOVERNING BODY

Southeastern College is wholly owned by BAR Education, Inc., 1900 W. Commercial Blvd., Suite 101, Fort Lauderdale, FL 33309. Dr. Arthur Keiser and Belinda Keiser are the primary shareholders.

The information in this catalog is current as to the time it went to print.

DESCRIPTIONS OF FACILITIES AND EQUIPMENT

Southeastern College's West Palm Beach Main Campus is located at 2081 Vista Parkway, #100B, West Palm Beach, FL 33411. The school is conveniently located near the Florida Turnpike and I-95. The building is over 15,000 square feet with air conditioned and well-lit classrooms, laboratories, media/career center and offices providing students with a modern and comfortable learning environment. In addition, the Campus provides ample free parking. The equipment meets industry standards and effectively meets the objectives of the programs.

Southeastern College's Miami Lakes Area Campus is located at 17395 NW 59th Avenue, Miami Lakes, FL 33015. The school is conveniently located near all major interstates and the Florida Turnpike. The building encompasses over 16,000 square feet of air-conditioned and well-lit classrooms, laboratories, computer labs, a media/career center, student lounge, and offices providing students with a modern and comfortable learning environment. In addition, the College provides ample free parking. All equipment used at the College is compatible with industry standards and effectively meets the objectives of the programs.

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

The admission policies of Southeastern College were developed to assure that all students have a reasonable expectation of successfully completing the program. Students wishing to attend Southeastern College should complete the enrollment process well in advance of the date they have chosen to enter school. This permits proper scheduling and assures availability of classroom space.

All applicants will be required to do a pre-enrollment interview with an Admissions Coordinator to determine the necessary requirements for entrance into the program. It is the responsibility of the applicant to arrange for the school or issuing agency to send the required credentials directly to the admissions office if a copy is not available.

To be considered for enrollment at Southeastern College, all applicants must supply:

- Verification of Standard High School Graduation (transcript, diploma) showing/verifying date of graduation. In rare instances when the High School transcript/record is unavailable, a letter which contains the student's name, social security number, month and year of graduation, and a statement attesting that the transcript/record is unavailable from the Registrar will meet the entrance requirements to the College for proof of High School.

Or

- Verification of GED completion (GED scores or GED diploma)

Or

- Proof of graduation from a foreign institution comparable to a United States secondary school. High school documents must be submitted to the admissions office for evaluation. Official records must be evaluated by a school approved educational evaluator service attesting that completion is equivalent to secondary school completed in the United States. It is the responsibility of the applicant to arrange and pay for the educational evaluation agency to evaluate the documents and provide the translation to the College.
- Students who have completed a home schooled program will also be considered for admission upon receipt of the proper state credential.

Applicants will not be required to provide proof of high school graduation when they provide the following:

- Verification (official transcript) of an earned degree from an accredited institution recognized by United States Department of Education

- An evaluation of an official transcript by a school approved educational evaluator service attesting that the degree is equivalent to a degree earned at an accredited institution of higher education in the United States

An applicant must make arrangements to take Southeastern College's entrance examination (administered at the College in English for all programs except for programs that offer classes in a bilingual format, which can be administered in Spanish) or provide results of his/her Scholastic Aptitude Test (SAT), American College Testing examination (ACT), or Armed Services Vocational Aptitude Battery examination (ASVAB). Institution requirements for admission are a combined score of 910 on the SAT (or the previous versions SAT examination score equivalent – see Entrance Test Concordance Table below), a composite score of 17 on the ACT, a score of 50 on the ASVAB, or successful passing score on the College entrance examination.

Entrance Test Concordance Table

SAT Composite Score <i>Current Version</i> <i>March 2016- Present</i> <i>(Math, New Reading+ Writing)</i>	SAT Composite Score <i>Previous Version</i> <i>2006-February 2016</i> <i>(Critical Reading+ Math+Writing)</i>	SAT Composite Score <i>Previous Version</i> <i>2005- Earlier</i> <i>(Critical Reading+ Math)</i>	ACT Composite Score	ASVAB Score	Wonderlic Score
1150	1590	1070	23	65	25
1110	1530	1030	22	65	24
1070	1470	990	21	65	23

1070	1470	990	21	65	22
1030	1410	950	20	65	21
1030	1410	950	20	65	20
990	1350	910	19	65	19
990	1350	910	19	65	18
950	1290	870	18	50	17
910	1230	830	17	50	16
910	1230	830	17	50	15
870	1170	790	16	31	14
870	1170	790	16	31	13

Applicants for the Practical Nurse and Nursing programs are exempt from taking the entrance examination upon presenting appropriate documentation confirming a passing grade on the nursing pre-entrance exam.

Southeastern College reserves the right to accept up to 10% of applicants who do not meet appropriate entrance test scores for all programs (except Diagnostic Medical Sonography, Practical Nurse, and Nursing programs) but who request admission based on other criteria. A current resume and appeal letter from the student (which must be typed and include a minimum of 150 words explaining why the applicant feels they will be a good fit for the program) are reviewed by the Dean of Academic Affairs and the Campus President. The applicant must also interview with the Campus President and/or Dean of Academic Affairs. If the appeal is approved an acceptance rubric is placed in the applicant's academic file.

The College reserves the right to deny admission to any prospective student that in their judgment poses an undue risk to the safety or security to the College and the College community. This judgment will be based on individual determination taking into account any information the College has about a prospective student's

criminal record including the presence of secondary school students on the campus.

Additionally the College reserves the right to evaluate the individual circumstances regarding registered sex offenders and in certain cases refuse admission to the College. When a prospective student receives a registered sex offender designation, the College reserves the right to place the admissions process on hold contingent upon the review and approval from a designated acceptance committee.

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

All candidates must achieve the required entrance examination scores and all other requirements for admission to specific diploma and associate degree programs.

INTERNATIONAL STUDENTS

Southeastern College is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English before they enroll. Applicants are asked to furnish proof that they can read, write and speak English fluently. The College accepts M-1 visas for those students wishing to attend diploma programs and F-1 visas for those students wishing to attend associate degree programs. International student applicants must meet the following requirements for admission to Southeastern College:

1. Successful completion of a secondary school program that is equivalent to high school in the United States. (Official records must be evaluated by a school approved educational evaluator service attesting that completion is equivalent to secondary school completed in the United States.)
2. Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.
3. If an applicant's primary language is not English, a TOEFL score of 500 or higher on a paper-based examination, a score of 225 on a computer-

based examination, an iBT of 64, or successful passing score on the College entrance examination.

Applications for international students can be obtained through the Admissions Office. Applications should be submitted at least two months prior to the start of a program.

TRANSFER OF CREDIT POLICY

General Information

For students enrolling at Southeastern College, credit for courses or degrees completed at another institution is subject to approval by the Dean of Academic Affairs. These courses must be similar in content and duration to those offered in the program for which an applicant has applied. The Dean of Academic Affairs makes a temporary evaluation from unofficial transcripts. However, only courses listed on official transcripts receive permanent official transfer credit. (To grant such credit, Southeastern College **MUST** receive official transcripts—those mailed directly to Southeastern College by the previous institution—**by the end of the student's first semester/pay period**. If the course the student is wishing to transfer is scheduled within the first semester/pay period, the student must provide the official transcript before the start of the scheduled class date. If the official transcript is not provided, the student must take the scheduled course.) Students are responsible for having official transcripts sent to Southeastern College from their former institution(s).

Southeastern College requires that, at a minimum, a student complete the final 25% of a program through the College. Transfer students are informed in writing of any credits accepted as transferable.

It may be necessary for students to forfeit some previously earned credit in the transfer process since college philosophies, objectives and programs may vary and change from year to year. Therefore, Southeastern College makes no blanket statement or promise of acceptance of credits from any other institution.

Transfer Credits from Accredited Institutions

Southeastern College accepts transfer credits applicable to an applicant's program of study from national/regional accrediting agency recognized by the

United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). The acceptance of courses from nationally/regionally accredited institutions is contingent upon appropriate faculty credentials and applicable length (clock/credit hours) and content (80% or higher) of the course to be transferred.

Transfer credit is granted only for courses in which a letter grade of "C" (not C-) or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the College reserves the right to test applicants or request that they successfully pass an examination administered by a Southeastern College faculty member.

Transfer of Credits from Southeastern College

Students who are interested in continuing their education at an institution other than Southeastern College should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of a receiving institution. Southeastern College cannot assure transfer of credit. Students should contact the Dean of Academic Affairs for specific information.

Veteran Transfer of Credits

A Veterans Administration benefit recipient has the responsibility to report all previous education and training to Southeastern College. The College evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

Transfer of Credit Procedures

The Dean of Academic Affairs evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

1. Official transcripts must be received directly from the former institute **by the end of the student's first semester/pay period**. If the course the student is wishing to transfer is scheduled within the first semester/pay period, the student must provide the official transcript before the start of the scheduled class date. **If the official transcript is not provided, the student must take the scheduled course and no**

transfer credits are officially granted.

2. Course descriptions from a former institution's catalog, program syllabi, and faculty credentials may be needed in the determination of transferability of the course.
3. Only courses with a grade of "C" (not C-) or higher are considered for transfer credit.
4. Credit value accepted by Southeastern College follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits.
5. Decisions are made so that a student's academic program provides the most professional training.
6. If a course is deemed transferable the student will be required to sign a Transfer of Credit Form. All documentation (course descriptions, syllabi, faculty credentials) will be kept along with the Transfer of Credit form in the student's academic file.

CREDIT FOR LIFE EXPERIENCE POLICY

To receive credit for life experience, a student must have documented experience related to specific objectives for a course as outlined in that course's Course Control Document and syllabus.

Student Participation

A student must obtain credit for the course s/he is challenging at least 30 days before that course is scheduled to be offered at the institution. A student is assigned a portfolio advisor to ensure prior experiential learning does not duplicate credit already awarded or remaining courses planned.

Credit Earned

The student will be awarded credit based on the completion and acceptance of a portfolio for each course within a specified time frame. A grade of Pass/Fail is awarded for completed portfolios submitted within the specified time frame. Southeastern College requires that, at a minimum, students complete the final 25% of a program through the School.

Students fill out a Request for Credit by Portfolio Form for each course for which they wish to obtain credit and submit it to the Campus President together with a

current résumé. The request must be submitted at least 90 days prior to when the course for which they wish to obtain credit is scheduled to be offered at the School.

A student submits one completed draft for review to the portfolio advisor before the final portfolio is submitted. The draft must be submitted 60 days prior to when the course being challenged is scheduled to be offered at the school. The final portfolio and one copy is submitted in a 3-ring binder with tabbed dividers at least 30 days prior to when the course is scheduled to be offered at the school. The portfolio advisor discusses with the student the effort needed to create a portfolio. The advisor also establishes deadlines for portfolio completion.

The Dean of Academic Affairs determines if a student is eligible for the credit, ensures that the credit does not duplicate credit already awarded and that the final 25% of a program can be completed through Southeastern College. After the portfolio advisor has reviewed the portfolio, the original is returned to the student. The School keeps a copy for historical purposes. After the portfolio advisor reviews the portfolio and completes the Portfolio Check-Off Sheet, a grade of Pass/Fail is granted. The Dean of Academic Affairs then updates the Request for School Credit by Portfolio Form.

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fl doe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education

in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a

laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the

receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.

- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fl doe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Regional Academic and Accreditation Specialist in the Office of the Executive Director or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fl doe.org>.

FINANCIAL SERVICES

CONSUMER INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. This information may be viewed online at the following address in compliance with federal law: <http://www.sec.edu/heoa/>

GENERAL INFORMATION

The Financial Aid Department at Southeastern College provides assistance to students who need financial aid in order to pay tuition expenses at the College. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants.

Southeastern College believes that the primary responsibility for educational costs rests with a student and his/her family. However, financial aid is available to meet the difference between a student's resources and his/her actual needs. Southeastern College examines the total cost associated with attending the College including, but not limited to, tuition and fees, room and board, books, supplies, personal expenses and allowable travel expenses.

Southeastern College uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student's eligibility for financial aid. The information a student supplies on the FAFSA is confidential. FAFSAs may be obtained on the web at www.FAFSA.ED.GOV.

Southeastern College maintains a full-time Financial Aid Officer at each campus to meet student needs. Students are encouraged to make appointments with a Financial Aid Officer to ensure they obtain the funding needed for their college investment. The United States Department of Education has determined that Southeastern College is an institution eligible to participate in Federal Title IV financial aid programs.

Every student is required to have a minimum cash payment of \$50 per month payable to the institution or Third Party Private Loan.

Financial Options (if applicable and eligible):

1. Apply for Federal Financial Aid Programs
2. Apply for Private Loan Funding
3. Other Sources (cash, credit card, etc.)

Other sources can be discussed with the Financial Aid Department.

TYPES OF FINANCIAL AID

The College has the following institutional and Federal aid programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at Southeastern College is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, 3/4 time, 1/2 time, 1/4 time) and length of attendance within an academic year.

GRANTS

The main criterion for receiving grants is substantial financial need.

Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Southeastern College *Satisfactory Academic Progress Policy*.

Federal Pell Grant

A Federal Pell Grant is an award to assist needy undergraduates in paying for their education. Pell Grants do not have to be repaid unless a student becomes ineligible. Eligibility for a Federal Pell Grant is based on several factors. Students complete a Free Application for Federal Student Aid (FAFSA) and this generates an Expected Family Contribution (EFC) number. Using the EFC number and other criteria, the amount of award is determined. Students with a bachelor's degree or higher are not eligible for Federal Pell Grants.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG provides additional grant assistance to students. Funds are limited and priority is given to Pell-eligible students with exceptional financial need. Federal SEOG awards do not have to be repaid unless a student becomes ineligible. Students with a bachelor's degree or higher are not eligible for Federal SEOG.

LOANS

Southeastern College offers a variety of low interest loans that enable students to meet their educational costs. Educational loans **MUST BE PAID BACK**. Interest charges vary with the type of loan, and a minimum monthly payment may be required.

Federal Direct Stafford Student Loan

Southeastern College was selected by the United States Department of Education to participate in the Federal Direct Student Loan Program as one of its initial 104 institutions. A Federal Direct Stafford Student Loan eliminates lender and guarantee agencies. Southeastern College processes a student's application in-house, and the loan is funded directly by the U.S. Department of Education. The Federal Direct Student Loans are low interest loans.

Federal Direct PLUS Loans

The Federal PLUS Loan (FPLUS) programs provide non-need based loans to parents of dependent students. PLUS loan eligibility is based on the cost of attendance less any other financial aid a student receives. Repayment on a Federal PLUS begins within (60) sixty days after the final loan disbursement. These loans have variable interest rates determined annually by the federal government.

Federal Direct PLUS Loans

The Federal Perkins Loan is a fixed 5% interest loan that assists needy students in paying their educational costs. Funds are limited and eligibility is based on financial need. Repayment begins nine months from a student's last date of attendance.

Federal Work Study (FWS)

The Federal Work Study program gives part-time employment to undergraduate students who need income to help meet the costs of postsecondary education. When available, Southeastern College provides part-time jobs for needy students through the FWS program. Generally, students work 15 to 20 hours per week. Part of this program is community service.

SCHOLARSHIPS

Southeastern College Scholarship Programs

Southeastern College offers a variety of scholarships ranging from academic to financial for students who meet the criteria set by the College.

Private Scholarships

Outside scholarships are awarded to students who meet the specific criteria of the scholarship benefactors. Scholarship committees usually choose scholarship recipients who have high grade point averages, large financial need and/or superior academic qualities.

The Financial Aid department can provide a listing of web sites for scholarships. Applicants can contact agencies located in their community for more information.

Additional information on financial aid programs offered at Southeastern College is available by contacting the Financial Aid department on the campus a student plans to attend.

STUDENT ELIGIBILITY REQUIREMENTS

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. To be eligible to receive most need-based aid, students must meet the following requirements:

- Show financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number
- Maintain satisfactory academic progress
- Comply with requirements of the Anti-Drug Abuse Act Section 5301 of the Anti-Drug Abuse Act of 1988, states that if a person is convicted of drug distribution or possession, the court may suspend his/her eligibility for Title IV financial aid. If s/he is convicted three more times for drug distribution, she/he may become permanently ineligible to receive Title IV financial assistance.
- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan or Direct Loans
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- Agree to use any Federal student aid received solely for educational purposes
- Sign a Statement of Educational Purpose/Certification on refunds and default
- Sign a Statement of Registration Status if required to register with the Selective Service
- Be enrolled at least half-time (for most programs)

FINANCIAL AID PROCEDURES

Prospective Southeastern College students who seek financial assistance must complete a Free Application for Federal Student Aid (FASFA). Many funds are

limited and are awarded on a first come, first served basis to students who have the greatest need. Instructions are available in the Financial Aid Department on each campus. Students must complete a FASFA and an appointment must be made with a Financial Aid Officer.

After the Free Application for Federal Student Aid is processed, the College receives an electronic Institutional Student Information Record (ISIR) and a student receives a Student Aid Report (SAR) from the U.S. Department of Education in 30 days.

If verification is required, requested documentation must be provided by the student, spouse, and/or parents (whichever is applicable). The Financial Aid Department explains the verification procedure if the situation arises.

A Financial Aid Officer submits relevant paperwork to appropriate lenders/agencies and follows up to ensure that financial aid files are complete and accurate. The Financial Aid department is the liaison between the lenders/servicing agencies and a student. The Financial Aid Officer ensures that students are aware of their responsibilities, that student tuition is paid, that lenders receive correct paperwork and that all documents are executed and tracked correctly.

The Financial Aid department is dedicated to helping students understand and comply with the forms and paperwork that the financial aid application process entails. Students must re-apply for financial assistance each year.

NOTE: A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by the College while a student is in school, the student is responsible for all tuition and fees due to the College.

STUDENT RIGHTS

All Southeastern College students have the right to:

- Know when they will receive their financial aid.

- A copy of the documents describing the College's accreditation or licensing.
- Information about Southeastern College programs, its instructional, laboratory and other physical facilities and its faculty.
- Information relating to job placement rates.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Information about Federal Work-Study jobs
 - What kind of job it is
 - What hours a student must work
 - What job duties are
 - What the rate of pay is
 - How and when payroll is issued
- Reconsideration of their aid package if they believe a mistake has been made or if enrollment or financial circumstances have changed.
- Information on how the College determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available, including information on federal, state, local, private and institutional financial aid programs.
- Information as to who Financial Services personnel are, where they are located and how and when to contact them.
- Information concerning procedures and deadlines for submitting applications for each available financial aid program.
- Information concerning how financial aid recipients are selected for various programs.
- Information concerning how their financial aid eligibility is determined.
- Information on how much financial need, as determined by the College, has been met.
- Information concerning each type and amount of assistance in their financial aid package.
- Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
- Know who their academic advisor is.

- Information concerning the College's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all College personnel.
- Access to their student records.
- Freedom of academic expression.

STUDENT RESPONSIBILITIES

It is the responsibility of each Southeastern College student to:

- Abide by the Southeastern College student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review and consider all information about College programs prior to enrollment.
- Pay special attention to the Free Application for Federal Student Aid, complete it accurately and submit it on time to the right place. (Errors can delay or prevent receiving aid).
- Know all deadlines for applying or reapplying for aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the Financial Services department or the agency to which the application was submitted.
- Notify the College of any information that has changed since their initial application for financial aid.
- Repay all student loans.
- Attend an exit interview at the College if they receive a Federal Perkins Loan, Federal Direct Stafford Loan or Federal Direct PLUS loan.
- Notify the College and lender (if they have a loan) of any changes in their name, address or attendance status (half-time, three quarter-time, or full-time).
- Satisfactorily perform the work agreed upon in a Federal Work-Study program.
- Understand the College refund policy which is stated on the Enrollment Agreement and in this catalog.
- Read the contents of the Enrollment Agreement carefully.
- Purchase or otherwise furnish books and supplies.
- Maintain College property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.

- Obtain required educational and financial clearances prior to graduation.
- Comply with all parking regulations

TUITION, FEES AND OTHER COSTS

Southeastern College wishes to eliminate possible areas of misunderstanding before students begin class. This allows the College to devote future efforts to support our student's education. At Southeastern College, tuition and fees are charged to the student by the semester/*pay period. Each semester is 16 weeks in duration for credit hour programs. Each pay period is 450 hours in duration for clock hour programs. Southeastern College students are not charged by the course or by credit hours. Southeastern College's student tuition and fees are subject to annual review and modification.

Initial Fees

Application Fee (one-time charge)	\$ 50
Registration Fee (one-time charge)	\$ 95
Transcript Fee	\$ 5
Subscription Tracking Fee	\$ 36
(Surgical Technology/Practical Nurse/Nursing, other programs as applicable)	
Background Check	\$ 75
Drug Screening	\$ 65
Fingerprinting	\$ 88
Clinical Rotation Tracking	\$ 10
(Practical Nurse/Nursing, other programs as applicable)	

Tuition Charge Per Semester/*Pay Period (Tuition is charged and payable on the first day of the class in the semester/*pay period)

Tuition for Students attending Full Time: \$9,112.00 per semester/*pay period (not all programs offered at all locations)

<u>Diploma Programs</u>	<u>Semester/Period</u>
Medical Assisting	2
Electronic Medical Billing and Coding Specialist	2
Pharmacy Technology	2.5

Practical Nurse	3
*Professional Clinical Massage Therapy	2**

<u>Associate of Science Degree</u>	<u>Semesters/Period</u>
Diagnostic Medical Sonography	6
Emergency Medical Services	2
Medical Assisting	4
Pharmacy Technology	4.5
Nursing	5.75
Surgical Technology	5

Tuition for Students less than full time: tuition is charged based on a pro-rata calculation at the beginning of the semester/*pay period.

Education Fee per Semester/*Pay Period:

Diagnostic Medical Sonography, Practical Nurse and Nursing Programs	\$770.00
All Other Programs	\$400.00

Tuition Charge per Semester/*Pay Period for Life Experience Credit

Tuition for life experience course is 25% of normal tuition for a semester

Other Fees

Withdrawal Fee	\$ 100.00
Re-entry Fee	\$ 150.00
Returned Check Fee	\$ 25.00
Duplicate Diploma and Cover	\$ 25.00
Duplicate Cover	\$ 15.00
Duplicate Diploma	\$ 10.00

- Programs that require a student kit will be assessed a fee accordingly. Kit items may include blood pressure cuffs, stethoscopes, bandage scissors, etc. that will be needed for class participation.
- Programs with certification/licensure testing, background checks, fingerprinting, clinical rotation tracking and subscription tracking will be assessed fees accordingly.
- Textbook prices are available on the student portal by course.

- Textbooks purchased from Follett will have shipping charges assessed to them.
- For students who have Cash Payments, the late fee charge is \$10.00 per month for each month past due.

Southeastern College reserves the right to make any change in tuition, fees, curriculum or any phase of its program where it is the opinion of the administration that the students or the College will benefit. Such changes may be made without prior notice. Students will be notified of any changes made at the institution. Tuition is charged by the semester/*pay period as stated above. An academic transcript will not be released if the student has a balance with the institution for any reason.

*** Denotes Clock Hour Programs**

**** Retake Fee for Clock Hour Programs: Retake fee for Clock Hours attempted in excess of the program's total clock hours will be charged based on a pro-rata calculation of the additional Clock Hours scheduled.**

Uniforms, Tests, Supplies, and Special Fees

Students are required to wear medical scrubs to class each day while in their major courses except for programs which may require program specific attire. These medical uniforms are available through the Campus Bookstore. The estimated cost for a uniform set ranges between \$50.00 - \$100.00 depending on the student's program. Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, dictionaries. Students in select programs may also be required to purchase student kits. Kit items may include blood pressure cuffs, stethoscopes, bandage scissors, etc. that students will need for class activities.

COLLEGE WITHDRAWAL CFR (CODE OF FEDERAL REGULATIONS) TITLE 34: EDUCATION, PART 668, SUBPART B)

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw either through verbal notification or in writing. **When requesting a withdrawal electronically, only a Southeastern College student**

email address may be used. The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the College must be communicated to the school either verbally or in writing. Notification should be directed to the Dean of Academic Affairs/Campus President and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn.

This policy will affect the student's grade based on the following:

- Withdrawal **up to** 50% completion of the course, a grade of W will be assigned
- Withdrawal **after** 50% completion of the course, a grade of F. will be assigned

It is the responsibility of all students, upon withdrawal from Southeastern College, to return library books and pay all fines, fees and monies that are owed to the College.

CANCELLATION AND REFUND POLICY

Return of Title IV Funds (R2T4)

The requirements for Federal Student Aid (FSA) when a student withdraws is different from the Institutional Refund Policy. As such a student may still owe a balance to the college for unpaid institutional charges. Federal regulations specify the amount of FSA funds the student is eligible to retain for the semester/payment period.

For students who withdraw during the semester/payment period, the College will perform a Return to Title IV calculation (R2T4) to determine the amount of FSA funds the student has earned at the time of withdrawal. This is calculated based on the total number of calendar days completed divided by the total number of calendar days in the semester/payment period.

For example, if the R2T4 calculation showed the student had completed 30% of his/her semester/payment period, they will have earned 30% of the eligible FSA funds received/scheduled to receive for that semester/payment period. Once a student has completed more than 60% of the semester/payment period he/she has earned 100% of the FSA funds for that period with the exception of the Pell Grant which is pro-rated based on credit hours attempted prior to the R2T4 calculation being completed. Anytime a student begins attendance in at least one course, but does not begin attendance in all the courses he/she was scheduled to attend, the institution must review to see if it is necessary to recalculate the student's eligibility for funding received based on a revised enrollment status and cost of education.

Tuition and Fee Disclosure

Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. An administrative fee of \$100 will be charged when a student withdraws prior to the end of the period of financial obligation. The period of financial obligation is the time the student is enrolled (a semester/pay period). Students who have withdrawn and wish to re-enter will be charged a \$150 re- entry fee.

The Order of the Return of FSA Funds

The return of FSA funds under the Federal refund policy, follows a specific order.

(1) Unsubsidized Direct Loan – (2) Subsidized Direct Stafford Loan – (3) Perkins Loan – (4) Direct PLUS – (5) Pell Grant – (6) FSEOG – (7) - Other Title IV

1. If a student withdraws, it is the student's responsibility to notify the College of his/her intent to withdraw either through verbal or written communication. When requesting a withdrawal electronically, only a Southeastern College Email address may be used. Notification should be directed to the Dean of Academic Affairs/Campus President. For unofficial withdrawals a student's withdrawal date is their last day of attendance. The College's determination that a student is no longer in school if no notification is received is determined no later than 14 days after the student's last date of attendance.

2. All monies paid by an applicant will be refunded if cancellation occurs within three (3) business days after signing these terms of enrollment and making initial payment.
3. Cancellation after the third (3rd) business day, but not before the first class, will result in a refund of all monies paid with the exception of the application fee.
4. Withdrawal after attendance has begun, but prior to 60% completion of the semester/pay period, will require an R2T4 calculation. The R2T4 calculation is based on the number of calendar days completed divided by the total number of calendar days in the semester/payment period with the exception of the application fee.
5. The R2T4 calculation is used to determine the amount of FSA funds the student has earned at the time of withdrawal. If the student attends more than 60% of the semester/payment period, the College has earned 100% of the loans and institutional charges (Note: exception Pell Grant is pro-rated based on credit hours attempted prior to the calculation being completed).
6. Date of Determination: For a student who provides official notification (in writing or verbally) to the College of his or her intent to withdraw, the Date of Determination is the students withdrawal date, or the date of notification of withdrawal, whichever is later (34 CFR 668.22 (1)(3)(i)).
7. R2T4 calculations and any required FSA refunds will be completed within the required time lines to meet the Federal Requirements as outlined by the Department of Education (DOE).

***Return of Title IV Funds (R2T4) for
Professional Clinical Massage Therapy***

If a student withdraws from the College prior to completion of 60% of their payment period, a Return to Title IV calculation must be completed. This will determine the amount of Title IV funds the student has earned and what needs to be refunded.

The percentage of the payment period is calculated by the hours scheduled to complete in the payment period as of the withdrawal date divided by the total hours in the payment period.

Veterans Refund Policy

The refund of the unused portion of tuition, fees, and other charges for Veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to the completion will be made for all amounts paid which exceed the approximate pro rate portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The refund will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. Upon determination of withdrawal, all refunds will be made within a thirty day period.

Cancellation / Withdrawal Calculation

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded except for the application fee not to exceed \$50.

If tuition and fees are collected in advance of the start date and the student does not begin classes or withdraws on the first day of classes, all monies paid by the student in excess of \$100 will be refunded. Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. **All monies paid by an applicant will be refunded if cancellation occurs within three business days after signing these terms of enrollment and making initial payment. If cancellation occurs after three business days from the signing of the terms of enrollment, all registration fees in excess of \$100 will be refunded to the student.** All registration fees will be refunded if the student is not accepted into his/her particular program. Students are asked to notify the institution in writing of cancellation.

The institution shall keep a pro-rated portion of the tuition for students who withdraw within the first 20% of the semester/pay period (period of financial obligation) in which they are attending; beyond 20% the student is obligated for the full tuition for the semester/pay period (period of financial obligation) in which they are attending. Any funds paid for supplies, books, or equipment which can be and are returned to the institution, will be refunded to students who withdraw prior to the start of the semester/pay period (period of financial

obligation) upon return of said items which can be resold. In the event that a student cannot complete one or more classes because the institution discontinued such class(es) during a period of enrollment for which the student was charged, the institution refunds the sum of all amounts paid or to be paid by or on behalf of the student for such class(es).

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw either through verbal notification or in writing. **When requesting a withdrawal electronically, only a Southeastern College student Email address may be used.** The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the College must be communicated to the school either verbally or in writing. Notification should be directed to the Dean of Academic Affairs/Campus President and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn.

This policy will affect the student's grade based on the following:

- Withdrawal **up to** 50% completion of the course, a grade of W will be assigned
- Withdrawal **after** 50% completion of the course, a grade of F. will be assigned

For unofficial withdrawals, a student's withdrawal date is their last day of attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of nonattendance.

Refunds will be made within thirty days from the date of determination. All balances owed the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

STUDENT SERVICES

ORIENTATION

The orientation program, held prior to the first day of each term, is designed to facilitate the transition to college and to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and traditions of the College, rules and regulations, study techniques, and academic standards.

CAREER SERVICES

Through the Department of Student Services, students are able to participate in student activities and leadership programs, as well as career development resources. Through Southeastern College's academic departments, students learn the requisite skills for their career, and through Student Services they are instructed on such career preparatory activities as resume development, mock interviewing, time management, budgeting, and professional networking. An online career center is available 24 hours a day. Job search stations with current job openings and career development resources are also provided. Resources are readily available to students, and job placement assistance is accessible to all graduates through the Department of Student Services.

It is the policy of Southeastern College's Student Services Department to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field. Students and graduates are encouraged to participate in their career advancement via Southeastern College's web-based career center at www.collegecentral.com/sec and successful completion of the College's Leadership Distinction Program. In order to preserve placement privileges, students are required to provide the Department with a current resume and to maintain satisfactory attendance. Additionally, all students must complete an exit interview before their graduation date. **Although career services assistance is provided, Southeastern College cannot promise or guarantee employment.**

Southeastern College fully complies with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive Title IV funding. Therefore, graduates requesting career services assistance must provide signed authorization allowing the Department of Student Services to send out résumés to potential employers as part of a graduate's job search program.

Part-Time Employment

The College maintains a placement listing service to assist current full-time students in finding part-time employment. Each campus has a bulletin board, job book, or online career center database of part-time jobs that provides information on employment opportunities. International students must have proper documentation to seek employment in the United States. **Although Southeastern College provides employment assistance for part-time work, it cannot promise or guarantee employment.**

Full-Time Employment

The Department of Student Services offers assistance to all Southeastern College graduates preparing to enter the job market. Student Services provides information on local, in-state, and out-of-state companies, resume writing, interviewing techniques, career research, job opportunities. The Department also provides businesses with applicant screening as well as referrals for local businesses and industries. Career Development resources are updated regularly. Placement services are provided on an equal opportunity-equal access basis.

Career and leadership development seminars are offered on an on-going basis. Topics such as effective resume writing and how to prepare for an interview assist students in conducting a professional job search. Workshops including time management, financial success strategies, professionalism, and study skills, prepare students to succeed in college and in life.

The Student Services Department creates many opportunities for students to interact with employers. Career fairs and on-campus recruiter visits provide access and networking opportunities with potential employers. Employer visits in the classroom provide students with opportunities to hear first-hand what it takes to succeed in a chosen field of study. By providing these services, the

College prepares a workforce that is not only knowledgeable in its field, but also prepared to meet the needs of a demanding job market. **Although Southeastern College provides employment assistance for full-time work, it cannot promise or guarantee employment.**

Student Organizations

The Association of Surgical Technology National Honor Society (NHS) recognizes the achievement of surgical technology students and supports the learning and professional development of our members who strive to improve the surgical technology profession.

Eligibility Requirements

1. Students must have completed 85% of the graduation requirements at a CAAHEP-accredited surgical technology program.
2. The student must maintain and have no less than a cumulative 3.75 GPA (based on a 4.0 grading scale).
3. The student must have at least a 95% overall attendance rate.
4. The student must be a good school citizen and have neither past nor present disciplinary actions.
5. The student must project qualities of integrity and leadership in academic and extracurricular activities.
6. The student must be a member of AST.
7. To maintain membership and receive the benefits of membership in the Honor Society after graduation, an individual must maintain continuous, uninterrupted membership in AST.

Scholarships

Foundation for Surgical Technology Student Scholarships Eligibility Requirements:

1. Applicants must be currently enrolled in an accredited surgical technology program and eligible to sit for the NBSTSA national surgical technologist certifying examination. Be sure to fill in the information on the student application that requires the CAAHEP school code.
2. Applicants must demonstrate superior academic ability.
3. Applicants must have a need for financial assistance.

ADVISEMENT

The College maintains contacts with various community organizations and agencies to help meet students' personal needs. Please contact the Director of Student Services for additional information. Reverend Dr. Louise Morley, Southeastern College's Ombudsman, can be reached toll free at 1-866-549-9550.

HOUSING

The College provides information about local apartments and rental opportunities for students interested in living near campus. All College campuses are located along major traffic arteries to allow easy commuting for students.

HEALTH INSURANCE

Student health insurance is available through independent providers. Students in allied health fields who are required to complete externships/clinicals for academic coursework need health insurance coverage prior to participating in this part of the curriculum. Current student health insurance coverage must be maintained throughout the entire externship/clinical experience. Failure to maintain current health insurance will result in removal from the clinical/externship site.

GRADUATION

Southeastern College commencement ceremonies are held annually. Students are eligible to participate if they satisfactorily complete academic requirements for the program in which they are enrolled at least one term prior to the commencement ceremony. In order to graduate from Southeastern College and participate in commencement exercises, students are required to meet with the Department of Student Services to complete a graduation exit application, request participation in the ceremony, and complete all required institutional and departmental exit interviews.

ADMINISTRATIVE POLICIES AND PROCEDURES

GENERAL INFORMATION

Southeastern College policies have been formulated in the best interests of students and the College. The provisions of this catalog should not be considered an irrevocable contract between a student and the College.

Changes in College policy are rarely made during a school year since plans for each session are made well in advance. However, Southeastern College reserves the right to change provisions or requirements, including fees, contained in its catalog at any time and without prior notice. Students will be notified of any changes made at the institution. The College further reserves the right to require a student to withdraw at any time under appropriate procedures. Southeastern College reserves the right to impose probation on any student whose conduct, attendance or academic standing is unsatisfactory. Any admission based upon false statements or documents is void, and a student may be dismissed on such grounds. In such cases, a student may not be entitled to credit for work which s/he may have completed at the College.

Admission of a student to Southeastern College for an academic term does not imply or otherwise guarantee that the student will be re-enrolled for any succeeding academic period. The College also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

Southeastern College's primary objective is to help its students meet their career goals. Occasionally, students have concerns or problems that need to be addressed. Students can confidentially discuss their problems at any time with their instructors, the Student Services Department or any staff member. Additionally, the Campus President and Dean of Academic Affairs maintain an open-door policy regarding any student concern or problem.

OFFICIAL COMMUNICATION WITH STUDENTS

The assigned College email account shall serve as the official means of communication with all students. Examples of such communication include, but

are not limited to: notifications from the College, Campus Program, Library, Financial Aid Department, Academic Affairs Department and Student Services Department. Course information (class materials, assignments, questions and instructor feedback) may also be provided through the Southeastern College student email account. Students are required to activate their College email account upon enrollment and are responsible to routinely check for updates.

BURSAR'S OFFICE

Southeastern College provides a Bursar's Office to accept student payments of tuition and fees as well as to answer basic questions about payments, fees and student accounts. The Bursar's office hours are posted outside the office.

FIRE PRECAUTIONS

Students should take particular note of exit signs in each building. They should also familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

1. Leave the building by the nearest exit in an orderly fashion, following the directions of the fire marshals (where relevant). Do not use elevators.
2. Stand at a safe distance from the building.
3. Do not re-enter the building until directed to do so by College administration.

CAMPUS SAFETY

Southeastern College maintains open, well-lit buildings with appropriately well-lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to College administration.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger. In cases of emergency, dial 911.

ANNUAL SECURITY REPORT

In compliance with the 34 CFR 668.41 and CFR 668.46 2008 federal regulation amendments, the following is the electronic address at which Southeastern College's Annual Security Report is posted:
www.sec.edu/safetyandsecurity/asr.html

The Annual Security Report contains crime statistics and describes the institutional security policies. Upon request the institution will provide a hard copy of the report.

FIREARMS POLICY

Certified Florida law enforcement officers and assigned licensed and uniformed security officers are the only people permitted to possess a gun or weapon of any kind on any Southeastern College campus. Any other possession of a weapon of any kind for any reason by anyone on a Southeastern College campus is strictly prohibited. The above stated policy provides an exception only in the case of Southeastern College students who are certified Florida law enforcement officers currently employed by a recognized Florida law enforcement agency. There are no other exceptions to this policy.

PARKING

Since Southeastern College is primarily a commuter's college, parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in areas designated for the handicapped (unless possessing the appropriate licensure), designated "visitor" spaces, on sidewalks or in "no parking" areas. Violators are subject to having their vehicle towed without prior warning or formal notification. Students must obtain and affix a valid parking permit decal to all cars parked at Southeastern College. Additional permit decals may be obtained from the Student Services Department.

HOURS OF OPERATION

School is in session throughout the year, with the exception of the holidays and vacations listed in the Academic Calendar. Morning classes are generally scheduled Monday through Friday from 8:00 a.m. to 1:00 p.m. and General

Education classes are generally scheduled Monday, Tuesday, Thursday from 9:00 a.m. to 1:00 p.m. Evening classes are generally scheduled on Monday, Tuesday and Thursday from 6:30 p.m. to 10:40 p.m. Alternative class times may be available for certain programs. Classes for the nursing programs are generally scheduled 5 days a week. Class times and days may vary based on clinical scheduling.

STANDARDS OF CONDUCT

Commensurate with the academic atmosphere that prevails throughout the College, all students are expected and required to conduct themselves in keeping with the highest of standards.

ACADEMIC HONESTY POLICY

The College can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the College expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the College. Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are different forms of academic dishonesty including, but not limited to, the following:

Acquiring or Providing Information Dishonestly

Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

Plagiarism

The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Southeastern College that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

Partially plagiarized assignments

- The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for that assignment.
- The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for the course.
- The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the College.

Entirely plagiarized assignments

- The first occurrence of a student turning in an entire plagiarized assignment results in an automatic "F" for the course.
- The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the College.

All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term. Students who have been dismissed may reapply to Southeastern College after remaining out of school for one full semester/pay period. Southeastern College believes strongly that each student, against whom the College is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found later in this catalog.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas

and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own, segments or the total of another's work.

At Southeastern College, references are cited in accordance with the American Psychological Association (APA) approved format.

Conspiracy

Agreeing with one or more persons to commit any act of academic dishonesty.

Fabrication of Information

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the College; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the College's reputation or that of the members of its academic community of students and scholars.

Multiple Submissions

Submitting the same work for credit in two different courses without the instructor's permission.

Facilitating Academic Dishonesty

Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or College academic honesty policies; providing false information in connection with any academic honesty inquiry.

Abuse or Denying Others Access to Information or Resource Materials

Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional

hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work. All of these acts are dishonest and harmful to the community.

Falsifying Records and Official Documents

Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official College document.

Clinical Misconduct (if applicable to major)

Dishonesty in the clinical setting includes, but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, and visitor and/or student property.

Disclosure of Confidential Information (if applicable to major)

A highly responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Southeastern College.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

Sanctions for Violating the Academic Honesty Policy

After determining that the student has violated the Academic Honesty Policy, the instructor may impose one of the following sanctions (please note: separate sanctions apply to Plagiarism as described above):

1. The first occurrence of academic dishonesty will result in a grade of "F" for the assignment or examination.
2. The second occurrence of academic dishonesty will result in a grade of "F" for the course.
3. The third occurrence of academic dishonesty will result in dismissal from the School.

All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term. Students who have been dismissed may reapply to Southeastern College after remaining out of school for one full semester/pay period.

Southeastern College believes strongly that each student, against whom the College is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found later in this catalog.

PROFESSIONAL BEHAVIOR POLICY

The College has established a set of professional behaviors which will help students develop their knowledge and skills for entry-level positions in their fields.

- Adhere to College policies and procedures as outlined in the College catalog.
- Adhere to program policies and procedures as outlined in the program student handbook.
- Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.

- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- Respect the learning environment regarding visitors.
- Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.
- Cell phones may not be used during class time and must always be kept on silent or vibrate.

If a student demonstrates inappropriate professional behavior, the student may receive a written behavior warning or be placed on behavior probation depending on the severity of the action (see *Behavior Probation Statement*). The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the Program Director/Coordinator and Dean of Academic Affairs.

Behavior Probation Statement

Students who do not maintain satisfactory behavior, both academically and clinically, may be placed on behavior probation. The term of this probationary period will become effective in the semester/pay period the student is currently enrolled in and remain in place for the remainder of the following semester/pay period. At the completion of the following semester/pay period, the Program Director/Coordinator or Dean of Academic Affairs will assess the student's progress and determine whether to remove the student from behavior probation or to extend the term of this probation. If the behavior probation is extended, a student action plan will be developed and signed by the student. Failure to meet the terms of this probation as outlined in the student action plan will result in dismissal from the program and the College.

Students who are dismissed based on behavior may re-apply to the College after waiting one full semester/pay period. Additional requirements for re-entry are listed under the *Academic Re-Admittance Policy* and *Disciplinary Re-Admittance Policy*.

Clinical/Externship Experience - Request for Removal of Student (if applicable to major)

Should a clinical/externship site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program's and/or clinical/externship site's policies and procedures, the student will receive a clinical/externship evaluation grade of "zero" and be placed on behavior probation which may result in a failing grade and/or dismissal from the program.

Upon removal from the clinical/externship site, the program will attempt to re-assign the student to a different clinical/externship site. However, should a second incident occur during the same clinical/externship rotation/course in which a clinical/externship site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical/externship re-assignments. This action will result in the student receiving a failing grade for the clinical/externship rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon the program not exceeding maximum program capacity, and a review of events leading up to the dismissal with a student action plan designed by the Program Director/Coordinator addressing professional behavior expectations.

If a student has been re-assigned to a clinical/externship education site due to a request for removal from a previously assigned clinical/externship site based on inappropriate behavior and similar inappropriate behavior occurs in a subsequent clinical/externship rotation/course, the student will not be re-assigned for clinical/externship placement and will be permanently dismissed from the program.

It should be noted that if the cause for removing a student from a clinical/externship site is deemed by the Program Director/Coordinator and Dean of Academic Affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the College.

Academic and Administrative Dismissal

A student may be dismissed from Southeastern College for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- Failure to meet minimum educational standards established by the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
 - meeting of deadlines for academic work and tuition payments;
 - provision of documentation, corrections and/or new information as requested;
 - notification of any information that has changed since the student's initial application;
 - purchase or otherwise furnish required supplies;
 - maintenance of College property in a manner that does not destroy or harm it;
 - return of library books in a timely manner and payment of any fines that may be imposed;
 - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
 - continued inappropriate personal appearance and hygiene;
 - continued unsatisfactory attendance;
 - non-payment for services provided by the School;
 - failure to comply with policies and procedures listed in the current School catalog and student handbook; or
 - conduct prejudicial to the class, program or College.
 - Specific behaviors that may be cause for dismissal include, but are not limited to:
 - willful destruction or defacement of College or student property;
 - theft of student or College property;
 - improper or illegal conduct, including hazing, sexual harassment, etc.;
 - use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
 - being under the influence of alcoholic beverages or illegal drugs while on campus;
 - cheating, plagiarism, and/or infractions of the College's Student Conduct Policies;

- any behavior which distracts other students and disrupts routine classroom activities;
- use of abusive language, including verbalization or gestures of an obscene nature; or
- threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences;
- unprofessional conduct and behavior

Anti-Hazing Policy

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include advising and possible expulsion from the College.

Conflict Resolution

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their Program Director/Coordinator. Subsequent levels are the Dean of Academic Affairs and the Campus President. Chain of command should *always* be utilized for prompt resolution. Southeastern College does however maintain an open door policy.

Student Disciplinary Procedures

If a student violates Southeastern College's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the Dean of Academic Affairs is responsible. In the absence of the Dean of Academic Affairs, the Campus President determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Southeastern College catalog.

When a student violates Southeastern College's Standards of Conduct outside the classroom but on campus, the Dean of Academic Affairs is the first level of discipline. The next level is the Campus President. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Southeastern College catalog.

DRUG POLICY

Southeastern College is in compliance with Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances or paraphernalia will be dismissed and/or referred to an appropriate agency for arrest.

Students who are in programs which require an externship/clinical component may be required to submit to a drug screen prior to starting the externship/clinical experience; and also during any point of the externship/clinical experience. Students who have a positive drug screen result prior to starting externship/clinical will not be permitted to start externship/clinical. If at any point during externship/clinical a student has a positive drug screen, s/he will be removed from the externship/clinical location.

Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid. If s/he is convicted three or more times for drug distribution, s/he may become permanently ineligible to receive Title IV financial assistance.

Medical Marijuana Policy

Southeastern College prohibits the possession and use of marijuana on all of its campuses. Marijuana is not permitted on campus because it remains a drug prohibited by Federal law. Federal legislation also prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana on campus.

The college continues to enforce its current policies regarding illegal substances or paraphernalia. Students who violate the college's drug policy prohibiting the use or possession of illegal substances or paraphernalia, including medical marijuana on campus, can be subjected to disciplinary action as expressed in the institutional catalog.

A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS

As required by CFR 86.100 Southeastern College publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. The institution discloses under CFR 86.100 information related to Southeastern College's drug prevention program. This information is included in the Annual Crime and Safety Report.

The report can be found on Southeastern College's website located at the following address: www.sec.edu/safetyandsecurity/asr.html

STANDARDS OF APPEARANCE

Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate and, therefore, professional dress, appearance, hair color, and jewelry are expected at the College. Each student must maintain proper personal appearance and wear approved dress and ID badges.

Allied Health Programs Major Courses

Students in allied health programs taking major courses must wear medical scrubs and shoes of the correct color and style. Uniforms must be maintained and clean at all times. Where applicable, allied health students are given an ID badge which is to be affixed to a student's uniform. Medical students must wear white nursing shoes or approved predominately white substitutes. Allied health students may not wear artificial or acrylic nails in any clinical area. Student Handbooks in each allied health program may contain additional, more stringent standards of appearance that must be followed at all times.

General Education and Other Courses

Students in Southeastern College's general education courses or other program courses may wear school uniforms or dress slacks, (no jeans, jean skirts, jean overalls) pant suits, slack suits or dresses, as would be required of professionals in most work situations. Men enrolled in

Southeastern College programs may wear school uniforms or collared shirts and ties (pullovers are not permitted) or approved College shirts. Tennis, running, aerobic/cross-training, jogging or flip-flop shoes are not permitted. T-shirts, shorts, cut-offs, beachwear, halters and tube-tops are inappropriate. Students are not permitted to wear tops that expose the stomach or waist, shorts, or extremely short skirts to class.

Students displaying inappropriate dress after warning may be asked to leave the classroom to change. Students will be readmitted upon displaying appropriate attire. Southeastern College firmly believes that the development of proper work habits assists students in meeting their career objectives and that professional dress elevates the general level of professionalism in the classroom, thereby enhancing the educational experience.

DISCIPLINARY PROBATION

If a student fails to meet his or her responsibilities as outlined in this catalog or as contained elsewhere where College policies and procedures are posted or distributed, s/he may be placed on disciplinary probationary status. Disciplinary Probationary status is normally for one semester/pay period.

If a student fails to improve as required during the time period specified for his or her disciplinary probation, s/he may be continued on disciplinary probation or dismissed from the program and the College.

GRIEVANCE PROCEDURES

If Southeastern College is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Grievance Committee.

Students are encouraged to resolve problems through normal administrative channels. A Request for a Grievance Committee Hearing form must be submitted to the Student Services Department by or on Thursday no later than 5 p.m. in order to hold a grievance hearing on the following Tuesday. The Grievance

hearings are held on a Tuesday immediately after day classes have concluded. Requests for a Grievance Committee hearing that are received immediately prior to or during a student break are recognized as received the week following the break.

The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Executive Director, will become binding upon the administration as well as the student who filed the grievance.

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting your Campus President (See list of Campus Presidents in the *Administration, Faculty and Staff* section of the catalog.) or online at www.accsc.org.

Institutions licensed by the Commission for Independent Education (CIE) shall develop, publish, and follow a procedure for handling complaints, disciplinary actions and appeals. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission. To file a complaint a letter or email must contain the following information: 1). Name of Student (or Complainant); 2). Complainant Address; 3). Phone Number; 4). Name of Institution; 5). Location of Institution (City); 6). Dates of Attendance; 7). A full description of the problem and any other documentation that will support your claim. The letter should be sent to:

Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Email: cieinfo@fldoe.org
Fax: (850) 245-3238

Arbitration

As stated on the Southeastern College enrollment agreement, it is agreed that in the event the parties to the enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to this agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen forum or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may appoint a panel of arbitrators pursuant to section 682.04, F.S. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration; however, if Southeastern College prevails in the arbitration proceeding, Southeastern College will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. Venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified except in writing by the parties.

INTELLECTUAL PROPERTY POLICY

Southeastern College defines intellectual property as a product of the intellect that has commercial value, including copyrighted property such as literary or artistic works, and ideational property, such as patents, software, and appellations of origin, business methods and industrial processes.

Any intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed by a faculty member, staff member or a student as a result of research done in connection with regular duties or assignments, is the exclusive property of the College. Such property is the exclusive property of an employee if no College funds, space, facilities or time of faculty members, staff members or students were involved in the development.

Software development by faculty members, staff members or students as part of normal duties or assignments is considered “work- for-hire” and is property of the College. Courseware (syllabi, lecture notes, class handouts and other such materials) whether in paper or web formats are property of the College.

All work completed or submitted toward fulfillment of course requirements by students is the property of Southeastern College. Southeastern College reserves the right to utilize any work so submitted in any way it believes appropriate.

PRIVACY OF STUDENT RECORDS

Policies and procedures concerning the privacy of student records maintained by Southeastern College and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by the campus Registrar’s Office (academic records), Financial Services Department (financial aid records) and Bursar’s Office (accounts receivable records).

Student records are maintained by the College in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution. All

documents placed in student records are considered permanent additions and are not removed.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services or Bursar). Records are supervised by the Campus President. If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of student rights or otherwise inappropriate, it may be challenged and a written explanation included in the record. A student's right to due process allows for a hearing which may be held at a reasonable time and place at which time evidence may be presented to support the challenge.

Student information is released to persons, agencies or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name (s) of persons to whom the information is to be released.

The Family Educational Rights and Privacy ACT (FERPA), a Federal law, requires that the school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your educational records. Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Data defined as directory information includes: student name, major field of study, student participation in officially recognized activities, dates of attendance; enrollment status (full-time, part-time; undergraduate or graduate), degrees and awards received, and the most recent educational agency or institution the student has attended. Students wishing to opt out must provide a formal written request to the Registrar at their campus.

TRANSCRIPTS

A request for a Southeastern College transcript must be in writing (Transcript Request Form), signed by the student and requested a minimum of two (2) weeks before a transcript is required. The full address of the person/place to which the transcript is to be sent must be included. An official transcript bearing the College seal will be forwarded directly to other colleges, to prospective employers, or to other agencies at the request of a student. Typically, colleges only consider a transcript "official" if forwarded directly from the sending institution. Students may also obtain unofficial copies of their transcripts at the campus. There is no charge for the student's first transcript. All other transcripts will require a fee of \$5 to be paid with an application. (NOTE: All financial obligations to the College must be paid before transcripts are released)

ACADEMIC POLICIES

CLOCK HOUR/CREDIT HOUR CONVERSION

A Clock Hour is defined as a period of 60 minutes with a minimum of 50 minutes of instruction.

Break schedules are developed based on this definition. Breaks typically do not exceed 20 minutes in duration.

Academic credit for Southeastern College courses is calculated on a semester credit hour basis.

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 units

Financial Aid Credit for Southeastern College courses is calculated as follows:

- 37.5 clock hours = 1 semester credit hour

TUTORING

Southeastern College instructors are available for special tutoring and make-up work outside normal class hours. Instructors are also available by appointment to provide demonstrations, answer questions and conduct reviews. Computers and other equipment are available for students to use outside class hours. Students who desire special assistance are urged to take advantage of this help which is offered at no extra cost.

AVERAGE CLASS SIZE

Southeastern College is proud of its small classes and individualized attention. Although class size will vary, Southeastern College monitors class size to ensure that program objectives are met. Class size will generally not exceed 25 students in either the classroom or laboratory setting. Class size may also vary according to programmatic requirements.

FIELD TRIPS

Instructors may take students on field trips at appropriate times during a course. Field trips are designed to supplement curriculum and to introduce students to situations that cannot be reproduced in a classroom. Students are notified in advance of any field trips.

SCHEDULE CHANGES

Students who register for a class that is canceled or have scheduling errors are given schedule change assistance by the Dean of Academic Affairs. Dates and times for schedule changes are posted as far in advance as possible.

VACCINATION POLICY

Southeastern College does not require proof of vaccinations for entry into its general programs. Allied health programs do have vaccination requirements, and

the requirements vary by program. Details related to these individual requirements are in each program's handbook.

COURSE DELIVERY

General Education:

General Education courses are available via distance education and residential delivery. Distance education courses are delivered through Southeastern College's online course delivery platform. Some general education courses are available through an approved consortium agreement with Keiser University to deliver online general education courses. *Prerequisite for distance education participation:* Active students must maintain a Cumulative Grade Point Average (CGPA) of 3.0 or higher to be eligible to take general education courses online. **Exceptions to this policy must be approved.**

Expectations of Students in Distance Education:

It is important to understand what online classes are and what they are not. Online classes are not easy substitutes for on-campus classes. In fact, students find online classes as rigorous and demanding as on-campus classes. Students are expected to attend their virtual classrooms a specified number of times per week. All attendance is monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required and recorded and counts toward final grades.

An online student is expected to be computer literate and familiar with the Internet. An orientation course is available to help students improve these skills.

An online class is convenient and flexible. It allows students to work on assignments and participate in class discussions as their schedules permit within reasonable timeframes. Learning is achieved through individual inquiry, collaborative processes (student/student and student/faculty), and personal synthesis of ideas into an understanding of the topic. Outcomes are determined by qualitative analysis of student input, subjective and objective tests, including pre- and post-test, group and individual projects and case studies.

Requirements for Distance Education:

Southeastern College has computers available with Internet access for student use at campuses throughout Florida. Southeastern College provides technical services and training through its online platform. Personal desk top or lap top computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

Learning Resource System:

All students, whether distance or residential, have access to the electronic learning resource system available at any time through any computer with Internet access.

Expected learning outcomes, graduation requirements and student services requirements remain the same for all students, regardless of course delivery method.

ACADEMIC LOAD

To be considered full-time, students must carry a minimum load of twelve (12) credit hours per semester which is a normal academic load.

It is a policy of Southeastern College that students maintaining a 3.2 cumulative GPA or higher with 90% class attendance and who have completed at least one semester as a full time student may take additional credits beyond 12 but not to exceed one course per semester. This policy does not apply to students who are less than full time status. Students who are enrolled in a program that requires more than 18 credit hours per semester are not eligible to enroll in additional credit hour courses during that semester. **Exceptions to this policy must be approved by the Executive Director.**

ATTENDANCE

Regular class attendance is essential to proper academic progress and is expected. At Southeastern College, satisfactory attendance is considered to be a vital part of each student's performance. Excessive absences for a particular course or a program can result in a lowered achievement rating and an undesirable course grade. Absences in excess of 20% of class hours, for any

subject, may cause a student to be ineligible to take the final examination in that course.

To receive credit in a course for Professional Clinical Massage Therapy, the student shall attend no less than 80% of the instructional hours of the course. If a student does not attend 80% or more of a course, s/he will receive a failing grade (F) for the course.

Some programs have more specific programmatic attendance restrictions and policies which are outlined in the respective Program Handbooks.

A student may be reinstated to classes following an instructor's evaluation of their abilities and performance. Such determinations are made on an individual, case-by-case basis. Students must be in attendance by the third class meeting or they are not permitted to begin a course.

Excessive absences in a course or continued excessive absences throughout a program will result in the following administrative actions:

- Attendance warning
- Probation
- Dismissal

Students achieving perfect attendance are eligible for a Perfect Attendance Award which is determined at the end of each course. To be eligible for this award, students must be present for all class time; if a student is tardy, leaves class early or misses a class, the student is not eligible for this perfect attendance award.

In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. Absences will only be considered excused if the student can provide verifiable documentation for the absence in a timely manner as determined by the College. However, the student is still subject to attendance warning, probation or dismissal if the excused absences for an individual course or the program are excessive. Faculty members may establish more rigorous attendance standards for their individual courses.

Make-up Work

Excused absence(s) allow a student to make up coursework or other classroom assignments. Make-up assignments and arrangements are separate from any required coursework. Make-up assignments and arrangements are available from the course instructor and may include attending a make-up session, completing additional assignments or papers, or attending tutoring. The length and academic rigor of make-up assignments and arrangements is directly proportional to the amount of time missed in the course. All make-up assignments and arrangements must be successfully completed and submitted by the last day of the class.

In the Professional Clinical Massage Therapy program, the student shall also make up sufficient missed instructional hours to equal no less than 90% of the instructional hours in the course. If the student fails to successfully complete make-up assignments and arrangements in order to reach 90% of attendance of the clock hours of the course, s/he will receive a failing grade for the course.

Externship/Clinical

Students in externship/clinical courses must attend all clinical hours. Any student absent from externship/clinical may be allowed to make-up the missed hours only at the discretion of the College and/or externship/clinical site with verifiable documentation provided to the College in a timely manner. Failure to complete all necessary clinical hours could result in a failing grade for the externship/clinical course.

Veteran Students:

The Veterans Affairs Department will be notified of unsatisfactory attendance, and Veteran benefits will be terminated for any Veteran student who has absences in excess of twenty (20) percent of class hours.

Student Intent to Return:

The student has the responsibility to notify the school of his/her intent to withdraw from a course(s) and provide written confirmation of future attendance in a Title IV eligible course later in the semester/payment period for programs offered in modules. This notification should be directed in writing to the Dean of Academic Affairs or Campus President and must be submitted prior to the date of return.

Scheduled Gap:

A Scheduled Gap is available for students who may not be able to complete the required classes in sequence because the course(s) needed are not available, but wish to remain as an actively enrolled student. This must not exceed two modules (8 week maximum) in any one semester/payment period and must be arranged prior to the beginning of the semester/payment period. To be eligible to apply for a Scheduled Gap, a student must request a change of status in writing and provide the reason for the Scheduled Gap request. **When requesting a Scheduled Gap electronically, only a Southeastern College student Email address may be used.**

Academic Interrupt:

An Academic Interrupt is available for students who have posted attendance in their current course and are unable to successfully complete the course, but wish to remain as an actively enrolled student. To be eligible to apply for an Academic Interrupt, a student must have posted at least one day of attendance within the current course and must request a change of status in writing and provide the reason for the Academic interrupt request. **When requesting an Academic Interrupt electronically, only a Southeastern College student Email address may be used. Students enrolled in a 16 week Practical Nurse or Nursing courses are not eligible for an Academic Interrupt.**

HONOR CODE

Enrollment in Southeastern College and the completion of the enrollment agreement represents a student's pledge to respect the rights and property of the College and fellow students and to adhere to general principles of academic honesty.

LEAVE OF ABSENCE POLICY 34CFR 682.604

(C)(4)

To be eligible to apply for a leave of absence, a student must have completed one full semester at the school for credit hour programs. Students in the Professional Clinical Massage Therapy Diploma program must have completed one full pay period.

Procedure

Prior to taking a LOA, the student must provide a signed and dated official Leave of Absence Request **with all required documentation** to the Dean of Academic Affairs or Campus President (form available from the Dean of Academic Affairs or Campus President). The student must provide the reason for requesting the LOA and indicate their expected date of return to class. The student must have approval from the Dean of Academic Affairs prior to the start of the LOA. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason such as a serious health problem requiring multiple treatments. **When requesting a Leave of Absence electronically, only a Southeastern College student Email address may be used.**

Approval

A leave of absence may be granted at the sole discretion of the College if the College is able to determine that there is a reasonable expectation that the student will return to school following the LOA. If a LOA is not granted by the College, the student is required to register for and attend classes, or withdraw from the program. A leave of absence may be granted for a period that does not exceed four modules (16 week maximum) and may include winter, summer, and spring breaks that immediately precede the scheduled return date. Generally, students are limited to one LOA in any twelve- month period. However, a second LOA may be granted as long as the total number of days does not exceed four modules in any twelve month period. Acceptable reasons for a LOA or a second LOA within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for

adoption or foster care, student must care for spouse, child or parent with a serious illness, or a serious health condition of the student.

Financial Obligations

Students taking an approved LOA do not incur any additional charges for the period of the approved leave. If the student is a recipient of Federal Financial Aid prior to the College granting the LOA, the student is required to meet with a Financial Aid Officer to discuss the effects of the student's failure to return from a LOA may have on his/her loan repayment terms. These effects may include the exhaustion of some or all of the student's grace period. If the student has any outstanding financial obligations to the College, s/he must make appropriate arrangements with the Bursar to ensure his/her account remains current.

Return from Leave of Absence

Upon the student's return from the LOA, s/he is permitted to continue the coursework s/he began prior to the LOA. If a student on LOA does not resume attendance on the date set forth in the official LOA form, s/he is withdrawn from the College and will be charged a \$150 re-entry fee when s/he enrolls. The student's date of determination is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's date of withdrawal. A major consequence of this for students who have received federal student loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately.

If a student returns early, the days the student spends in class before the course reaches the point at which the student began his/her LOA must be counted in the 120 days for an approved leave of absence.

MILITARY DEPLOYMENT POLICY

Military students must provide a copy of orders to request a withdrawal from the institution for Military Duty. No academic penalty will be given for deployment. If the student is currently attending a class, the student has the option to complete the course with the approval of their faculty member and Dean. The student can request an "Incomplete" grade and will have 30 days to complete all course work.

Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis.

If the student decides to withdraw from the class, a grade of "WM" will be earned, and the class will be retaken upon return to the College. The "WM" grade will not affect the student's satisfactory academic progress (SAP) due to Military Deployment.

If the withdrawal is during the semester/pay period, no withdrawal fee will be charged. If the student was activated during a term, that term, and the remaining semester/pay period, will not incur any charges. Upon reentry, admissions fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable. Service members, Reservists, and Guard members will be readmitted to their program of study provided that SAP was being made prior to suspending their studies due to service obligations.

Policy on Class Absences Due to Military Service

Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by the Dean of Academic Affairs. Absence due to short-term military duty in the National Guard or Active Reserve is recognized as an excused absence. To validate such an absence, the student must present evidence to the Dean of Academic Affairs' office. The Dean of Academic Affairs will then provide a letter of verification to the student's faculty for the term.

Students are not to be penalized if absent from an examination, lecture, laboratory, clinicals, or other class activity because of an excused military absence. However, students are fully responsible for all material presented during their absence, and faculty are required to provide opportunities, for students to make up examinations and other work missed because of an excused absence. The faculty member is responsible to provide reasonable alternate assignment(s), as applicable, and/or opportunities to make up exams, clinicals, or other course assignments that have an impact on the course grade. Faculty may require appropriate substitute assignments.

Policy on Military Stipends

In an effort to assist the student, the institution will release a credit balance only when charges are posted and the credit is showing.

Chapter 33 Example:

- Student is certified in VA Once for semester 13WB
- Student is charged – Tuition, Education Fee, book
- These charges create a debit balance on the ledger card
- Student receives: Pell Grant, Direct Loans and Military Scholarship
- Student still has a debit balance
- No funds will be released under policy.

If a Military student is requesting a fund release when a debit balance exists, the following process must be followed:

- Military student submits request in writing
- Bursar emails request to Director of Military Affairs for review
- Director of Military Affairs reviews file, determines if funding is forthcoming

Director of Military Affairs submits request to Associate Vice Chairman of Student Financial Services (AVCSFS) for review and determination of either full release or partial release

AVCSFS makes determination and will either approve a release or speak with student and explain why it is not possible.

If release is determined, AVCSFS will place in activity the approval amount and schedule stipend to be issued during the next scheduled check run. There should be no special checks cut off cycle.

Chapter 31 Voc Rehab Exemption

Veterans who are being funded by the Chapter 31 Vocational Rehabilitation benefits will be given the following options for any Title IV funds being used for living expenses:

- Once a credit is created on the account, all credits will be released to the student.

- The student can opt to have $\frac{1}{4}$ of all Title IV funds being used for living expenses processed at the beginning of each term within the semester, once the student has posted attendance and the Title IV funds are processed and posted to the account.*
- The student can receive all Title IV funds once the student has posted attendance and at the beginning of the semester, once the Title IV funds are processed and posted to the account.*

*Title IV funds are not automatically eligible funds and the student is required to sit for at least 60% of the semester for the Title IV loans to be eligible for retention. Pell Grant recipients must start each course within the semester. If the student fails to sit for all terms within the semester, an R2T4 calculation must be performed and any balance created by the student becoming ineligible for Title IV funds will be the responsibility of the STUDENT.

Funds will only be authorized for release once Title IV funds are processed and posted to the Veteran's account and after verification of an approved VA Form 28-1905. Failure to provide approved VA documentation or posted Title IV funds will result in stipend requests being denied.

COLLEGE WITHDRAWAL CFR (CODE OF FEDERAL REGULATIONS) TITLE 34: EDUCATION, PART 668, SUBPART B)

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw either through verbal notification or in writing. **When requesting a withdrawal electronically, only a Southeastern College student Email address may be used.** The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the College must be communicated to the school either verbally or in writing. Notification should be directed to the Dean of Academic Affairs/Campus President and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last

date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn.

This policy will affect the student's grade based on the following:

- Withdrawal **up to** 50% completion of the course, a grade of W will be assigned
- Withdrawal **after** 50% completion of the course, a grade of F. will be assigned

It is the responsibility of all students, upon withdrawal from Southeastern College, to return library books and pay all fines, fees and monies that are owed to the College.

ACADEMIC RE-ADMITTANCE POLICY

A student must apply for re-admittance to the College after voluntary withdrawal or being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

1. Students must obtain permission from the Dean of Academic Affairs to re-enroll.
2. Students must obtain the Bursar's signature on the re-entry form indicating that all financial obligations to the College have been met. If a student has been out of school for more than one (1) semester/pay period, a re-entry fee of \$150 must be paid.
3. Students must contact a Financial Aid Officer to re-apply for financial aid and set up a payment schedule.
4. If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Dean of Academic Affairs in collaboration with Program Director/Coordinator. The student may be required to take a written or practical examination to determine if his/her hands-on skills and program knowledge are adequate for program re-entry.
5. Students are re-enrolled under current tuition charges, curriculum, and catalog policies.

6. If students are re-admitted under financial aid probation, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.
7. After obtaining required signatures on a re-entry form, a re-entering student must return the form to the Dean of Academic Affairs to be scheduled for classes.
8. Students who drop then re-enter a program will be subject to the current curriculum, texts, and policies in effect.

DISCIPLINARY RE-ADMITTANCE POLICY

A student must apply for re-admittance to the College after being withdrawn for disciplinary reasons. The re-admittance policy is as follows:

1. Students must meet the requirements of the *Academic Re-Admittance Policy*.
2. Students re-entering are placed on one semester/pay period of disciplinary probation.
3. If there are no violations of College rules and regulations during this disciplinary probation period, students are removed from the disciplinary probation.

The College reserves the right to deny re-admittance to any student dismissed due to disciplinary reasons.

TESTING

A certain amount of classroom testing is necessary for each course. It is a Southeastern College policy that each student completes the required examinations according to the schedule required by the instructor in order to receive a passing grade. All examinations are announced in advance so students can prepare. Any examination not completed by the deadline set by an instructor may result in an automatic failure for that particular examination, unless specific arrangements are made with the instructor. Final examinations are normally scheduled during regular class hours on the day of the last class meeting for the course.

ASSIGNMENTS

Out-of-Class Assignments

Students are expected to complete out-of-class assignments to support their learning process. Depending on the course, these assignments may include (but not all inclusive) reading, writing, completing a project, or research paper.

ASSOCIATE OF SCIENCE

As required by the Commission for Independent Education in the State of Florida, students receiving Southeastern College's Associate of Science degree must successfully complete at least 60 semester credit hours of study. The 60 credit hours must include a minimum of 24 semester credit hours of prescribed general education courses combined with a minimum of 36 semester credit hours of prescribed major courses.

NOTE: An Associate of Science degree is considered a terminal degree. A course-by-course decision on transferability rests with receiving institutions.

GENERAL EDUCATION COURSES

Southeastern College's general education curriculum is designed to emphasize the ability to think and read critically, to write effectively and to understand quantitative data. These courses do not narrowly focus on those skills, techniques and procedures specific to a particular occupation or profession. They are intended to develop a critical appreciation of both the value and the limitations of methods of inquiry and analysis. General education courses provide an opportunity for students to achieve a collegiate level of literacy in humanities/fine arts; social/behavioral sciences and natural science/mathematics.

GRADING POLICY

Students are awarded letter grades for work undertaken at Southeastern College. Academic work is evaluated and grades are assigned at the end of each term to indicate a student's level of performance. A criterion upon which a student's performance is evaluated is distributed to each student at the beginning of each

course in the form of a course syllabus. Grades are based on the quality of a student's work as shown by recitation, written tests, lab assignments, practical exams, class projects and homework/outside assignments. The meaning of grade notations is as follows and is based on a 4.0 scale. Southeastern College does not round class assignments or final course grades.

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00-100.00%
B	Good	3.0	80.00-89.99%
C	Average	2.0	70.00-79.99%
D	Poor	1.0*	65.00-69.99%
F	Fail	0.0	0.00-64.99%
AU	Audit	Not Computed	
F.	Withdraw/Failing (after 50% completion)	0.0	
I	Incomplete	Not Computed**	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed	
W	Withdrawal (up to 50% completion)	Not Computed	
WNA	Withdrawal/No Attendance	Not Computed	
WM	Withdrawal/Military Deployment	Not Computed	

*/**Converts to grade of F if incomplete work not made up within fourteen (14) days of the beginning of the next term.

For pass/fail courses, a passing grade is used only in computation of quantitative progress. A failing grade is used in computation of both qualitative and quantitative progress.

Grades and reports of a student's progress may be viewed using the student portal and can be obtained at the end of each course from the instructor. Students receiving an Incomplete in any subject must meet with their instructor to discuss satisfactory arrangements to fulfill course requirements. The opportunity to be allowed to make up incomplete work is granted on a case-by-case basis. Arrangements for an Incomplete grade and all course assignments must be completed within fourteen (14) days of the beginning of the next term.

Failure to complete the work within this two-week time period without administrative approval results in a failing grade.

NOTE: A “D” grade earned in a course may not satisfy transfer requirements. Further, students with a “D” grade should contact the Dean of Academic Affairs for assistance in determining what courses with a grade of “D” must be retaken.

Diagnostic Medical Sonography Technology Program

For students in the Diagnostic Medical Sonography Technology Program, successful completion of the courses in the major is a grade of “C” (70.00%-79.99%) or better. Completion of general education courses is a minimum grade of “C” or higher.

Medical Assisting Program

For students in the Medical Assisting program, successful completion of the courses in the major is a grade of “C” (70.00%-79.99%) or better.

Surgical Technology Program

For students in the Surgical Technology program, successful completion of the courses in the major is a grade of “C” (75.00%-79.99%) or better. The final lab practical assessment for courses STS1177C-STS1179C must be successfully completed with a score of 75% or higher in order to proceed to the next course. A final lab practical assessment score of 80% must be achieved for courses STS1131C-STS1135C. A score of 85% or higher must also be achieved on the Final Lab Assessment in the last course scheduled prior to externship in order to proceed to the externship component of the program. Please see the Student Handbook for additional information regarding the Final Lab Assessment.

Nursing Programs

Nursing courses at Southeastern College are a combination of didactic, skills laboratory, and clinical performance. For each nursing course listed in the catalog, students receive letter grades for the didactic portion of courses and Pass/Fail grades for skills laboratory and clinical components of each course. A student must achieve a “C” or better in the didactic portion of the nursing courses and earn a (P) “Pass” grade in the skills laboratory and clinical components in order to successfully complete the course and advance to the next course in the program.

Nursing students who achieve a “C” or better in the didactic portion of the course but do not earn a (P) grade in the skills laboratory and/or clinical experience component of the course will receive a failing grade and will not be permitted to continue in the nursing program without repeating and passing all components of the course. If a student fails any portion of a nursing course (didactic, skills laboratory, or clinical), the entire course must be repeated and the student will earn a failing grade for the course.

Additionally, the Associate of Science Degree in Nursing program requires that a student achieve a “C” or better in all general education courses.

The grading standards for the nursing Programs are as follows:

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00-100.00%
B	Good	3.0	80.00-89.99%
C	Average	2.0	75.00-79.99%
F	Fail	0.0	0.00-74.99%
AU	Audit	Not Computed	
F.	Withdraw/Failing (after 50% completion)	0.0	
I	Incomplete	Not Computed*	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed	
W	Withdrawal (prior to 50% completion)	Not Computed	
WNA	Withdrawal/No Attendance	Not Computed	
WM	Withdrawal/Military Deployment	Not Computed	

*Converts to grade of F if incomplete work is not made up within fourteen (14) days of the beginning of the next term.

For pass/fail courses, a passing grade is used only in computation of quantitative progress. A failing grade is used in computation of both qualitative and quantitative progress.

SCHOLASTIC HONORS

A Dean's List and Honor Roll are published regularly. The Dean's List is comprised of those students who have completed an entire Satisfactory Academic Progress review period with a grade point average of 3.75-4.00. The Honor Roll is comprised of those students who have completed an entire Satisfactory Academic Progress review period with a grade point average of 3.50-3.74. An "F" grade in any course precludes a student from being listed on the Dean's List or Honor Roll.

REPEATING COURSES

A course in which a letter grade of "D", "F", or "F." has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average (CGPA) at Southeastern College. Students may only receive federal financial aid funding for one repetition of a previously passed course. There is an exception for courses which require repeats (see examples below).

Examples of repeated coursework that may, or may not, count for financial aid eligibility:

Allowable: Repeated coursework may be included if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade. Example: Student received a "D" in a course which requires a minimum grade of "C" for his/her major.

Not permissible: Student receives a "D" in a course which does not have a minimum grade requirement for the major and decides to repeat the course to improve his/her GPA. The student may repeat this passed course onetime, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility.

All repeated courses, including withdrawals from repeated courses, affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.

Regardless if a student is eligible or not eligible for Federal Financial Aid funding no course may be repeated more than two (2) times at Southeastern College. **Should a student wish to seek an exception and will not exceed the quantitative standard of the *Satisfactory Academic Progress Policy*, s/he must submit a written request to the Dean of Academic Affairs/Campus President for approval from the Executive Director.**

Students who repeat a course for which they have received a letter grade of "D" or "F" must notify the Registrar's Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade (e.g., "A", "B", "C") has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after graduation.

NOTE: Veterans' Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a "D" grade. Students should speak with the Financial Services Department for further details.

INDEPENDENT/DIRECTED STUDY

An independent/directed study provides qualified students with an opportunity to work independently under the direction and guidance of a faculty sponsor. It extends a learning experience beyond the standard course structure and classroom activity. Independent/directed study necessitates a high level of self-directed learning requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments that are designed to measure achieved competency relative to the required subject matter objectives. Independent/directed study requires that students meet regularly with the instructor.

The independent/directed study format for coursework is not appropriate in all circumstances and is not a format that can be chosen by a student as a matter of right. The decision to conduct a student's course of study in the independent/directed study format is at the discretion of the Dean of Academic Affairs and is based upon a variety of factors.

An independent/directed study may only be offered within a credit hour program and the number of allowable independent study credits awarded in a program is limited. No more than 10% of any program may be offered via independent/directed study. Students who transfer 75% of the required credits may not be awarded credit for independent/directed study in the remaining 25% of the program.

SATISFACTORY ACADEMIC PROGRESS

Students at Southeastern College are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard.

The following definitions apply throughout this policy:

- Semester – 16-week period for credit hour programs
- Pay period – 450 clock hours for clock hour programs

The following abbreviations apply throughout this policy:

- SAP – Satisfactory Academic Progress
- AFAW – Academic Financial Aid Warning
- AFAP – Academic Financial Aid Probation
- CGPA – Cumulative Grade Point Average
- PACE – quantitative standard

The qualitative standard requires that a student achieve a minimum CGPA of 2.0 after completing his/her first semester/pay period at Southeastern College and a 2.0 CGPA for each semester/pay period thereafter.

The CGPA continues throughout a student's tenure at Southeastern College. When a student transfers from one program to another, the student's current CGPA will transfer to the new program and the final calculation will include all courses taken at Southeastern College.

The quantitative standard (PACE) requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the

program. Transfer credit hours (clock hours for clock hour programs) that meet degree requirements are considered in the determination of this 150% normal time frame, although not in the computation of grade point average. The normal timeframe is measured in credit hours (clock hours for clock hour programs) attempted (rather than semesters/pay periods) to accommodate schedules of full-time and part-time students. In order to ensure completion of a program within the maximum timeframe, Southeastern College requires that a student successfully complete 66.67% of the cumulative credits (clock hours for clock hour programs) attempted after completing his/her first semester/pay period at Southeastern College and each semester/pay period thereafter. If a student withdraws from a course, the credit hours (clock hours for clock hour programs) of that course are included in determining the PACE of SAP. All students must have completed a minimum of 66.67% of credit hours (clock hours for clock hour programs) attempted in order to graduate within 150% of the normal timeframe.

When a student transfers from one program to another, the PACE of the student is calculated based on credits (clock hours for clock hour programs) attempted and earned in the new program, as well as all credits (clock hours for clock hour programs) attempted and earned in the current program that are also applicable to the new program. All credits (clock hours for clock hour programs) that are transferred from another institution are also included in the calculation.

When determining SAP, the CGPA and the PACE are determined independently of each other and a student may be placed on AFAW or AFAP for CGPA, PACE, or both at the end of a semester/pay period.

In the event a student does not achieve a 2.0 or greater GPA in his/her first semester/pay period or a 2.0 CGPA in any semester thereafter, or earn 66.67% of the cumulative credits attempted, the student will be placed on AFAW.

If a student is placed on AFAW and achieves a CGPA of 2.0 or the required 66.67% of credits (clock hours for clock hour programs) at the end of the next semester/pay period, the AFAP is lifted.

If the College determines that the student is not meeting SAP at the end of the AFAW, the student may appeal the determination. *Please see the Academic*

Financial Aid Grievance Process. A student who fails to meet SAP requirements and who has appealed that determination and has had eligibility for aid reinstated is placed on AFAP for the following semester/pay period and continues to be eligible for Title IV funding. If the student elects not to appeal the determination of the College, the student will be dismissed from the program and the College or can continue in the program without Title IV funding on AFAP status.

If a student is placed on AFAP and achieves a CGPA of 2.0 or the required 66.67% of credits (clock hours for clock hour programs) at the end of the next semester/pay period, the AFAP is lifted.

While on AFAP, a student not earning a 2.0 CGPA or better by the end of the semester/pay period or the required 66.67% of credits (clock hours for clock hour programs) attempted will be monitored to ensure they are meeting the requirements of the approved Action Plan. If the student is making progress as required, the student will be allowed one additional semester/pay period of aid as long as the student would be able to complete the program within the maximum time frame. If the student is not meeting the plan requirements, financial aid will be terminated and the student may be dismissed from Southeastern College.

A student who is readmitted after dismissal for failure to meet the SAP standards is readmitted on AFAP and is not eligible for Title IV funds until the student has achieved a 2.0 CGPA and/or the required 66.67% PACE at the end of the returning semester/pay period.

A student who has been dismissed may reapply to Southeastern College. At that time, a student's academic records are evaluated to determine if it is possible for a 2.0 CGPA to be achieved and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student may be readmitted on AFAP but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively. Therefore, should funding be required, alternative financing must be established.

These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on AFAW

beyond two consecutive semesters/pay periods. At that point, Veterans Benefits can be terminated. A student terminated from Veterans Benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 2.0 CGPA.

Academic Financial Aid Grievance Process

The College may only approve an appeal by a student if the College determines the student will meet SAP based on the CGPA and/or PACE standards in the next semester/pay period.

To request the opportunity to appeal a dismissal, the student must submit a written request on an Academic Financial Aid Grievance form to the Dean of Academic Affairs or Campus President. The reason for the appeal must be the result of injury, illness, death of a relative or other special circumstance. As part of the appeal, the student must document in writing why s/he did not meet SAP, what in the student's situation has changed that will allow him/her to meet SAP by the next evaluation, and develop an action plan for improvement. Examples of special circumstances that may impact SAP include the following conditions (not all inclusive):

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation

- A letter from a Counselor stating that the student's condition is contrary to satisfactory progress

The Dean of Academic Affairs and Campus President will determine the appropriateness of the special circumstance in regard to severity, timeliness, and the student's ability to avoid the circumstance. Upon receipt of the Academic Financial Aid Grievance Form and action plan for improvement by the student, the Dean of Academic Affairs and Campus President will notify the student within twenty-four hours of the determination of the Academic Financial Aid Grievance. **Any consideration of conditions outside of the list provided will be discussed with the Executive Director. Student life issues and making the transition to college are not considered special circumstances under this policy.**

If the student's appeal is granted, s/he will be placed on AFAP at the start of the following semester/pay period. As part of AFAP, the student must agree with and sign a written academic action plan for improvement developed and approved by the College which documents that s/he will be required to attain a 2.0 CGPA and/or complete his or her program within 150% of the maximum timeframe by the next SAP Review Period. The student is eligible to receive Title IV funding while on AFAP.

If a student appeals and is denied the appeal, s/he must remain out of school for one semester/pay period after the SAP review period in which the appeal was denied. After one semester/pay period, the student may request an additional appeal for reinstatement but would have to demonstrate accomplishments or changes that show college readiness that reliably predict success.

A student who has been dismissed may reapply to Southeastern College after remaining out of school for one full semester/pay period. At that time, a student's academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved, and if the program can be completed within the maximum 150% timeframe. If both standards can be achieved, a student may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

REGISTRY AND LICENSURE EXAMINATIONS

It is a policy of Southeastern College that students in programs that require a National or State licensure and/or registry examination(s) and the Certified Surgical Technologist (CST) certification must sit for such prescribed examination(s) as a condition of graduation from Southeastern College. Students in the Diagnostic Medical Sonography Technology program are required to follow the handbook policies and must register and take specific ARDMS specialty examinations as a requirement of continuation in the program and graduation.

Students are assessed a fee for required examination(s); such fees are eligible for Title IV funding. However, costs of examination retakes are a student responsibility. The College will submit required paperwork in advance for each graduating class. **Students are required to register for the examination(s) within 30 days of completing their program and sit for the examination within 90 days. If a program has multiple examinations, the first examination must be completed in 90 days and the second within 120 days.**

Individual programmatic requirements as stated in the programmatic handbooks supersede the policies published in the Southeastern College Catalog.

Pursuant to Section 456.0635, Florida Statutes, the department shall refuse to renew a license, certificate, or registration of any applicant if the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant (this subsection does not apply to candidates or applicants for initial licensure or certification who were enrolled in an educational or training program on or before July 1, 2009, which was recognized by a board or, if there is no board, recognized by the department, and who applied for licensure after July 1, 2012):

1. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the applicant is currently enrolled in a drug court program that allows the withdrawal of the plea for that felony upon successful completion of that program. Any such conviction or plea

excludes the applicant from licensure renewal unless the sentence and any subsequent period of probation for such conviction or plea ended:

- a. For felonies of the first or second degree, more than 15 years before the date of application.
 - b. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
 - c. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application.
2. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396 since July 1, 2009, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application.
 3. Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years.
 4. Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application.
 5. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

The change in Florida Statute 456.0635 indicates that if a student's criminal background check reflects a conviction involving any of the above categories, the student will not be eligible to apply for or receive a Florida license or to sit for a certification examination if it is applicable to the program they are intending to apply for. This could also cause ineligibility to participate in clinical experiences.

During the admissions process, if a student discloses that she or he has committed a misdemeanor or felony, a criminal background check may be performed prior to School admission. If a student's criminal background reflects a conviction, the student may not be eligible to apply for or receive a state license, sit for a certification examination if it is applicable to the program they are intending to apply for, or participate in clinical experiences.

GRADUATION REQUIREMENTS

In order to graduate from Southeastern College and participate in Commencement exercises, students must:

- Successfully complete a designated program of study by completing all required courses and program requirements.
- Achieve a minimum cumulative grade average of 2.0. If at the time of graduation the student does not have a cumulative grade point average (CGPA) of 2.0, the student must make arrangements with the Dean of Academic Affairs to re-take a course(s) for CGPA purposes if eligible.
- Complete the last 25% of a program at Southeastern College
- Resolve all financial obligations to the institution
- Complete all required exit paperwork (if applicable)

PROGRAMS OFFERED

WEST PALM BEACH MAIN CAMPUS

Diploma

- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Pharmacy Technology
- Practical Nurse
- Professional Clinical Massage Therapy

Associate of Science

- Emergency Medical Services
- Medical Assisting
- Pharmacy Technology
- Surgical Technology

MIAMI LAKES AREA BRANCH CAMPUS

Diploma

- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Pharmacy Technology
- Practical Nurse
- Professional Clinical Massage Therapy

Associate of Science

- Diagnostic Medical Sonography Technology
- Emergency Medical Services
- Medical Assisting
- Pharmacy Technology
- Nursing
- Surgical Technology

DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

Description

The Diagnostic Medical Sonography Technology Program integrates didactic, laboratory and clinical experiential learning. Sonographers are highly skilled professionals who provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy. Diagnostic Medical Sonographers perform two-dimensional, Doppler and other sonographic procedures and record data for interpretation by a physician. A degree will be awarded upon successful completion. Outside work required.

Objectives

The goal of the program is to prepare competent-entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Prerequisites

- Have a High School Diploma or GED
- Pass the entrance examination

Prerequisites for Program

- Background check and drug screening where applicable
- Successful completion of Science, Mathematics and English or Speech pre-requisite general education courses with a minimum grade of "C" or higher
- Cumulative grade average of 3.0 on a 4.0 scale in completed general education courses
- A maximum of 14.0 General Education transfer credits may be accepted dependent on program enrollment availability

Please see Program Handbook for additional policies for this program.

Course Outline

To receive an Associate of Science Degree in Diagnostic Medical Sonography, students must complete 61.0 core credit hours and 26.0 credit hours in General Education courses for a total of 87.0 credit hours (3343 clock hours). This Associate of Science Degree program can be completed in 24 months for full-time students and 31 months for part-time students.

Core Courses: 61.0 credit hours*The following courses are taken in the sequence listed below:*

		Credit Hours
SON 1000C	Introduction to Diagnostic Medical Sonography	4.0
SON 1614C	Acoustic Physics & Instrumentation	4.0
SON 1113C	Cross-Sectional Anatomy	4.0
SON 2111C	Abdominal Sonography	4.0
SON 1100C	Practical Aspects of Sonography	4.0
SON 1804	Clinical Rotation I	3.5
SON 1814	Clinical Rotation II	3.5
SON 2120C	OB/GYN Sonography I	4.0
SON 2122C	OB/GYN Sonography II	4.0
SON 1824	Clinical Rotation III	3.5
SON 2009	Diagnostic Medical Sonography Review	2.0
SON 2864	Clinical Rotation VII	2.0
SON 2844	Clinical Rotation V	3.5

The following courses may be taken in any order however SON 2854 Clinical Rotation VI must be taken prior to SON 2834 Clinical Rotation IV.

SON 2150C	Superficial Structures and Neonatal Brain	4.0
SON 2171C	Vascular Sonography	4.0
SON 2854	Clinical Rotation VI	3.5
SON 2834	Clinical Rotation IV	3.5

General Education Courses (26.0 credit hours)***Behavioral/Social Science (3.0 credit hours)***

AMH 1010	American History Pre 1876	3.0
AMH 1020	American History Since 1876	3.0
DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies and Success	3.0
POS 1041	Political Science	3.0
PSY 1012	Introduction to Psychology	3.0
SYG 1001	Sociology	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	3.0
----------	--------	-----

English (3.0 credit hours)

ENC 1101	English Composition I	3.0
----------	-----------------------	-----

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
ENL 1000	English Literature	3.0

Mathematics (3.0 credit hours)

MAT 1033	Intermediate Algebra	3.0
----------	----------------------	-----

Natural Science (11.0 credit hours)

BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2085L	Human Anatomy and Physiology I Laboratory	1.0
BSC 2086	Advanced Anatomy and Physiology	3.0
BSC 2086L	Advanced Anatomy and Physiology Laboratory	1.0
PHY 2001	General Physics I	3.0

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

ELECTRONIC MEDICAL BILLING AND CODING SPECIALIST DIPLOMA

Description

Individuals trained in utilizing electronic healthcare records have the opportunity to improve the quality and convenience of patient care, increase patient participation in their own care, improve the accuracy of coding, diagnoses, and insurance processing, and increase the efficiency and cost savings of the medical practice. This program is intended to train those who wish to gain employment in medical billing and health information management utilizing electronic health systems. Employment opportunities may be in either the public or private sector, including positions in the offices of private physicians, hospitals, and medical centers. Students will develop a thorough knowledge of medical terminology, health records management, insurance procedures and billing software, medical coding, as well as skills in business communications and office administration that are vital for success in this growing field. Graduates will have the opportunity to participate as an important member of the healthcare team. A Diploma will be awarded upon successful completion of this program. Outside work is required.

Students who have successfully met all educational and institutional requirements for a Diploma in Electronic Medical Billing and Coding Specialist from Southeastern College are eligible to have their names submitted to the National Health Career Association to be considered as a candidate for the Certified Billing and Coding Specialist (CBCS) examination.

Objectives

The Electronic Medical Billing and Coding Specialist program is designed to train the student for an entry level position as a medical billing specialist, medical coding specialist, and for a variety of positions in the health information field and to function effectively as an integral member of the physician's health care team. Graduates of the program will possess the skills to successfully perform medical office procedures, medical keyboarding, health care records management, process medical insurance, follow healthcare laws and ethics, and basic coding procedures.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background Check and Drug Screening where applicable

Please see Program Handbook and Externship Manual for additional policies for this program.

Course Outline

To receive a Diploma as an Electronic Medical Billing and Coding Specialist, students must complete 31.5 credit hours (991 clock hours). This Diploma program can be completed in 8 months for full-time students and 15 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Core Courses: 31.5 credit hours

		Credit Hours	Clock Hours	Federal Student Aid
EBC 1101	Orientation to Healthcare	4.0	118	3.15
EBC 1224	Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory and ophthalmic	4.0	119	3.17
EBC 1225	Electronic Coding for Systems: Reproductive, urinary, and nervous	4.0	119	3.17
EBC 1226	Electronic Coding for Systems: Cardiovascular, blood, and lymphatic	4.0	119	3.17
EBC 1227	Electronic Coding for Systems: Endocrine, digestive, and respiratory	4.0	119	3.17
EBC 1220	Medical Terminology	4.0	119	3.17
EBC 1221	Electronic Healthcare Billing	4.0	118	3.15
EBC 2000	Externship	3.5	160	4.27

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

EMERGENCY MEDICAL SERVICES ASSOCIATE OF SCIENCE DEGREE

Description

Emergency Medical Services is an Associate of Science Degree program designed for certified professionally employed paramedics who want to pursue a degree. A degree will be awarded upon successful completion of the program. Outside work required.

Objectives

Emergency Medical Services is an evolving and rapidly changing field. As this area continues to upgrade and expand, there will be an increasing demand for trained personnel, especially at the advanced and associate degree levels. Paramedics with an A.S. degree are more marketable for educational and supervisory positions. Because the EMS field is broad, students completing this program may work in a variety of different fields such as industrial, safety, ambulance (private and public), fire, and emergency room.

Prerequisites

- Have a high school diploma or GED
- Pass the entrance examination
- Current, unrestricted State of Florida EMT-P Certificate

Course Outline

To receive an Associate Degree in Emergency Medical Services, students must meet the prerequisites and complete 24.0 credit hours in General Education courses. This Degree program can be completed in 8 months for full-time students.

General Education Courses (24.0 credit hours)

English (3.0 credit hours)

ENC 1101 English Composition I

3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0 credit hours
ENL 1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0 credit hours
MAT 1033	Intermediate Algebra	3.0 credit hours
STA 2023	Statistics	3.0 credit hours

Natural Science (6.0 credit hours)

BSC 1005	General Biology	3.0 credit hours
BSC 1050	Environmental Science	3.0 credit hours
BSC 2006	Advanced Biology	3.0 credit hours
BSC 2085	Human Anatomy and Physiology I	3.0 credit hours
BSC 2086	Advanced Anatomy and Physiology	3.0 credit hours
OCB 1010	General Marine Biology	3.0 credit hours

Social/Behavioral Science (3.0 credit hours)

AMH 1010	American History Pre 1876	3.0 credit hours
AMH 1020	American History Since 1876	3.0 credit hours
DEP 2004	Lifespan Development	3.0 credit hours
IDS 1107	Strategies for Success	3.0 credit hours
POS 1041	Political Science	3.0 credit hours
PSY 1012	Introduction to Psychology	3.0 credit hours
SYG 1001	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC 1017	Speech	3.0 credit hours
----------	--------	------------------

Computers (3.0 credit hours)

CGS 1060	Introduction to Computers	3.0 credit hours
----------	---------------------------	------------------

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

INFORMATION TECHNOLOGY NETWORK ADMINISTRATION DIPLOMA

Description

The diploma program in Information Technology Network Administration Program provides instruction in various network designs, computer-related equipment, network management, systems and application software. In addition, the program will introduce the student to exciting emerging technologies; such as, network security, wireless networks, and remote network management. This program offers course work designed to train the network administrator in standard networking principles as well as new and emerging technologies. A diploma will be awarded upon successful completion of this program. Outside work required

Students who successfully complete this program are eligible to sit for the MCP (Microsoft Certified Professional), A+, Network+, Linux+, Security+, CCNA (Cisco Certified Network Associate), Microsoft MCSA (Microsoft Certified Solutions Associate), and CWNA (Certified Wireless Network Administrator) or Wireless exams.

Objectives

This program is designed to provide the student with the knowledge to manage a modern computer network. The program will provide the student with an understanding of operating systems and network software for both single and multi-user environments. In addition, students will be introduced to technologies rapidly emerging in the information technology field. Students will be prepared for entry-level employment as a network administrator.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination

Course Outline

To receive a diploma in Information Technology Network Administration, students must complete 48.0 credit hours (1356 clock hours). This diploma program can be completed in 12 months for full-time students or in 24 months for part-time students.

Core Courses: 48.0 credit hours

		Credit Hours
CET 1171C	Computer Service and Support PC Systems I	4.0
CET 1172C	Computer Service and Support PC Systems II	4.0
CET 1488C	Network+	4.0
CET 1754C	Internetworking and Remote Access Technologies	4.0
CET 1793C	Implementing a Network Infrastructure	4.0
CGS 1546C	Introduction to Database	4.0
CNT 1512C	Wireless Network Administration	4.0
CTS 1114C	Linux+	4.0
CTS 1156C	Supporting Client Operating Systems	4.0
CTS 1302C	Implementing Directory Services	4.0
CTS 1328C	Managing and Maintaining Server Operating Systems	4.0
CTS 1385C	Introduction to Security	4.0

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

INFORMATION TECHNOLOGY NETWORK ADMINISTRATION ASSOCIATE OF SCIENCE DEGREE

Description

The Associate of Science Degree in Information Technology Network Administration Program provides instruction in various network designs, computer-related equipment, network management, systems and application software. In addition, the program will introduce the student to exciting emerging technologies; such as, network security, wireless networks, Voice Over IP, and remote network management. This program offers course work designed to train the network administrator in standard networking principles as well as new and emerging technologies. A degree will be awarded upon successful completion of this program. Outside work required.

Students who successfully complete this program are eligible to sit for the MCP (Microsoft Certified Professional), A+, Network+, Linux+, Security+, CCNA (Cisco Certified Network Associate), Microsoft MCSA (Microsoft Certified Solutions Associate), and CWNA (Certified Wireless Network Administrator) or Wireless exams.

Objectives

This program is designed to provide the student with the knowledge to manage a modern computer network. The program will provide the student with an understanding of operating systems and network software for both single and multi-user environments. In addition, students will be introduced to technologies rapidly emerging in the information technology field. Students will be prepared for entry-level employment as a network administrator. A degree will provide the competitive edge and career opportunity useful in this growing field.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination

Course Outline

To receive an Associate of Science Degree in Information Technology Network Administration, students must complete 48.0 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 72.0 credit hours (2508 clock hours). This degree program can be completed in 20 months for full-time students or in 32 months for part-time students.

Core Courses: 48.0 credit hours

		Credit Hours
CET 1171C	Computer Service and Support PC Systems I	4.0
CET 1172C	Computer Service and Support PC Systems II	4.0
CET 1488C	Network+	4.0
CET 1754C	Internetworking and Remote Access Technologies	4.0
CET 1793C	Implementing a Network Infrastructure	4.0
CGS 1546C	Introduction to Database	4.0
CNT 1512C	Wireless Network Administration	4.0
CTS 1114C	Linux+	4.0
CTS 1156C	Supporting Client Operating Systems	4.0
CTS 1302C	Implementing Directory Services	4.0
CTS 1328C	Managing and Maintaining Server Operating Systems	4.0
CTS 1385C	Introduction to Security	4.0

General Education Courses (24.0 credit hours)***Behavioral/Social Science (3.0 credit hours)***

AMH 1010	American History Pre 1876	3.0
AMH 1020	American History Since 1876	3.0
DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies and Success	3.0
POS 1041	Political Science	3.0
PSY 1012	Introduction to Psychology	3.0
SYG 1001	Sociology	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	3.0
----------	--------	-----

Computers (3.0 credit hours)

CGS 1060	Introduction to Computers	3.0
----------	---------------------------	-----

English (3.0 credit hours)

ENC 1101	English Composition I	3.0
----------	-----------------------	-----

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
ENL 1000	English Literature	3.0

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	3.0
STA 2023	Statistics	3.0

Natural Science (6.0 credit hours)

BSC 1005	General Biology	3.0
BSC 1050	Environmental Science	3.0
BSC 2006	Advanced Biology	3.0
BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2086	Advanced Anatomy and Physiology	3.0
OCB 1010	General Marine Biology	3.0

The following Natural Science Lab Courses are also available:

BSC 2085L	Human Anatomy & Physiology I Lab	1.0
BSC 2086L	Advanced Anatomy & Physiology Lab	1.0

For information on graduation rates, student debt levels, and other disclosures,
visit www.SEC.edu/ConsumerInfo

MEDICAL ASSISTING DIPLOMA

Description

This program trains students to become multi-skilled professionals who assist physicians. Students will learn to perform duties under the direction of a physician in all areas of medical practice. In addition to learning the clinical aspects of the career, students will learn how to function in an administrative capacity at the medical office. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) exam.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Association of Medical Assistants to sit for the Certified Medical Assistant (CMA) examination at the West Palm Beach Main Campus only.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Medical Assisting from Southeastern College are eligible to have their names submitted to the National Healthcareer Association to sit for the following certification exams:

- CCMA – Certified Clinical Medical Assistant
- CET – Certified EKG Technician
- CPT – Certified Phlebotomy Technician

The following additional certification examinations may be taken for a fee:

- CMAA – Certified Medical Administrative Assistant
- CEHRS – Certified Electronic Health Records Specialist
- CPCT – Certified Patient Care Technician

Students who have also successfully met all educational *and* institutional requirements for a Diploma in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Registry for Radiologic Technologists (ARRT), which is the agency authorized to determine if the applicant qualifies to sit for the Limited Radiograph examination to receive a Basic X-Ray License in the State of Florida.

Objectives

This program is designed to train the student to function effectively as an integral member of the physician's health care team. Students will learn how to perform laboratory tasks including blood chemistry and urinalysis; clinical skills including X-ray, EKG, patient assisting, vital signs, injections, venipuncture, electronic medical records and administration skills. Students will be prepared for entry-level employment as a Medical Assistant.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable

Please see Program Handbook and Externship Manual for additional program policies.

Course Outline

To receive a diploma in Medical Assisting, students must complete 36.5 credit hours (1070 clock hours). This diploma program can be completed in 8 months (32 weeks) for full-time students or in 14 months (56 weeks) for part-time students. **Evening students will be required to complete the externship portion of the program during the day.**

Core Courses: 36.5 credit hours

		Credit Hours
MEA 1206C	Clinical Procedures	3.5
MEA 1236C	Anatomy and Physiology	6.0
MEA 1238	Medical Terminology	1.5
MEA 1265C	Lab Procedures I	4.0
MEA 1290C	Radiography	6.0
MEA 1304C	Medical Office Management	4.5
MEA 1346C	Electronic Health Records	4.0
MEA 1804	Externship I	3.5
MEA 1805	Externship II	3.5

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

MEDICAL ASSISTING ASSOCIATE OF SCIENCE DEGREE

Description

This program trains students to become multi-skilled professionals who assist physicians. Students will learn to perform duties under the direction of a physician in all areas of medical practice. In addition to learning the clinical aspects of the career, students will learn how to function in an administrative capacity at the medical office. A degree will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for an Associate of Science in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) exam.

Students who have successfully met all educational *and* institutional requirements for an Associate of Science in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Association of Medical Assistants to sit for the Certified Medical Assistant (CMA) examination at the West Palm Beach Main Campus only.

Students who have successfully met all educational *and* institutional requirements for an Associate of Science in Medical Assisting from Southeastern College are eligible to have their names submitted to the National Healthcareer Association to sit for the following certification exams:

- CCMA – Certified Clinical Medical Assistant
- CET – Certified EKG Technician
- CPT – Certified Phlebotomy Technician

The following additional certification examinations may be taken for a fee:

- CMAA – Certified Medical Administrative Assistant
- CEHRS – Certified Electronic Health Records Specialist
- CPCT – Certified Patient Care Technician

Students who have also successfully met all educational *and* institutional requirements for an Associate of Science in Medical Assisting from Southeastern College are eligible to have their names submitted to the American Registry for Radiologic Technologists (ARRT), which is the agency authorized to determine if the applicant qualifies to sit for the Limited Radiograph examination to receive a

Basic X-Ray License in the State of Florida.

Objectives

This program is designed to train the student to function effectively as an integral member of the physician's health care team. Students will learn how to perform laboratory tasks including blood chemistry and urinalysis; clinical skills including X-ray, EKG, patient assisting, vital signs, injections, venipuncture, electronic medical records and administration skills. Students will be prepared for entry-level employment as a Medical Assistant. A degree will provide the competitive edge and career opportunity useful in the medical fields.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable

Please see Program Handbook and Externship Manual for additional program policies.

Course Outline

To receive an Associate of Science Degree in Medical Assisting, students must complete 36.5 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 60.5 credit hours (1304 clock hours). This degree program can be completed in 16 months (64 weeks) for full-time students or in 22 months (88 weeks) for part-time students. **Evening students will be required to complete the externship portion of the program during the day.**

Core Courses: 36.5 credit hours

		Credit Hours
MEA 1206C	Clinical Procedures	3.5
MEA 1236C	Anatomy and Physiology	6.0
MEA 1238	Medical Terminology	1.5
MEA 1265C	Lab Procedures I	4.0
MEA 1290C	Radiography	6.0
MEA 1304C	Medical Office Management	4.5
MEA 1346C	Electronic Health Records	4.0
MEA 1804	Externship I	3.5
MEA 1805	Externship II	3.5

General Education Courses (24.0 credit hours)**Behavioral/Social Science (3.0 credit hours)**

AMH 1010	American History Pre 1876	3.0
AMH 1020	American History Since 1876	3.0
DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies and Success	3.0
POS 1041	Political Science	3.0
PSY 1012	Introduction to Psychology	3.0
SYG 1001	Sociology	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	3.0
----------	--------	-----

Computers (3.0 credit hours)

CGS 1060	Introduction to Computers	3.0
----------	---------------------------	-----

English (3.0 credit hours)

ENC 1101	English Composition I	3.0
----------	-----------------------	-----

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
ENL 1000	English Literature	3.0

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	3.0
STA 2023	Statistics	3.0

Natural Science (6.0 credit hours)

BSC 1005	General Biology	3.0
BSC 1050	Environmental Science	3.0
BSC 2006	Advanced Biology	3.0
BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2086	Advanced Anatomy and Physiology	3.0
OCB 1010	General Marine Biology	3.0

The following Natural Science Lab Courses are also available:

BSU 2085L	Human Anatomy & Physiology I Lab	1.0
-----------	----------------------------------	-----

For information on graduation rates, student debt levels, and other disclosures,
visit www.SEC.edu/ConsumerInfo

NURSING ASSOCIATE OF SCIENCE DEGREE

Description

The Nursing Program is for those students who desire to become Nurses. This program is open to enrollment by students with no prior nursing or allied health education or experience. It also offers transitional enrollment options for those with a valid, active, unrestricted Florida LPN license. Students will be taught to demonstrate professional and caring behaviors, utilize therapeutic communication techniques, perform holistic assessments, assess the strengths and resources of patients and families, coordinate care for patients and families, teach necessary health information to consumers of health, apply mathematical calculations to safely administer medications, collaborate with members of the healthcare team and apply critical thinking and the nursing process consistently. An Associate of Science degree will be awarded upon successful completion of the program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for the Associate of Science Degree in the Nursing program from Southeastern College are eligible to have their names submitted to the Florida Board of Nursing to be considered as a candidate for the NCLEX-RN. The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

Objectives

This program prepares students for an entry-level position as a Nurse. Students will be exposed to professional nursing encompassing legal and ethical decision-making in the promotion of health in the community. Students will demonstrate the use of the nursing processes to meet multiple health needs for adults and children in a variety of health care settings, communicate therapeutically with families, groups and individuals, synthesize and communicate relevant data effectively and concisely, and utilize management skills and concepts to plan and coordinate patient care. Students will assume the role of the associate degree nurse as a member of the health care team and will integrate theoretical content of general education classes with nursing theory and practice.

Prerequisites

- Submit Application
- Pass Entrance Exam

- Pass Nursing Pre-Entrance Exam
- Submit written essay
- Interview with Nursing Program Director
- Provide documentation of health examination within 6 months prior to starting Nursing Program Core Courses
- Provide TB test within one year of starting Nursing Program Core Courses or Chest X-ray Documentation within two years of starting Nursing Program Core Courses. (Must be renewed if date expires at any point during the program)
- Provide Current Immunization Documentation as required by program and clinical sites
- Abuse registry clearance
- 10 Panel Drug Screen within 6 months prior to starting Nursing Program Core Courses
- Level II Background Check and fingerprints
- Possess a current eight hours American Heart Association CPR Certification prior to starting Nursing Core Courses for those entering with a valid, active, unrestricted Florida LPN license and prior to the Nursing program core courses for all other students
- Graduates of Southeastern College's Practical Nurse Program may provide proof of a valid, active, unrestricted Florida LPN license within 90 days from the start of his/her first general education course. Failure to provide a valid, active, unrestricted license within 90 days will result in withdrawal of the student from the school.
- Medical insurance is required prior to the first day of beginning general education courses.

Admission to the Nursing Core Classes

Please note that the following requirements must all be met or maintained in order to advance into the Nursing Program core courses:

- Intermediate Algebra and all science courses (Human Anatomy and Physiology I, Advanced Human Anatomy, and Microbiology courses and labs) must have been completed within 5 years prior to starting Nursing Program Core Courses.
- A cumulative GPA of 3.00 in the pre-requisite general education courses is required to enter the core Nursing program courses. If a candidate transfers a general education course(s), those courses and grades earned will be used to calculate the CGPA. The College will use the credit

value and grade scale for current Southeastern College general education courses in the computation of the CGPA. The credit values at a minimum must be equivalent to current Southeastern College general education courses. The student may elect not to transfer in any general education courses.

- A 10 Panel Drug Screen and Level II Background check and fingerprints will be conducted again, if deemed necessary by the Program Director. If the candidate tests positive for the drug screen or items appear on the background check that violate the clinical site terms of agreement, s/he will not be allowed to proceed into the Nursing program core courses. In the event of errors for items appearing on the background check that violate clinical site terms of agreement, the candidate will not be allowed to proceed to the Nursing program core courses unless s/he is able to provide corrected documentation.
- The currency and unrestricted nature of the practical nursing license will be checked again prior to entering the Nursing program core classes (if applicable). If a candidate's license is not current or unrestricted at this time or s/he is unable to provide documentation, s/he will be registered as a non-transitional student and will not receive transfer credit.
- Active medical insurance is required prior to the first day of starting Nursing Program Core Courses. Medical insurance must be maintained throughout the duration of your time in the Nursing Program.

Please see Program Handbook for additional policies for this program.

Course Outline

To receive an Associate of Science Degree in the Nursing program, students must complete 38.5 semester credit hours in their major and 30.0 semester credit hours in general education courses for a total of 68.5 semester credit hours (1822 clock hours). This Associate of Science Degree program can be completed in 23 months for all full-time students.

Core Courses: 38.5 credit hours

		Credit Hours
NUR 1023C	Fundamentals of Nursing I*	5.0
NUR 1140C	Nursing Pharmacology	3.0
NUR 1209C	Transition to Nursing	4.5
NUR 2421C	Maternity Nursing Care	3.0

NUR 1211C	Basic Adult Healthcare	7.5
NUR 2230C	Advanced Adult Healthcare	8.0
NUR 2310C	Pediatric Nursing	3.0
NUR 2817	Nursing Roles Practicum	4.5

*Upon admission to the program, 5.0 credit hours will be awarded for this course upon proof of a valid, active, unrestricted Florida LPN license.

Students will only be allowed 1 retake of a Nursing Program core course and only a total of 3 different Nursing Program core courses may be retaken.

General Education Courses: 30.0 credit hours

AML 1000**	American Literature OR	3.0
ENL 1000**	English Literature	3.0
BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2085L	Human Anatomy & Physiology I Lab	1.0
BSC 2086	Advanced Anatomy and Physiology	3.0
BSC 2086L	Advanced Anatomy & Physiology Lab	1.0
CGS 1060	Introduction to Computers	3.0
DEP 2004	Lifespan Development	3.0
ENC 1101	English Composition I	3.0
MAT 1033	Intermediate Algebra	3.0
MCB 2010	Microbiology	3.0
MCB 2010L	Microbiology Lab	1.0
SPC 1017	Speech	3.0

**Non Pre-requisite general education course, must be completed prior to graduation.

Students will only be allowed three (3) attempts to retake a General Education Course when a grade of D, F, F., or W has been attained.

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

PHARMACY TECHNOLOGY DIPLOMA

Description

This program provides instruction in how to assist the pharmacist in the packing and distribution of medication. Graduates can find employment in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufactures, wholesale drug houses and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technologist. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Pharmacy Technology at Southeastern College are eligible to have their names submitted to the Pharmacy Technician Certification Board (PTCB) to be considered as a candidate to sit for the Certified Pharmacy Technician examination (CPhT). Students who have successfully met all educational *and* institutional requirements for a Diploma in Pharmacy Technology at Southeastern College are eligible to have their names submitted to the State of Florida Board of Pharmacy to be considered as a candidate as a Registered Pharmacy Technician.

Objectives

This program prepares students for an entry-level position as a pharmacy technician. The program will provide students the basic health care skills students can use as pharmacy technicians.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable

Please see Program Handbook and Externship Manual for additional program policies.

Course Outline

To receive a Diploma in Pharmacy Technology, students must complete 39.0 credit hours (1224 Clock Hours). This diploma program can be completed in 10 months for full-time students or in 18 months for part-time students.

Core Courses: 39.0 credit hours

		Credit Hours
PTN 1700C	Introduction to Pharmacy Technology	4.0
PTN 1701C	Pharmaceutical Calculations	4.0
PTN 1720C	Body Systems and Drug Therapy I	4.0
PTN 1730C	Pharmacy Operations	4.0
PTN 1731C	Sterile Products	4.0
PTN 1721C	Body Systems and Drug Therapy II	4.0
PTN 1722C	Body Systems and Drug Therapy III	4.0
PTN 1723C	Body Systems and Drug Therapy IV	4.0
PTN 1945	Pharmacy Technology Externship I	3.5
PTN 1946	Pharmacy Technology Externship II	3.5

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

PHARMACY TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

Description

This program provides instruction in how to assist the pharmacist in the packing and distribution of medication. Graduates can find employment in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufactures, wholesale drug houses and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technologist. A degree will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for an Associate Degree in Pharmacy Technology at Southeastern College are eligible to have their names submitted to the Pharmacy Technician Certification Board (PTCB) to be considered as a candidate to sit for the Certified Pharmacy Technician examination (CPhT). Students who have successfully met all educational *and* institutional requirements for an Associate of Science in Pharmacy Technology at Southeastern College are eligible to have their names submitted to the State of Florida Board of Pharmacy to be considered as a candidate as a Registered Pharmacy Technician.

Objectives

This program prepares students for an entry-level position as a pharmacy technician. The course will provide students the basic health care skills students can use as pharmacy technicians

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable

Please see Program Handbook and Externship Manual for additional program policies.

Course Outline

To receive an Associate of Science Degree in Pharmacy Technology, students must complete 39.0 credit hours in their major and 24.0 credit hours in the General Education courses for a total of 63.0 credit hours (2376 clock hours). This

degree program can be completed in 18 months for full-time students or in 26 months for part-time students.

Core Courses: 39.0 credit hours

		Credit Hours
PTN 1700C	Introduction to Pharmacy Technology	4.0
PTN 1701C	Pharmaceutical Calculations	4.0
PTN 1720C	Body Systems and Drug Therapy I	4.0
PTN 1730C	Pharmacy Operations	4.0
PTN 1731C	Sterile Products	4.0
PTN 1721C	Body Systems and Drug Therapy II	4.0
PTN 1722C	Body Systems and Drug Therapy III	4.0
PTN 1723C	Body Systems and Drug Therapy IV	4.0
PTN 1945	Pharmacy Technology Externship I	3.5
PTN 1946	Pharmacy Technology Externship II	3.5

General Education Courses (24.0 credit hours)

Behavioral/Social Science (3.0 credit hours)

AMH 1010	American History Pre 1876	3.0
AMH 1020	American History Since 1876	3.0
DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies and Success	3.0
POS 1041	Political Science	3.0
PSY 1012	Introduction to Psychology	3.0
SYG 1001	Sociology	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	3.0
----------	--------	-----

Computers (3.0 credit hours)

CGS 1060	Introduction to Computers	3.0
----------	---------------------------	-----

English (3.0 credit hours)

ENC 1101	English Composition I	3.0
----------	-----------------------	-----

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
----------	---------------------	-----

ENL 1000	English Literature	3.0
----------	--------------------	-----

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
MAT 1033	Intermediate Algebra	3.0
STA 2023	Statistics	3.0

Natural Science (6.0 credit hours)

BSC 1005	General Biology	3.0
BSC 1050	Environmental Science	3.0
BSC 2006	Advanced Biology	3.0
BSC 2085	Human Anatomy and Physiology I	3.0
BSC 2086	Advanced Anatomy and Physiology	3.0
OCB 1010	General Marine Biology	3.0

The following Natural Science Lab Courses are also available:

BSC 2085L	Human Anatomy & Physiology I Lab	1.0
BSC 2086L	Advanced Anatomy & Physiology Lab	1.0

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

PRACTICAL NURSE DIPLOMA

Description

Practical Nurses care for the sick, injured, convalescent and disabled under the direction of physicians and registered nurses. Healthcare employment opportunities are available in long term care, home health, hospitals and outpatient settings. Clinical experience is provided at extended care facilities and hospitals. A diploma will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Practical Nurse from Southeastern College are eligible to have their names submitted to the Florida Board of Nursing to be considered as a candidate for the NCLEX- PN. The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-PN) for licensure as a Practical Nurse.

Objectives

This program will prepare students for an entry-level position as a Practical Nurse. The program will familiarize the student with the techniques and procedures of basic bedside care. Students will learn how to take vital signs such as, temperature, blood pressure, pulse and respiration. In addition, students will observe patients and report adverse reactions to medications or treatments, collect samples for testing, perform routine laboratory tests, feed patients, and record food and fluid intake and output. Experienced practical nurses may supervise nursing assistants and aides.

Prerequisites

- Have a high school diploma or G.E.D.
- Pass the entrance examination

Prior to admission into the nursing program the following programmatic Pre-Admission requirements must be completed:

- Submit Application
- Pass Nursing pre-entrance exam
- Submit Written Essay
- Interview with the Practical Nurse Program Panel
- Level II Background Check and Fingerprinting

- 10 Panel Drug Screen
- Abuse registry clearance

Post admission into the program but within 21 days of the start of the course the following requirements must be completed:

- Provide TB Test and or/Chest X-ray documentation
- Provide documentation of Health Exam
- Provide current Immunization Documentation

Please see Program Handbook for additional policies for this program.

Course Outline

To receive a diploma in Practical Nurse, students must complete 43.0 credit hours (1478 clock hours). This diploma program can be completed in 12 months for full-time students.

Core Courses: 43.0 credit hours

The following courses are taken in the sequence listed below:

		Credit Hours	Clock Hours	Federal Student Aid
PRN 0004C	Practical Nursing I	17.5	526	14.03
PRN 0120C	Practical Nursing II	14.0	484	12.90
PRN 0306	Practical Nursing III	11.5	468	12.48

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

PROFESSIONAL CLINICAL MASSAGE THERAPY DIPLOMA

Description

The Professional Clinical Massage Therapy program provides instruction in therapeutic massage with advanced training in the treatment of soft tissue ailments, postural distortions, and degenerative process of the body. The program prepares students for employment in medical based facilities such as physician's offices, and rehabilitation centers, while also training students in the arts associated with a spa setting. Students receive training in massage law, basic massage theory techniques, allied modalities, and neuromuscular clinical massage theory techniques. The program includes 100 hours of practical clinical experience and 25 volunteer/community hours. Upon successful completion of this program, the student will receive a Diploma in Professional Clinical Massage Therapy.

Students who have successfully met all educational *and* institutional requirements for a Diploma in Professional Clinical Massage Therapy from Southeastern College are eligible to have their names submitted to the Federation of State Massage Therapy Boards (FSMTB) Massage and Bodywork Licensing Examination (MBLEx) to be eligible to sit for the (MBLEx) examination. Upon passing, the student may apply to The Florida Board of Massage, which is the state agency authorized to determine if the applicant qualifies to become a Licensed Therapist in Florida.

Objectives

The curriculum is designed to prepare the graduate to enter the community with the skills needed to work in a medical setting, as well as the basic skills necessary to perform as an entry level massage therapist. Upon graduation, students of Southeastern College will have a strong understanding of human anatomy and physiology, proper client communication skills, clinical evaluation and treatment skills, and the proper use and application of various therapeutic massage techniques.

Prerequisites

- Have a high school diploma or GED.
- Pass the entrance examination
- Background Check and Drug Screening where applicable

Please see Program Handbook for additional program policies.

Course Outline

To receive a Diploma in Professional Clinical Massage Therapy, students must complete 900 Clock Hours and 25 volunteer/community hours. This Diploma program can be completed in 8 months for full-time students and 16 months for part-time students.

Core Courses: 900 clock hours

		Clock Hours
PMT 102	Orientation to Massage Therapy	100
PMT 106	Massage and Neuromuscular Therapy I	100
PMT 121	Massage and Neuromuscular Therapy II	100
PMT 126	Massage and Neuromuscular Therapy III	100
PMT 131	Massage and Neuromuscular Therapy IV	100
PMT 136	Massage and Neuromuscular Therapy V	100
PMT 141	Massage and Neuromuscular Therapy VI	100
PMT 146	Massage and Neuromuscular Therapy VII	100
PMT 910	Student Clinic I	25
PMT 911	Student Clinic II	25
PMT 912	Student Clinic III	25
PMT 913	Student Clinic IV	25

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

SURGICAL TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

Description

The Surgical Technology program provides students with the technical ability, knowledge, and skills required for entry-level employment as a member of the healthcare team in hospital or surgical center operating rooms. Students receive training in the essentials of healthcare, surgical instrumentation, anatomy, physiology, medical language and pharmacology. Graduates will be prepared for employment as a Surgical Technologist. A degree will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational *and* institutional requirements for an Associate of Science in Surgical Technology from Southeastern College are eligible to have their names submitted to the National Board on Surgical Technology and Surgical Assisting (NBSTSA) to be considered as candidate for the Certified Surgical Technologist (CST) examination.

Objectives

The Surgical Technology program will prepare students for an entry level position as a surgical technologist. Students will develop the skills necessary to meet the needs of the health care community. Students will develop knowledge to integrate the Surgical Technology knowledge base in cognitive, affective, and psychomotor domains; and demonstrate skills following established criteria, protocols and objectives in the cognitive, affective, and psychomotor domains.

Prerequisites

- Have a high school diploma or GED.
- Pass the entrance examination
- Background Check and Drug Screening where applicable

Please see Program Handbook and Externship Manual for additional policies for this program.

Course Outline

To receive an Associate of Science in Surgical Technology, students must complete 48.0 credit hours in their major and 24.0 credit hours in General Education courses for a total of 72.0 credit hours (2709 clock hours). This degree program can be completed in 20 months (80 weeks) for full-time students or 28 months (112 weeks) for part-time students. **Evening students will**

be required to complete the Externship portion of the program during the day.

Core Courses: 48.0 credit hours

The following courses are taken in the sequence listed below.

		Credit Hours
STS 1177C	Surgical Techniques and Procedures I	4.0
STS 1178C	Surgical Techniques and Procedures II	4.0
STS 1179C	Surgical Techniques and Procedures III	4.0

After the courses listed above are successfully completed, the following courses may be taken in any sequence.

STS 1131C	Surgical Specialties I with Anatomy & Physiology	4.0
STS 1132C	Surgical Specialties II with Anatomy & Physiology	4.0
STS 1133C	Surgical Specialties III with Anatomy & Physiology	4.0
STS 1134C	Surgical Specialties IV with Anatomy & Physiology	4.0
STS 1135C	Surgical Specialties V with Anatomy & Physiology	4.0

Once all courses listed above are successfully completed, the following Externship courses are taken in sequence as listed.

STS 1940	Externship I	4.0
STS 1941	Externship II	4.0
STS 1942	Externship III	4.0
STS 1943	Externship IV	4.0

General Education Courses (24.0 credit hours)

Behavioral/Social Science (3.0 credit hours)

AMH 1010	American History Pre 1876	3.0
AMH 1020	American History Since 1876	3.0
DEP 2004	Lifespan Development	3.0
IDS 1107	Strategies and Success	3.0
POS 1041	Political Science	3.0
PSY 1012	Introduction to Psychology	3.0
SYG 1001	Sociology	3.0

Communications (3.0 credit hours)

SPC 1017	Speech	3.0
----------	--------	-----

Computers (3.0 credit hours)

CGS 1060	Introduction to Computers	3.0
----------	---------------------------	-----

English (3.0 credit hours)

ENC 1101	English Composition I	3.0
----------	-----------------------	-----

Humanities/Fine Arts (3.0 credit hours)

AML 1000	American Literature	3.0
----------	---------------------	-----

ENL 1000	English Literature	3.0
----------	--------------------	-----

Mathematics (3.0 credit hours)

MAC 2105	College Algebra	3.0
----------	-----------------	-----

MAT 1033	Intermediate Algebra	3.0
----------	----------------------	-----

STA 2023	Statistics	3.0
----------	------------	-----

Natural Science (6.0 credit hours)

BSC 1005	General Biology	3.0
----------	-----------------	-----

BSC 1050	Environmental Science	3.0
----------	-----------------------	-----

BSC 2006	Advanced Biology	3.0
----------	------------------	-----

BSC 2085	Human Anatomy and Physiology I	3.0
----------	--------------------------------	-----

BSC 2086	Advanced Anatomy and Physiology	3.0
----------	---------------------------------	-----

OCB 1010	General Marine Biology	3.0
----------	------------------------	-----

The following Natural Science Lab Courses are also available:

BSC 2085L	Human Anatomy & Physiology I Lab	1.0
-----------	----------------------------------	-----

BSC 2086L	Advanced Anatomy & Physiology Lab	1.0
-----------	-----------------------------------	-----

For information on graduation rates, student debt levels, and other disclosures, visit www.SEC.edu/ConsumerInfo

COURSE DESCRIPTIONS

Diagnostic Medical Sonography Technology Program

SON 1000C Introduction to Diagnostic Medical Sonography: 4.0 credit hours

Introduces the role of diagnostic medical sonographers and technical aspects of diagnostic medical ultrasound. Topics include information related to medical terminology, the healthcare industry, patient care and medical ethics and law. Outside work required.

SON 1614C Acoustic Physics and Instrumentation: 4.0 credit hours

Presents in-depth training in the properties of ultrasound and Doppler physics, instrumentation, equipment operation, display systems, recording devices, image artifacts, biological effects of ultra-sound and quality assurance methods. Outside work required. (Prerequisite: SON 1000C)

SON 1113C Cross-Sectional Anatomy: 4.0 credit hours

Presents cross sectional anatomical relationships and recognition of structures of the head, neck, thorax, abdomen, pelvis, and extremities in transverse, coronal and sagittal section. Outside work required. (Prerequisite: SON 1614C)

SON 2111C Abdominal Sonography: 4.0 credit hours

Presents cross-sectional anatomy of the abdomen, normal and abnormal sonographic findings of the intra-abdominal organs, peritoneal spaces and retroperitoneal structures. The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed. Outside work required. (Prerequisite: SON 1113C)

SON 1100C Practical Aspects of Sonography: 4.0 credit hours

Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, as well as normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN and vascular structures. Outside work required. (Prerequisite: SON 2111C)

SON 1804 Clinical Rotation I: 3.5 credit hours

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 1100C (Practical Aspects of Sonography) and SON 2111C (Abdominal Sonography) and to acquire

other skills necessary to the profession of diagnostic medical sonography. (Prerequisite: SON 1100C)

SON 1814 Clinical Rotation II: 3.5 credit hours

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 2111C (Abdominal Sonography) and SON 2121C (OB/GYN Sonography I) and to acquire other skills necessary to the profession of diagnostic medical sonography. (Prerequisite: SON 1804)

SON 2120C OB/GYN Sonography I: 4.0 credit hours

Presents cross-sectional anatomy of the pelvic, normal and abnormal sonographic features of the non-gravis pelvis as well as normal and abnormal anatomy of first, second and third trimester pregnancies. Topics include embryology, early fetal development and the relationship of abnormal findings to patient history, physical examination and laboratory findings. Outside work required. (Prerequisite: SON 1814)

SON 2122C OB/GYN Sonography II: 4.0 credit hours

Presents normal and abnormal anatomy and sonographic features of second and third trimester pregnancies. The relationship of abnormal findings to patient history, physical examination and laboratory findings is emphasized. Outside work required. (Prerequisite: SON 2120C)

SON 1824 Clinical Rotation III: 3.5 credit hours

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 1814 (Clinical Rotation II) and to acquire other skills necessary to the profession of diagnostic medical sonography. (Prerequisite: SON 2122C)

SON 2009 Diagnostic Medical Sonography Review: 2.0 credit hours

Addresses issues that facilitate a graduate's entry into the career of sonography. Topics include résumé writing and job interviewing, test taking strategies, registry examination preparation and comprehensive review of content specific to registry examinations. (Prerequisite: SON 1824; Co-requisite SON 2864; Must have passed the ARDMS-SPI Exam)

SON 2864 Clinical Rotation VII: 2.0 credit hours

Continues SON 1824 (Clinical Rotation III) by providing students with opportunities to apply knowledge and skills learned in SON 1824 (Clinical Rotation III) and to acquire other skills necessary to the profession of diagnostic medical sonography. (Prerequisite: SON 1824; Co-requisite: SON 2009; Must have passed the ARDMS-SPI Exam)

SON 2844 Clinical Rotation V: 3.5 credit hours

Continues SON 2864 (Clinical Rotation VII) by providing students with opportunities to apply knowledge and skills learned in SON 2864 (Clinical Rotation VII) and to acquire other skills necessary to the profession of diagnostic medical sonography. (Prerequisite: SON 2864)

SON 2854 Clinical Rotation VI: 3.5 credit hours

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 2844 (Clinical Rotation V) and to acquire other skills necessary to the profession of diagnostic medical sonography. (Prerequisite: SON 2844)

SON 2150C Superficial Structures and Neonatal Brain: 4.0 credit hours

Presents normal and abnormal sonographic features of the neck, breast, prostate, scrotum and superficial structures. Topics include imaging of the neonatal brain, related cross-sectional anatomy, and the relationship of sonographic findings to patient history, physical examination and laboratory findings. Outside work required. (Prerequisite: SON 2844)

SON 2171C Vascular Sonography: 4.0 credit hours

Provides an introduction to vascular anatomy, vascular physics and instrumentation, hemodynamics and pathological patterns. Topics include Doppler scanning and all aspects of non-invasive physiologic vascular testing. Outside work required. (Prerequisite: SON 2844)

SON 2834 Clinical Rotation IV: 3.5 credit hours

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 2150C (Superficial Structures and Neonatal Brain) and to acquire other skills necessary to the profession of diagnostic medical sonography. (Prerequisite: SON 2854)

Electronic Medical Billing and Coding Specialist Program

EBC 1101 Orientation to Healthcare Systems: 4.0 credit hours

This course will introduce students to the healthcare delivery system and provide an overview about the roles and responsibilities of healthcare technology professionals. Students will develop a broad understanding of health information and medical records management including the related career paths and required skills. Students will also develop an understanding of wellness and disease concepts. Basic math, science and computer skills will also be covered. Students will also study principles and strategies of effective written communications as well as medical keyboarding. Students will study effective oral communication and interpersonal skills as related to the medical environment. The course will explore web-based communications and messaging technologies. The ethical and intercultural issues pertaining to the medical field will also be discussed. Outside work required.

EBC 1224 Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory and ophthalmic: 4.0 credit hours

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the integumentary, skeletal, muscular, auditory and ophthalmic systems; and the diseases associated with each system. Pharmacology and Radiology, as they relate to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-9-CM and ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. Outside work required.

EBC 1225 Electronic Coding for Systems: Reproductive, urinary, and nervous: 4.0 credit hours

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the male/female reproductive, urinary and nervous systems and the diseases associated with each system. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-9-CM and ICD- 10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current

Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. Outside work required.

**EBC 1226 Electronic Coding for Systems: Cardiovascular, blood, and lymphatic:
4.0 credit hours**

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the cardiovascular, blood and lymphatic systems, and the diseases associated with each system. Pharmacology, as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-9-CM and ICD-10- CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), medicine procedural coding, and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Outside work required.

**EBC 1227 Electronic Coding for Systems: Endocrine, digestive, and respiratory:
4.0 credit hours**

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the endocrine, digestive, and respiratory systems and the diseases associated with each system. Oncology and nuclear medicine will also be covered. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. This course provides an in- depth study of the ICD-9-CM and ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), anesthesia procedural coding, and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Outside work required.

EBC 1220 Medical Terminology: 4.0 credit hours

This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. In addition, the student will learn the correct pronunciation, spelling and the definition of medical terms. Outside work required.

EBC 1221 Electronic Healthcare Billing: 4.0 credit hours

Students will develop skills in performing basic office functions, specific office procedures, and be introduced to professionalism in the work environment. In addition, this course will focus on health insurance and reimbursement programs, billing procedures used for physicians' charges accounts receivable/payable activities and appointment setting. The student will learn appropriate responses to a variety of medico legal situations regarding bill collection, release of patient information/records and confidentiality, subpoenas, workers compensation cases, and Medicare regulations for reimbursement. Students explore medical ethics, law, and federal standards governing the field. Students will also study compliance and HIPAA regulations as well as the False Claims Act. Outside work required.

EBC 2000 Externship: 3.5 credit hours

This course is designed to offer students the opportunity to apply the practical knowledge and skills taught in the didactic and supervised laboratory settings of instruction. Students will complete their externship hours in a bona fide occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. (Prerequisites: EBC 1101, EBC 1224, EBC 1225, EBC 1226, EBC 1227, EBC 1220, EBC 1221)

*Information Technology Network Administration Program***CET 1171C Computer Service and Support PC Systems I: 4.0 credit hours**

This course covers basic computer service concepts. Students will learn the parts of a PC, memory, disk system architecture, peripheral devices and printers. In addition, students will learn to trouble shoot using diagnostic tools. Concepts concerning customer service will also be discussed. In addition, this course covers an overview of various operating systems, and students will study installation, troubleshooting, configuring, and managing of operating systems. Outside work required.

CET 1172C Computer Service and Support PC Systems II: 4.0 credit hours

This course provides an in-depth look at advanced computer maintenance concepts and techniques. Topics include PC development techniques, troubleshooting strategies, advancement of technological development and problem-solving strategies. Outside work required.

CET 1488C Network +: 4.0 credit hours

This course is designed to provide an overview of networking concepts and how they are implemented in a Windows environment. Topics such as Networking concepts, the OSI Model, the Internet, LAN/WAN Components, Ethernet overview, and Network Operating Systems will be discussed. Students will be introduced to TCP/IP and internetworking. Outside work required.

CET 1754C Internetworking and Remote Access Technologies: 4.0 credit hours

This course will introduce the operating and configuration of Cisco IOS devices that are used to provide connectivity between networks as used on the Internet and other major corporate networks. Students will learn to manage the network environment, configure catalyst switch operations, and extend switched networks with VLANs. In addition, students will determine IP Routes, manage IP Traffic, and establish Serial Point-to-Point Connections. Frame Relay connections and ISDN calls will be covered. Outside work required. (Prerequisite: CTS 1488C).

CET 1793C Implementing a Network Infrastructure: 4.0 credit hours

This course will provide students with the knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server 2008/2012 networking infrastructure. Students will gain knowledge and skills required to configure and maintain the network infrastructure that is comprised of several services that optimize network availability to the clients. Outside work required. (Prerequisite: CTS 1156C).

CGS 1546C Introduction to Database: 4.0 credit hours

This is an introductory course in which students will study concepts and techniques in working with databases. Emphasis will be on working with a database using MySQL. Students will learn how to create, populate, design and query simple databases. Outside work required. (Prerequisite: CTS 1114C).

CNT 1512C Wireless Network Administration: 4.0 credit hours

This course will cover the fundamentals of Radio Frequency behavior and the features of wireless LAN components. In addition, installation, configuration, and troubleshooting of wireless LAN hardware peripherals and protocols will be discussed. Outside work required. (Prerequisite: CET 1172C).

CTS 1114C Linux +: 4.0 credit hours

This course is an introduction to Linux administration, Network Services, and Network and host security. Troubleshooting will also be discussed. Outside work required.

CTS 1156 C Supporting Client Operating Systems: 4.0 credit hours

This course will prepare the student with the necessary troubleshooting skills pertaining to computers on the network. Emphasis will be on installing, configuring, and maintaining client operating systems. Preventative maintenance and troubleshooting will also be covered. Outside work required.

CTS 1302C Implementing Directory Services: 4.0 credit hours

This course will provide students with the knowledge and skills to maintain a Microsoft Active Directory service for a Microsoft Windows Server 2008/2012 environment. Students will receive instruction on creating and managing user accounts and other various objects in Microsoft Active Directory. Outside work required. (Prerequisite: CTS 1328C).

CTS 1328C Managing and Maintaining Server Operating Systems: 4.0 credit hours

This course presents information pertaining to installation and proactive measures when administering a Microsoft Windows Server 2008/2012. Topics include installation in different environments, configuration of printing, performance, and disaster recovery. Outside work required.

CTS 1385C Introduction to Security +: 4.0 credit hours

This course is an introduction to the concepts of securing network services, network devices, and network traffic. In this course, students will build on knowledge of computer hardware, operating systems, and networks to acquire an understanding needed to implement basic security services on any type of computer network. Outside work required. (Prerequisite: CET 1171C).

Medical Assisting Program**MEA 1206C Clinical Procedures: 3.5 credit hours**

This course will provide skills and knowledge for the student to assist the practitioner with all aspects of the clinical practice. These skills will include patient care and preparation for examinations, procedures and treatments. Where

appropriate, students will perform diagnostic testing. In addition, students will gain and apply principles of aseptic technique and infection control in the medical office. Equipment use, care and routine maintenance will be covered. Course appropriate pharmacology will be presented. Outside work required.

MEA 1236C Anatomy and Physiology: 6.0 credit hours

This course provides introduction to the various systems of the body and principles of human physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine, and reproductive systems, integumentary and lymphatic systems. Outside work required.

MEA 1238 Medical Terminology: 1.5 credit hours

This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. In addition, the student will learn the correct pronunciation, spelling and the definition of medical terms. Outside work required. (Co-requisite: MEA 1304C)

MEA 1265C Lab Procedures I: 4.0 credit hours

This course constitutes an introduction to clinical chemistry, equipment and basic laboratory diagnostic testing on urine and serum. The student will learn through laboratory experience and lecture the physical, chemical and microscopic examination of urine. The student will learn proper techniques of collection of specimens for laboratory testing. Pharmacology appropriate to the module will be presented. Outside work required.

MEA 1290C Radiography: 6.0 credit hours

This course provides instruction in positioning of patients, principals of digital radiography and how to handle radiological equipment. Students will learn patient preparation, and the use of ancillary equipment. The identification of safety hazards and relevant precautionary measures will be addressed. Outside work required.

MEA 1304C Medical Office Management: 4.5 credit hours

This course provides instruction in the fundamentals of the operation and maintenance of a medical office. This instruction will include use of computerized software for a medical office. Students will learn to apply bookkeeping principles, perform procedural and diagnostic coding, document and maintain accounting and banking records. Medical ethics, legal concepts and liabilities,

professionalism and communication skills will also be covered. Outside work required. (Co-requisite: MEA 1238)

MEA 1346C Electronic Health Records: 4.0 credit hours

The course introduces the student to computerized medical office management using a current industry standard application such as Medisoft or Medical Manager. The student will learn how to set up support files and maintain patient information. The course includes instruction in accounting, communications, insurance claims processing, practice management, office management, appointments, clinical histories, billing and report generating. Outside work required.

MEA 1804 Externship I: 3.5 credit hours

This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner and will experience all aspects of the medical facility. (Prerequisites: MEA 1236C, MEA 1238, MEA 1290C, MEA 1304C, MEA 1206, MEA 1265C, MEA 1346C)

MEA 1805 Externship II: 3.5 credit hours

This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner and will experience all aspects of the medical facility. (Prerequisite: MEA 1804)

Nursing Program

NUR 1023C Fundamentals of Nursing: 5.0 credit hours

This course will provide a foundation for the nursing program. The course will introduce the history and practice of nursing, including standards of nursing practice and concepts basic to nursing that are applied throughout the curriculum. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in skills laboratories and clinical settings. Normal functional health patterns are explored

in the context of the physical, biological and social sciences. Laboratory components include practice in basic nursing assessment skills, such as completion of health history, physical assessment techniques and common nursing skills that support basic human needs. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term health care settings. Clinical settings may include but are not limited to acute care, long-term care and community settings. Outside work required. (Co-requisite: NUR 1140C; Prerequisite: All Required General Education Courses)

NUR 1140C Nursing Pharmacology: 3.0 credit hours

This course presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on fundamental application of the nursing process to the care of patients/clients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills related to dosage calculation and medication administration that must be performed without error to achieve a passing grade for the course. Outside work required. (Co-requisite: NUR 1023C, NUR 1209C; Prerequisite: All Required General Education Courses)

NUR 1209C Transition to Professional Nursing: 4.5 credit hours

This course focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. A continuation of dosage calculations is evident. The pathophysiological basis for diseases along with the patient's/client's adaptive responses are explored and discussed. Secondary/acute care settings, particularly hospitals, are utilized in this course. Outside work required. (Co-requisite: NUR 1140C; Prerequisite: NUR 1023C, All Required General Education Course)

NUR 1211C Basic Adult Healthcare: 7.5 credit hours

This course focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. A continuation of dosage calculations is evident. The pathophysiologic basis for diseases along with the patient's/client's adaptive responses are explored and discussed. Didactic and clinical content related to complex concepts and skills associated with medical-surgical nursing are presented within the framework of the nursing

process. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospitals and community mental health centers. Outside work required. (Co-requisite: NUR 2421C; Prerequisite: NUR 1023C, NUR 1209C, NUR 1140C)

NUR 2421C Maternity Nursing Care: 3.0 credit hours

This course focuses primarily on maternity nursing care, with exposure to common problems associated with the health of mother, newborn and family. Concepts and skills learned in previous courses are integral to this course, with emphasis on developmental theories relating to the care of the family unit. Dosage calculations related to maternity care are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care and hospitals. Outside work required. (Co-requisite: NUR1211C; Prerequisite: NUR 1023C, NUR 1209C, NUR 1140C)

NUR 2230C Advanced Adult Healthcare: 8.0 credit hours

This course continues medical/surgical content from NUR1211C (Basic Adult Health Care). It builds upon the knowledge and skills acquired in this course, including continued integration of the concepts central to the practice of nursing. A continuation of dosage calculation is emphasized. Didactic and clinical content related to complex concepts and skills associated with medical-surgical nursing and mental health nursing are presented within the framework of the nursing process. Mental health nursing components include the further development of student communication skills, and conceptual abilities as related to the dynamics of human behavior and therapeutic responses. Didactic and clinical content related to the critical care setting are reviewed. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals; psychiatric hospitals and community mental health centers. Outside work required. (Co-requisite: NUR 2310C; Prerequisite: NUR 1211, NUR 2421C).

NUR 2310C Pediatric Nursing: 3.0 credit hours

This course focuses primarily on the interrelated dynamics of pediatric families; with exposure to common recurring and complex problems associated with the health of the pediatric patient/client within the family unit. Concepts and skills as presented in previous courses are integral to this course, with emphasis on developmental theories relating to the care of children. Dosage calculations related to pediatric patients / clients are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient

care, hospitals and pediatric programs (which may include outpatient, inpatient and community care). Outside work required. (Co-requisite: NUR 2230C; Prerequisite: NUR 1211C, NUR 2421C)

NUR 2817C Nursing Roles Practicum: 4.5 credit hours

This course requires students to utilize previously learned skills, attitudes and behaviors. Didactic and clinical content include but are not limited to the development of: leadership and delegation concepts, time management, collaboration, prioritization, principles of legal responsibilities and ethical decision-making. Classroom content also includes preparation for success on the NCLEX-RN licensure examination. The clinical component is designed for students to demonstrate readiness to assume the role of a safe, entry-level, professional registered nurse. Clinical oversight may include experiences with faculty and/or an approved RN preceptor in an affiliated facility. Facilities may include but are not limited to acute care, skilled nursing, and community settings. A continuation of dosage calculation mastery is expected. Outside work required. (Prerequisite: NUR 2230C, NUR 2310C)

Pharmacy Technology Program

PTN 1700C Introduction to Pharmacy Technology: 4.0 credit hours

This course is an overview of the allied health professions including the roles of pharmacy support personnel, pharmacy law, medical terminology and pharmaceutical abbreviations. Outside work required.

PTN 1701C Pharmaceutical Calculations: 4.0 credit hours

This course will cover the necessary mathematical concepts and skills used on the job by the pharmacy technologist. Basic knowledge of mathematics essential for the understanding of drug dose calculations will be covered. Outside work required.

PTN 1720C Body Systems and Drug Therapy I: 4.0 credit hours

The student will learn the relationships between chemistry, microbiology, anatomy, physiology, disease states and pharmaceutical therapy. This course will also include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the integumentary system, skeletal system and muscular system. Outside work required.

PTN 1721C Body Systems and Drug Therapy II: 4.0 credit hours

The student will learn the relationships between anatomy, physiology, disease states and pharmaceutical therapy. It will also include the origins, dosage forms, indications, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the central nervous system and the autonomic nervous system, endocrine system and respiratory system. Outside work required.

PTN 1722C Body Systems and Drug Therapy III: 4.0 credit hours

The student will learn the relationships between anatomy, physiology, disease states, and pharmaceutical therapy. This course will include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs used in disease of the visual and auditory system, cardiovascular system, urinary tract and the reproductive system. Outside work required.

PTN 1723C Body Systems and Drug Therapy IV: 4.0 credit hours

The student will learn the relationships between anatomy, physiology, disease states, and pharmaceutical therapy. This course will include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs to include anti-infective, anti-inflammatory and anti-histamines, vitamins and minerals, vaccines, oncology agents and how the circulatory and lymphatic systems work. Outside work required.

PTN 1730C Pharmacy Operations: 4.0 credit hours

This course covers the basic concepts of computer operation. There is an emphasis on software designed for the use in pharmacy and the necessary skills for the pharmacy technician to communicate effectively. This course will also teach the basic concepts of community pharmacy calculations. The technical aspects of drug distribution in inpatient and outpatient settings, including bulk compounding, packaging, quality control, inventory control, drug storage and drug distribution systems will also be discussed. Outside work required.

PTN 1731C Sterile Products: 4.0 credit hours

The student will learn the proper application of aseptic techniques and use the laminar flow hood in the preparation of sterile products. Outside work required.

PTN 1945 Pharmacy Technology Externship I: 3.5 credit hours

This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist. (Prerequisites: PTN 1700C, PTN 1701C, PTN 1720C, PTN 1721C, PTN 1722C, PTN 1723C, PTN 1730C, PTN 1731C)

PTN 1946 Pharmacy Technology Externship II: 3.5 credit hours

This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist. (Prerequisite: PTN 1945)

Practical Nurse Program**PRN 0004C Practical Nursing I: 17.5 credit hours**

This course introduces the student to the basic nursing core concepts of health delivery systems, trends, legal and ethical responsibilities in nursing, computer usage in health care settings, medical terminology and a review of basic math and science concepts. Domestic Violence and Elder Abuse and the responsibilities of the student around these situations are reviewed. The student is prepared to provide basic personal care and to perform patient care procedures in hospitals and long-term care settings. The principles of HIPAA, safety measures, emergencies and organization of patient care assignments as well as the prevention of medical errors are included. Also included is cardiopulmonary resuscitation, blood borne diseases including HIV and AIDS and infection control procedures. Health care needs of the geriatric patient as well as the Alzheimer's patient are introduced. Appropriate verbal, non-verbal and written communications in the performance of practical nursing interventions are covered. The student is introduced to principles of nutrition as well as concepts of wellness and disease including human needs throughout the life span. This course includes the study of human anatomy and physiology. The normal structure and function of the body systems including respiratory, cardiovascular, muscular-skeletal, nervous, reproductive, urinary, digestive, endocrine, skin and sensory are covered as well as the relationships of body systems in providing patient care. This course outlines the characteristics of growth and development from conception to birth, birth through preschool, school age through adolescence and adult through the human life span. This course continues the study of the care and special needs of the geriatric patient, concerns of the aging adult and the clinical skills utilized in geriatric nursing care including the

management, needs and skills of caring for the geriatric patient. Clinical skills are practiced in the nursing lab and the student has opportunities to apply nursing knowledge and clinical skills in both hospital and long-term care settings. Cultural and Spiritual Aspects of Healthcare and Community Health Concepts in Practical Nursing are covered and explored. Outside work required.

PRN 0120C Practical Nursing II: 14.0 credit hour

The principles of pharmacology are introduced and the student is prepared to administer medications utilizing the six ‘rights’ of medication administration; dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. This course includes the study of medical, surgical, maternal, newborn, family and pediatric nursing. The student continues to have clinical rotations which expose them to experiences in medical surgical, rehabilitation, long term care, geriatrics, community health, Alzheimer’s & dementia/ger-psych. These rotations, skills lab and didactic material provide the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management, needs and specialized nursing care of patients with these conditions. Principles of nutrition, pharmacology and asepsis are continuous throughout the course. Common alterations in patients with psychological disorders are discussed as well as care of the surgical patient. Clinical experiences in Maternal Health, Obstetrics, Pediatrics, and Family Health are offered. Normal pregnancy, labor and delivery, the puerperium and the normal newborn are covered as well as common deviations from the normal. The specialized nursing skills, management, needs and nursing care of the mother and infant and family throughout the maternity cycle are emphasized as well as the needs and nursing care of the child who is ill including the administration of medications. Clinical skills are practiced in the nursing lab. Clinical experience in hospital units and simulation lab related to the areas of study allows the student practical application of the knowledge and skills acquired in the skills lab and classroom. The student has the opportunities to apply the knowledge and skills while providing patient care in healthcare settings. Outside work required. (Prerequisite: PRN 0004C)

PRN 0306 Practical Nursing III: 11.5 credit hours

This course provides on-site clinical experience for the nursing student. Providing patient care as a member of the healthcare team in clinical settings under the supervision of nursing faculty, the student adds to the experience already acquired in applying knowledge and practicing skills that have been learned

throughout the entire program. Concepts of Mental Health nursing as well as Leadership and Ethics within the scope of the practical nurse are reviewed and taught. Mental Health and Gero-psych experiences as well as Community Health experiences continue to be available to the student during the clinical rotations. Classroom hours will include the application of critical thinking, case studies, clinical overview and summary, review of competency assessments and NCLEX review. In addition, employability skills are reviewed and the transition from student to graduate nurse is discussed. Outside work required. (Prerequisite: PRN 0120C)

Professional Clinical Massage Therapy Program

PMT 102 Orientation to Massage Therapy: 100 hours

Orientation to massage therapy will introduce the students to the basic anatomy of the human body; including basic cells and tissues, fundamentals of Swedish full body massage, and draping techniques. Other topics explored are body mechanics, basic introduction to chair massage, charting procedures, introduction to Eastern Theory, structural boney landmarks, joints, and attachment sites of muscles, soft tissue pain and degenerative processes, basic kinesiology and various neuromuscular laws as they apply to soft tissue, introduction to basic client assessment skills, and an introduction to somatic psychology. This course will include discussions on professional ethical boundaries; instruction on proper hygiene techniques for massage therapists, directional and action terminology, introduction to assessing postural distortions, and basic indications and contraindications.

PMT 106 Massage and Neuromuscular Therapy I: 100 hours

Students will learn more in-depth practice of the Swedish massage routine during this course. Also learned will be the fundamentals of incorporating various methods of massage therapy for clients with special needs. Students will examine basic structures, functions, and pathologies of the Nervous System and analyze basic concepts and benefits of Cranial Sacral Therapy and Therapeutic Touch. Students will study various aspects of Eastern Theory. In addition, students will identify dysfunctions that cause distortions of the muscles of the neck and head and massage therapy protocols for those dysfunctions.

PMT 121 Massage and Neuromuscular Therapy II: 100 hours

In this course, students will learn to develop a more in-depth practice of the Swedish massage routine. In addition, students will learn the basic structure, functions, and pathologies of the Integumentary and Skeletal Systems. Students will study various aspects of Eastern Theory. This course includes assessment of dysfunctions that cause distortions of the muscles of the Upper Extremity. Students will discuss state laws and regulations governing the practice of massage therapy, identify penalties for non-compliance, and examine requirements to work as an independent massage therapist. The legal and professional aspect of business practices of a massage therapist will be explored.

PMT 126 Massage and Neuromuscular Therapy III: 100 hours

Students will learn more in depth practice of the Swedish massage session. Also covered will be the basic structures, functions, and pathologies of the Circulatory, Lymphatic, and Respiratory Systems. This course also includes an introduction to Lymphatic Drainage, Medical Massage, Aromatherapy, and Breath work. Students will also explore assessment of dysfunctions that cause distortions of the muscles of the shoulder and massage therapy protocols for those dysfunctions. Students will discuss the history of and prevention of HIV/AIDS. Also included are discussions regarding the prevalence of and how to prevent medical errors, protocols for performing hydrotherapy applications and indications and contraindications for hydrotherapy.

PMT 131 Massage and Neuromuscular Therapy IV: 100 hours

This course will broaden the Swedish massage repertoire. Students will learn additional techniques to enhance already existing knowledge and practice abdominal massage techniques. Students will study various aspects of Eastern Theory. Students will examine basic structures, functions, and pathologies of the Digestive and Urinary Systems. Students will also learn assessment of dysfunctions that cause distortions of the muscles of the spine and thorax. Students will develop a treatment protocol to remedy dysfunctions that cause distortions of the thorax utilizing proper hydrotherapy protocol.

PMT 136 Massage and Neuromuscular Therapy V: 100 hours

Students will learn a more in-depth practice of the Swedish massage routine. This course will include the indications, contraindications, strokes and positioning of a pregnant client (pregnancy massage). Students will study various aspects of Eastern Theory and analyze basic concepts and benefits of Ayurvedic Medicine. Students will examine basic structures, functions, and pathologies of the

Reproductive systems. This course will also include discussions on the history of massage, assessment of dysfunctions that cause distortions of the muscles of the hip and students will design a treatment protocol for treating those distortions. In addition, students will discuss, examine and interpret ethical policies for office management in a massage therapy setting.

PMT 141 Massage and Neuromuscular Therapy VI: 100 hours

In this course, students will broaden their grasp of the Swedish massage therapy techniques. Also included will be the demonstration and practice of joint mobilization, and range of motion techniques. Students will examine basic structures, functions, and pathologies of the Muscular System. Students will study various aspects of Eastern Theory and analyze basic concepts and benefits of Thai Massage. This course will also include assessment of dysfunctions that cause distortions of the muscles of the thigh and knee. Students will develop a treatment protocol to remedy dysfunctions that cause distortions of the thigh and knee utilizing proper hydrotherapy protocols.

PMT 146 Massage and Neuromuscular Therapy VII: 100 hours

This course will include further practice to improve the students' Swedish massage routine. Students will be introduced to the basics of good nutrition and evaluate the impact of poor nutrition on a system of the body. Students will be exposed to somatic emotional releases through lecture and open discussion; and learn appropriate methods to make the client feel comfortable and safe during such a release. Students will examine basic structures, functions, and pathologies of the Endocrine System. Students will analyze basic concepts and benefits of Reflexology. This course will also include assessment of dysfunctions that cause distortions of the muscles of the leg and foot. Students will formulate a business plan that will include a mission statement, goals, and timelines for projects and prepare a professional resume with cover letter.

PMT 910 Student Clinic I: 25 hours

In this course, students will apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients.

PMT 911 Student Clinic II: 25 hours

In this course, students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients. (Prerequisite: PMT 910)

PMT 912 Student Clinic III: 25 hours

In this course, students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty, his class is completed simultaneously with two core courses. Students will not be compensated for services to clients. (Prerequisites: PMT 911)

PMT 913 Student Clinic IV: 25 hours

In this course, students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. his class is completed simultaneously with two core courses. Students will not be compensated for services to clients. (Prerequisites: PMT 912)

Surgical Technology Program

STS 1131C Surgical Specialties I with Anatomy & Physiology: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of General Surgery and Obstetrics/Gynecology as it relates to pre-operative, intraoperative and postoperative routines. The student will learn diagnostic procedures and preoperative routines for each surgical specialty discussed. Anatomy and Physiology, Medical terminology and Pharmacology will be discussed as it relates to each surgical specialty. Outside work required. (Prerequisite: STS 1179C)

STS 1132C Surgical Specialties II with Anatomy & Physiology: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of Orthopedics and Neurology as it relates to pre-operative, intraoperative and postoperative routines. The student will learn diagnostic procedures and preoperative routines for each surgical specialty discussed. Anatomy and Physiology, Medical terminology and Pharmacology will be discussed as it relates to each surgical specialty. Outside work required. (Prerequisite: STS 1179C)

STS 1133C Surgical Specialties III with Anatomy & Physiology: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of Cardiothoracic and Vascular as it relates to pre-operative, intraoperative and postoperative routines. The student will learn diagnostic procedures and pre- operative routines for each surgical specialty discussed. Anatomy and Physiology, Medical terminology and Pharmacology will be discussed as it relates to each surgical specialty. Outside work required. (Prerequisite: STS 1179C)

STS 1134C Surgical Specialties IV with Anatomy & Physiology: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of Ears, Eyes, Nose and Throat as it relates to pre-operative, intraoperative and postoperative routines. The student will learn diagnostic procedures and pre- operative routines for each surgical specialty discussed. Anatomy and Physiology, Medical terminology and Pharmacology will be discussed as it relates to each surgical specialty. Outside work required. (Prerequisite: STS 1179C)

STS 1135C Surgical Specialties V with Anatomy & Physiology: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of Endocrine and Genitourinary as it relates to pre-operative, intraoperative and post- operative routines. The student will learn diagnostic procedures and preoperative routines for each surgical specialty discussed. Anatomy and Physiology, Medical terminology and Pharmacology will be discussed as it relates to each surgical specialty. Outside work required. (Prerequisite: STS 1179C)

STS 1177C Surgical Techniques and Procedures I: 4.0 credit hours

The course will encompass didactic and laboratory practices, that will give the student an understanding of Medical Terminology, Anatomy and Physiology, Patient care Concepts, Professionalism and Health Care Facility Information concepts as related to Health Care and the role of the Surgical Technologist as well as providing the student with skills in basic hand washing, surgical scrub, gowning, gloving, opening small items, and wrapping items. The didactic portion of this course will focus on sterilization and its history, terminology relevant to aseptic techniques and principals related to the O.R. environment. Additionally the course focuses on components of instrumentation, special equipment, accessory equipment, supplies, attire (non-sterile, sterile, protective), preparing the O.R., patient transport to O.R., thermal regulatory devices, transfer,

positioning, prepping catheterization and vital signs. For the lab component of the course the learner will review and apply hands on skills as they relate to the pre-operative phase preparation that include but are not limited to aseptic techniques, opening sterile supplies, instrument assembly, mayo and back table setup, instrument, handling, and assembling; patient transport transferring, positioning and prepping. Outside work required.

STS 1178C Surgical Techniques and Procedures II: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of technical sciences as it relates to electricity, information technology and robotics and how these play a role in the O.R. Additionally, this course will expose the learner to areas relating to hemostasis, emergency situations, types of wounds and the healing process as well as sutures, needles and additional closure and stapling devices and accessories. Other areas to be discussed during this course relate to pre and intraoperative case management. For the lab portion of this course the student will learn the function and purpose of mechanical hemostatic devices and the use of chemical hemostatic such as gelfoam, avetine and other chemical agents. They will learn and develop skills in instrument preparation, loading and passing instruments and loading and passing sutures and free ties and handling of specimen and stapling devices. Outside work required. (Prerequisite: STS 1177C)

STS 1179C Surgical Techniques and Procedures III: 4.0 credit hours

This course will encompass didactic and laboratory practices, that will give the student an understanding of Pharmacology and Anesthesia as it relates to the patient, types of anesthetic, pre-operative medications, handling of medications, medications used during surgery and complications from anesthetic. Additionally, this course will focus on microbiology as it relates to the surgical patient and the sterilization process. This course will cover topics related to Post-operative process as it relates to post-operative care, methods of disinfection, sterile storage and distribution and environmental disinfection. Outside work required. (Prerequisite: STS 1178C)

STS 1940 Externship I: 4.0 credit hours

This course is designed to allow students to apply skills and techniques previously acquired in the surgical technology curriculum. (Prerequisite: STS 1131C, STS 1132C, STS 1133C, STS 1134C, STS 1135C)

STS 1941 Externship II: 4.0 credit hours

This course is designed to allow students to continue the progression through the clinical phase of the externship portion of the program by applying skills and techniques previously acquired in Externship I and the surgical technology curriculum. (Prerequisite: STS 1940)

STS 1942 Externship III: 4.0 credit hours

This course is designed to allow students to continue the progression through the clinical phase of the externship portion of the program by applying skills and techniques previously acquired in Externship I and Externship II and the surgical technology curriculum. (Prerequisite: STS 1941)

STS 1943 Externship IV: 4.0 credit hours

This course is designed to allow students to continue the progression through the clinical phase of the externship portion of the program by applying skills and techniques previously acquired in Externship I, Externship II and Externship III and the surgical technology curriculum. (Prerequisite: STS 1942)

General Education Course Descriptions**AMH 1010 American History Pre 1876: 3.0 credit hours**

This course examines American history from 1492 to 1876 by focusing on political, economic and diplomatic events. Outside work required.

AMH 1020 American History Since 1876: 3.0 credit hours

This course examines American history since 1876 by focusing on political, economic and diplomatic events. Outside work required.

AML 1000 American Literature: 3.0 credit hours

This course explores select American literary texts. Historical background and social forces, which shape literature, are emphasized. Literary genres and elements are explored. Outside work required.

BSC 1005 General Biology: 3.0 credit hours

This course is an introduction to elementary cell chemistry, structure, metabolism, and reproduction. It includes the study of energy capture and transfer by cells, DNA structure, replication and function, the nature of heredity and the genetic basis of speculation, and theories of the origin of life and evolution. Outside work required.

BSC 1050 Environmental Science: 3.0 credit hours

This course studies the structure and function of ecosystems. Topics include biological and non-biological components, resource availability and preservation and interplay among human populations and ecosystems. This course stresses understanding of important environmental issues and human influences and realistically evaluates current options to leading to environmental stability on the local, regional and global scales. Outside work required.

BSC 2006 Advanced Biology: 3.0 credit hours

This course introduces the principles of classification and briefly surveys the five kingdoms of living organisms. It then compares the body plans of plants and animals and their mechanisms for nutrient procurement and processing, gas exchange, transport, osmotic regulation and waste removal, movement, reproduction and development, integration, homeostasis and response to the environment. Patterns of interaction of organisms with each other and with their environment are also investigated. Outside work required. (Prerequisite: BSC 1005)

CGS 1060 Introduction to Computers: 3.0 credit hours

This course is an introduction to the fundamentals of operating personal computer equipment including the basics of word processing, database management, electronic spreadsheets and presentation graphics. Outside work required.

BSC 2085 Human Anatomy and Physiology I: 3.0 credit hours

This course provides basic structure, function and chemistry of the body. Topics include terminology, chemistry, cell biology, tissues, cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary systems. Outside work required.

BSC 2085L Human Anatomy and Physiology I Lab: 1.0 credit hour

Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Outside work required. (Co-requisite: BSC 2085)

BSC 2085C Human Anatomy and Physiology I: 4.0 credit hours

This course provides basic structure, function and chemistry of the body. Topics include terminology, chemistry, cell biology, tissues, cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary systems. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Outside work required.

BSC 2086 Advanced Anatomy and Physiology: 3.0 credit hours

This course continues BSC 2085 (Human Anatomy and Physiology I), with emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Outside work required. (Prerequisite: BSC 2085)

BSC 2086L Advanced Anatomy and Physiology Lab: 1.0 credit hour

Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Outside work required. (Co-requisite: BSC 2086)

BSC 2086C Advanced Anatomy and Physiology: 4.0 credit hours

This course continues BSC 2085 (Human Anatomy and Physiology I), with emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Outside work required. (Prerequisite: BSC 2085C)

DEP 2004 Lifespan Development: 3.0 credit hours

Explores human development and examines theories and empirical studies dealing with human cognitive, social, emotional, and physical development in the context of a lifespan. Explores emergent and controversial topics relevant to a student's home and work environment. Outside work required.

ENC 1101 English Composition I: 3.0 credit hours

This course is designed to develop students' writing skills in order to achieve professional life advancement and obtain skills for life-long learning. These skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods. Outside work required.

ENC 2101 English Composition II: 3.0 credit hours

This course is a continuation of ENC 1101. Topics include essay writing techniques with emphasis on literary analysis, persuasive writing, and basic research and documentation methods. Outside work required. (Prerequisite: ENC 1101)

ENL 1000 English Literature: 3.0 credit hours

This course explores select British literary texts. Historical background and social forces, which shape literature, are emphasized. Literary genres and elements are explored. Outside work required.

IDS 1107 Strategies for Success: 3.0 credit hours

Drawing on learning and cognitive theory, this course teaches persistence and high achievement skills to enable students to establish foundations upon which to build in order to develop essential academic skills for enhanced and continued learning. Central to the philosophy of the course is the concept that individuals are responsible for their own actions and can regulate their own behavior through goal setting, self-reflection, and self-evaluation, not only in an academic environment, but for preparation for professional life advancement, as well as for lifelong learning. Outside work required.

MAC 2105 College Algebra: 3.0 credit hours

This course prepares the student for disciplines involving quantitative calculations. Covered topics include set theory, operations with algebraic expressions, radicals, exponents, linear and quadratic equations with applications, graphing, and inequalities. Outside work required. (Prerequisite: MAT 1033)

MAT 1033 Intermediate Algebra: 3.0 credit hours

This course covers topics such as factoring; operations with rational expressions, absolute value; exponents, radicals and roots; linear and quadratic equations and linear inequalities and graphs, all with applications. Outside work required.

MCB 2010 Microbiology 3.0 credit hours

Prevents pathogens and the diseases they cause. Topics include morphology, behavior, characteristics, and activities of common microorganisms and techniques of identification, culturing, staining, counting, and isolating microorganisms. Outside work required.

MCB 2010L Microbiology Lab 1.0 credit hours

Laboratory experience builds upon activities presented in MCB 2010 and includes identification of characteristics of common micro-organisms and culturing micro-organism activities. Outside work required. (Co-requisite: MCB 2010)

MCB 2010C Microbiology 4.0 credit hours

Prevents pathogens and the diseases they cause. Topics include morphology, behavior, characteristics, and activities of common microorganisms and techniques of identification, culturing, staining, counting, and isolating microorganisms. Laboratory experience builds upon activities presented in MCB 2010 and includes identification of characteristics of common micro-organisms and culturing micro-organism activities. Outside work required.

OCB 1010 General Marine Biology: 3.0 credit hours

This course is a systematic interdisciplinary study of the history, economics, ecology, biology, chemistry, geology, geography, physics, and meteorology of the marine environment. The interconnections between all facets of the marine environment and human influences are stressed. Outside work required.

PHY 2001 General Physics I: 3.0 credit hours

This course presents basic concepts and principles of physics, including practical examples that demonstrate the role of physics in other disciplines. Topics include motion, gravity, vectors, momentum, energy, vibrations, waves, heat, and thermodynamics. Outside work required.

POS 1041 Political Science: 3.0 credit hours

This course is a study of how democratic America has evolved from an agrarian to a post-industrial society. Particular attention is paid to the constitution and to the three branches of government. Outside work required.

PSY 1012 Introduction to Psychology: 3.0 credit hours

In this course, the student is introduced to the fundamental study of behavior, animal and human, with major emphasis placed on human behavior. Student will become acquainted with concepts such as learning, perception, intelligence measurement, personality structure, behavior disorders, human development, social pressures and research methods. Outside work required.

SPC 1017 Speech: 3.0 credit hours

The student will be instructed on preparation and delivery of different types of speeches, as well as learn techniques to improve interpersonal communication skills, with emphasis on effective communication techniques and working in teams in order to develop essential academic skills for enhanced and continued learning. Outside work required.

STA 2023 Statistics: 3.0 credit hours

This is an introductory course in statistics for the social sciences and business. Topics include the statistical methods dealing with data collection, grouping, and presentation, organization of data measures of central tendency and dispersion, distributions, probability, correlation, estimation, hypothesis testing, goodness-of-fit and contingency table analysis. Outside work required. (Prerequisite: MAT 1033)

SYG 1001 Sociology: 3.0 credit hours

This course is a study of human society with emphasis on customs, groups, organizations, colleges, classes, and social processes. The course is also designed as an introduction to the discipline and methods of sociology. Outside work required.

ADMINISTRATION, FACULTY AND STAFF

OFFICE OF THE CHAIRMAN

Chairman of the Board

Arthur Keiser

Ph.D., Union Institute

B.A. Degree, Tulane University

Director, Student Financial Services

Fred Pfeffer

B.A. Degree, Keiser University

Vice Chairman of Finance

Joseph C. Berardinelli

B.S. Degree, LeMoyne College

Ombudsman

Louise Morley

M.S. Degree, Theology, Fillmore Seminary

B.S. Degree, Theology, Unity Seminary

Associate Vice Chairman of Military Affairs

Jan Del Signore

Ed. D. Nova Southeastern University

M.S. Degree, University of La Verne

B.S. Degree, Mount Olive College

OFFICE OF THE EXECUTIVE DIRECTOR

Executive Director

Robert Keiser

M.B.A. Degree, The George Washington University

B.S. Degree, The George Washington University

Office Manager

Sherronda Davis

M.B.A. Degree, Everglades University

B.A. Degree, Wesleyan University

Chief Financial Officer

Peter A. Lipinski

B.A. Degree, Monmouth College

Accounts Payable Bookkeeper

Sanya Roserie

B.A. Degree, California State University Fullerton

Regional Vice President of Student Financial Services

Matt Flowers

A.A.B. Degree, Youngstown State University

Regional Director of Financial Services

Michael Johnson

B.S Degree, Nova Southeastern University

Regional Academic and Accreditation Specialist

Beth Stuglik

M.B.A. Degree, Nova Southeastern University

B.S. Degree, Indiana University

Regional Academic Operations Specialist

Ronni Waldman

M.S. Degree, Florida International University

B.A. Degree, East Stroudsburg University

WEST PALM BEACH MAIN CAMPUS

President

Dana Broyles-Hutton

B.A. Degree, Emory and Henry College

Dean of Academic Affairs

Ron L. Sealey

M.Ed. Degree, Clemson University

B.A. Degree, University of North Carolina

Director of Student Services

Latoya James

B.S. Degree, Everglades University

Director of Financial Aid

Travis Smith

B.S. Degree, Florida Atlantic University

Financial Aid Officers

Cindy Galt

B.S. Degree, University of Phoenix

Director of Admissions

Richard Elorme

B.A. Degree, Humboldt State University

Senior Admissions Coordinators

Patricia Toner

B.S. Degree, CW Post Long Island University

Yolanda Morales

Admissions Coordinators

Judith Carrero

Rashea Carter

B.S. Degree, Bethune-Cookman University

Ryan Cohen

A.S. Degree, Florida Atlantic University

Registrar

Heidi Page

Administrative Assistant

Solina Browne

Receptionists

Jennessa Ramos

Geralyn Cardenas

FACULTY**Electronic Medical Billing and Coding Specialist**

Program Coordinator

Marion Walker, CBCS

B.S. Degree, State University of New York at Utica/Rome

Massage Therapy
Program Coordinator
Dale Spatola, LMT
A.S. Degree, Brookdale Community College

John Romano, LMT
Diploma, National School of Technology

Medical Assisting
Brian Dickens, RMA, CHI
M.B.A. Degree, University of Phoenix
B.S. Degree, University of Phoenix
A.S. Degree, Bryant & Stratton College of Business

Dr. Gustavo Ojeda, MD, RMA
M.D. Degree, Carlos J. Finlay Higher Institute of Medical Services
B.S. Degree, Maximo Gomez Undergraduate Institute of Exact Science

Dr. Alma Dyer, MD, RMA
M.D. Degree, Harvard University School of Public Health

Shamsey Fleming, RMA
A.S. Degree, Keiser University
A.S. Degree, New England Tech

Pharmacy Technology
Program Coordinator
Fawn Orf, CPhT
B.S. Degree, Florida Atlantic University

Vanessa Sims, CPhT
A.S. Degree, Keiser Career College

Practical Nurse
Program Director
Denise Willoughby, RNC
M.S.N. Degree, Barry University
B.S.N. Degree, Barry University
A.S. Degree, Palm Beach State College

Barbara Saskin, RN
M.S.N. Degree, Western Governors University
B.S. Degree, State University of New York College

Cheryl Seville, RN
B.S. Degree, Worcester State College

Francoise Knoeppel, RN
M.S.N. Degree, University of Phoenix

Ginette Desrouleaux, RN
B.S. Degree, SUNY Downstate Medical Center

Ivette Simpson, RN
M.S. Degree, University of Cincinnati
B.S. Degree, Keiser University
A.S. Degree, Keiser University

Mark Finken, RN
M.S.N. Degree, Virginia Commonwealth University
B.S. Degree, State University of New York

Tarnisha Williams-Clarke, RN
M.S.N. Degree, South University
B.S. Degree, South University
A.S. Degree, Broward College

Surgical Technology
Aleda Jenkins, CST
A.A. Degree, Moberly Area Community College

MIAMI LAKES AREA BRANCH CAMPUS

President
Julia I. Corona
B.S. Degree, Franklin University

Dean of Academic Affairs
Betty Gonzalez
M.B.A. Degree, Keiser University
B.S.N. Degree, Florida International University

Director of Student Services
Maria Carlos-Echeverry
A.A. Degree, Broward Community College

Director of Financial Aid
Aida Shehu
B.A. Degree, Luigi Gurakuqi University

Financial Aid Officers
Roy Hutton
A.A. Degree, Broward College

Neisa Tirado
A.S. Degree, American Intercontinental University

Elisa Delgado
A.A. Degree, Broward College

Director of Admissions

Piera Mowery
M.B.A. Degree, American Intercontinental University
B.S. Degree, Florida Metropolitan University

Admissions Coordinators

Maria Barriga
B.A. Degree, Florida International University

Larry Colon
B.A. Degree, St. Thomas University

Philbert Djokre
M.B.A. Degree, University of Phoenix

Salieth Hernandez
B.S. Degree, San Martin University

Registrar

Claudia Mishler

Bursar

Carrington Grier
Diploma, Jamaican Institute of Management

Receptionists

Jose France
Gloria Nogues
Jenny Arteaga

FACULTY

Diagnostic Medical Sonography Technology
Program Coordinator
Yolanda Acebo, RDMS
PhD Degree, Keiser University

Clinical Coordinator
Rosmery Machado, RDMS (AB OBGYN), AART
B.S. Degree, Nova Southeastern University
A.S. Degree, Florida National College

Lourdes Bosch
Doctor of Medicine, Instituto Superior de Ciencias Medica de la Habana
Diploma Ultrasound Technology, National School of Technology

Professional Clinical Massage Therapy

Program Coordinator
Vilma Pico, LMT
Diploma, Lindsey Hopkins

Jiovaninna Ramos, LMT
B.S. Degree, Agustin Aveledo
Diploma, Educating Hands

Medical Assisting

Department Chair
Ana Calonge, RMA
D.HSc. Degree, Nova Southeastern University
M.HSc. Degree, Nova Southeastern University
B.S. Degree, Barry University

Nina Pustylink, DHA, RMA
D.H.A. Degree, University of Phoenix
M.B.A., Degree, University of Phoenix

Program Coordinator
Angella De La Vega Castellares, RMA
A.S. Degree, Keiser University
Diploma, Bryman Institute

Pharmacy Technology

Program Coordinator
Marites Rivera Cassens
B.S. Degree, Institute of Manila
Diploma, National School of Technology

Vesly Fortune
B.S. Degree, Florida International University

Nursing and Practical Nurse

Program Director

Gloria McSwain

M.H.M. Degree, St. Thomas University

B.S.N. Degree, Florida International University

Nurse Administrator

Bethany Powell

M.S.N. Degree, Keiser University

B.S.N. Degree, Nova Southeastern University

Clinical Coordinator

Bernadette Goode

M.S.N. Degree, University of Phoenix

A.A.S. Degree, Calhoun College

Dominique Pierre

M.S.N. Degree, University of Phoenix

B.S.N. Degree, Howard University

Elsa Green

A.R.N.P., Florida International University

M.S.N. Degree, Florida International University

B.S.N. Degree, Florida International University

Gina Montperius

B.S.N. Degree, Florida International University

Jacqulyn Williams

M.S.N. Degree, Western Governors University

B.S.N. Degree, Florida International University

Lurline Francis

M.S.N. Nova Southeastern University

B.S.N. Degree, Florida Atlantic University

Maria Del Pilar Sierra

M.H.A. Degree, Javeriana University

B.S.N. Degree, Foundation School of Health Sciences

Marsha Elson-Joseph

M.S.N. Degree, Florida Atlantic University

B.S.N. Degree, University of Miami

Brenda Roffi
M.S.N. Degree, Barry University
B.S.N. Degree, Barry University

Sandra Hayden Swindle
D.P.N. Degree, University of Miami
M.S.N. Degree, University of Phoenix

Obajimi Adeyinka
F.N.P. Degree, University of Massachusetts
M.S.N. Degree, University of Phoenix
B.S.N. Degree, University of Phoenix

Yolanda Albino
M.S.N. Degree, Columbia Centro Universitario
B.S.N. Degree, Catholic University of Puerto Rico

Cristina Sabayton
B.S.N. Degree, Ateneo De Zamboanga City University

Sherise Weir
B.S.N. Degree, South Unviersity

Javier Garcia
B.S.N. Degree, Chamberlain University

Surgical Technology
Program Coordinator
Melanie Cumberland, CST
B.S. Degree, Keiser University
A.S. Degree, Miami Dade College

Dezma Arthur, CST
B.S. Degree, University of Panama

Elizabeth Hernandez, CST
M.B.A. Degree, Keiser University
Diploma, National School of Technology

Marlenis Costa, CST
A.S. Degree, Keiser Career College

Ruth Chacon, CST
M.D. Degree, School of Medicine in Santiago de Cuba

ACADEMIC CALENDAR 2017

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

1/1/2017	New Year's Day
01/09/17-04/30/17	Winter Semester
01/09/17-02/05/17	Term A Classes Begin
1/16/2017	Martin Luther King Jr. Day
1/17/2017	Return
02/06/17-03/05/17	Term B Classes Begin
2/20/2017	President's Day
2/21/2017	Return
03/06/17-04/02/17	Term C Classes Begin
04/03/17-04/30/17	Term D Classes Begin
04/14/17-04/17/17	Easter Break
4/18/2017	Return
05/01/17-05/07/17	Spring Break

Semester II

05/08/17-08/27/17	Summer Semester
05/08/17-06/04/17	Term A Classes Begin
5/29/2017	Memorial Day
5/30/2017	Return
06/05/17-07/02/17	Term B Classes Begin
07/03/17-07/30/17	Term C Classes Begin
7/4/2017	Independence Day
7/5/2017	Return
07/31/17-08/27/17	Term D Classes Begin
NONE	Summer Break

Semester III

08/28/17-12/17/17	Fall Semester
08/28/17-09/24/17	Term A Classes Begin
9/4/2017	Labor Day
9/5/2017	Return
09/25/17-10/22/17	Term B Classes Begin
10/23/17-11/19/17	Term C Classes Begin
11/20/17-12/17/17	Term D Classes Begin
11/23/17-11/26/17	Thanksgiving Break
11/27/2017	Return
12/18/17-01/07/18	Holiday

ACADEMIC CALENDAR 2018

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

1/1/2018	New Year's Day
01/08/18-04/29/18	Winter Semester
01/08/18-02/04/18	Term A Classes Begin
1/15/2018	Martin Luther King Jr. Day
1/16/2018	Return
02/05/18-03/04/18	Term B Classes Begin
2/19/2018	President's Day
2/20/2018	Return
03/05/18-04/01/18	Term C Classes Begin
03/30/18-04/02/18	Easter Break
04/02/18-04/29/18	Term D Classes Begin
4/3/2018	Return
04/30/18-05/06/18	Spring Break

Semester II

05/07/18-08/26/18	Summer Semester
05/07/18-06/03/18	Term A Classes Begin
5/28/2018	Memorial Day
5/29/2018	Return
06/04/18-07/01/18	Term B Classes Begin
07/02/18-07/29/18	Term C Classes Begin
7/4/2018	Independence Day
7/5/2018	Return
07/30/18-08/26/18	Term D Classes Begin
NONE	Summer Break

Semester III

08/27/18-12/16/18	Fall Semester
08/27/18-09/23/18	Term A Classes Begin
9/3/2018	Labor Day
9/4/2018	Return
09/24/18-10/21/18	Term B Classes Begin
10/22/18-11/18/18	Term C Classes Begin
11/19/18-12/16/18	Term D Classes Begin
11/22/18-11/25/18	Thanksgiving Break
11/26/2018	Return
12/17/18-01/06/19	Holiday

ACADEMIC CALENDAR 2019

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

1/1/2019	New Year's Day
01/07/19-04/28/19	Winter Semester
01/07/19-02/03/19	Term A Classes Begin
1/21/2019	Martin Luther King Jr. Day
1/22/2019	Return
02/04/19-03/03/19	Term B Classes Begin
2/18/2019	President's Day
2/19/2019	Return
03/04/19-03/31/19	Term C Classes Begin
04/01/19-04/28/19	Term D Classes Begin
04/19/19-04/21/19	Easter Break
4/22/2019	Return
04/29/19-05/05/19	Spring Break

Semester II

05/06/19-08/25/19	Summer Semester
05/06/19-06/02/19	Term A Classes Begin
5/27/2019	Memorial Day
5/28/2019	Return
06/03/19-06/30/19	Term B Classes Begin
07/01/19-07/28/19	Term C Classes Begin
7/4/2019	Independence Day
7/5/2019	Return
07/29/19-08/25/19	Term D Classes Begin
08/26/19-09/01/19	Summer Break

Semester III

09/02/19-12/22/19	Fall Semester
09/02/19-09/29/19	Term A Classes Begin
9/2/2019	Labor Day
9/3/2019	Return
09/30/19-10/27/19	Term B Classes Begin
10/28/19-11/24/19	Term C Classes Begin
11/25/19-12/22/19	Term D Classes Begin
11/28/19-12/01/19	Thanksgiving Break
12/02/2019	Return
12/23/19-01/12/20	Holiday

ACADEMIC CALENDAR 2020

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

1/1/2020	New Year's Day
01/13/20-05/03/20	Winter Semester
01/13/20-02/09/20	Term A Classes Begin
1/20/2020	Martin Luther King Jr. Day
1/21/2020	Return
02/10/20-03/08/20	Term B Classes Begin
2/17/2020	President's Day
2/18/2020	Return
03/09/20-04/05/20	Term C Classes Begin
04/06/20-05/03/20	Term D Classes Begin
04/10/20-04/12/20	Easter Break
4/13/2020	Return
05/04/20-05/10/20	Spring Break

Semester II

05/11/20-08/30/20	Summer Semester
05/11/20-06/07/20	Term A Classes Begin
5/25/2020	Memorial Day
5/28/2020	Return
06/08/20-07/05/20	Term B Classes Begin
7/3/2020	Independence Day (Observed)
7/6/2020	Return
07/06/20-08/02/20	Term C Classes Begin
08/03/20-08/30/20	Term D Classes Begin
NONE	Summer Break

Semester III

08/31/20-12/20/20	Fall Semester
08/31/20-09/27/20	Term A Classes Begin
9/7/2020	Labor Day
9/8/2020	Return
09/28/20-10/25/20	Term B Classes Begin
10/26/20-11/22/20	Term C Classes Begin
11/23/20-12/20/20	Term D Classes Begin
11/26/20-11/29/20	Thanksgiving Break
11/30/2020	Return
12/21/20-01/10/21	Holiday

Southeastern College Catalog Addenda
2017 – 2018 Catalog, August 2017, Volume XXIX, Edition No. 1
(Deletions denoted by strikethroughs. Revisions denoted by underscores)

West Palm Beach Location – Effective 11/1/2017

Front Cover

Main Campus

Southeastern College, West Palm Beach

~~2081 Vista Parkway, #100B~~ 1756 N Congress Ave.

West Palm Beach, FL ~~33411~~ 33409

Phone: (561) 433-2330

Fax: (561) 689-5980

Description of Facilities and Equipment, p.8

~~Southeastern College's West Palm Beach Main Campus is located at 2081 Vista Parkway, #100B, West Palm Beach, FL 33411. The school is conveniently located near the Florida Turnpike and I-95. The building is over 15,000 square feet with air conditioned and well lit classrooms, laboratories, media/career center and offices providing students with a modern and comfortable learning environment. In addition, the Campus provides ample free parking. The equipment meets industry standards and effectively meets the objectives of the programs.~~

Southeastern College's West Palm Beach Main Campus is located at 1756 N Congress Avenue, West Palm Beach, FL 33409. The school is conveniently located near I-95 off FL-704/Okeechobee Boulevard. The building is approximately 20,760 square feet with air-conditioned and well-lit classrooms, laboratories, media/career center, and offices providing students with a modern and comfortable learning environment. In addition, the Campus provides ample free parking. The equipment meets industry standards and effectively meets the objectives of the programs.

Volume Number – Effective 11/1/2017

Front Cover

VOLUME ~~XXVIII~~ XXIX