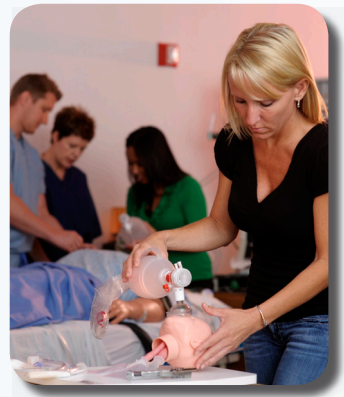


2011-2012 Academic Bulletin

Graduate

Our Vision

NURTURE
EXCELLENCE
SPIRITUALITY
STEWARDSHIP



Florida Hospital College of Health Sciences

Academic Calendar

Fall 2011 Trimester, August 29 - December 09, 2011

July 5 - August 3 Returning student registration

July 11 - August 3 New student registration

July 1 New student application deadline for fall 2011

July 22 Financial Aid application deadline for fall 2011

August 29 Classes begin

September 2 Last day to register, add a class, drop a class with no record, or change to audit

September 5 Labor Day, **no classes**

September 12 Convocation

November 11 Last day to withdraw from classes and receive a "W" (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)

November 14 First day all withdrawals receive a grade of "WF" (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)

November 23 - 25 Thanksgiving holiday break, **no classes**

December 5 - 9 Final examinations

December 11 Graduation ceremony

December 12 - January 6 Christmas holiday break, **no classes**

Spring 2012 Trimester, January 9 - April 20, 2012

October 31 - December 7 Returning student registration

November 7 - December 7 New student registration

November 1, 2011 New student application deadline for spring 2012

November 21, 2011 Financial aid application deadline for spring 2012

January 9 Classes begin

January 13 Last day to register, add a class, drop a class with no record, or change to audit

January 16 Martin Luther King Jr. Day, **no classes**

February 27 - March 2 Spring break, **no classes**

March 6 Spring Picnic

March 30 Last day to withdraw from classes and receive a "W" (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)

April 2 First day all withdrawals receive a grade of "WF" (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)

April 16 - 20 Final examinations

April 22 - Graduation ceremony

April 23 - May 4 **No classes**

14 - Week Summer Trimester, May 7 - August 10, 2012

March 19 - April 18 Returning student registration

March 26 - April 18 New student registration

March 1 New student application deadline for summer 2012

April 2 Financial aid deadline for summer 2012

May 7 Classes begin

May 11 Last day to register, add a class, drop a class with no record, or change to audit

May 28 Memorial Day, **no classes**

July 4 July 4th holiday, **no classes**

July 20 Last day to withdraw from classes and receive a "W" (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)

July 23 First day all withdrawals receive a grade of "WF" (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)

August 6 - 10 Final examinations

August 13 - 31 Summer break, **no classes**

Introduction

College History

Spirituality! Excellence! Nurture! Stewardship!

These four words, keys to our mission statement describe the vision of Florida Hospital College of Health Sciences -- a vision with a heritage dating back nearly a century.

The Florida Hospital School of Nursing operated on the Hospital campus from 1913 until 1958 when Southern Adventist University (SAU) (then Southern Missionary College) began sending nursing students from its Tennessee campus to Orlando for clinical experiences at the Hospital. In 1983, SAU opened an Orlando Center on the Hospital Campus, offering an Associate degree in Nursing. The Hospital had (in 1964) already founded a School of Practical Nursing, and hospital-based programs had opened in Radiography in 1962 and in Sonography in 1988. The groundwork for a College was laid.

In 1992, a new institution, Florida Hospital College of Health Sciences (FHCHS), was formed, merging SAU's Associate degree Nursing program with three hospital-based programs: a certificate program in Practical Nursing and Associate degree programs in Radiography and Sonography. In 1998, FHCHS became a Baccalaureate-degree-level institution, granting a Bachelor of Science Degree in Nursing.

Since then, the College has added Associate degree programs in Nuclear Medicine, Occupational Therapy Assistant, and Pre-Professional Studies. Six new Baccalaureate programs have also been added: distance-learning degrees in Radiologic Sciences, Diagnostic Medical Sonography and Nursing and on-campus degrees in Health Sciences, Biomedical Sciences and Nuclear Medicine. In 2008, the College began its first graduate program, offering a Master's degree in Nurse Anesthesia. The second, a Master's degree in Occupational Therapy will begin in the fall of 2011.

Florida Hospital College -- offering Associate degrees, Baccalaureate degrees and Master's degrees and building on 98 years of health education experience -- continues to grow as an institution with a history of quality and a passion for excellence!

Mission Statement

Florida Hospital College of Health Sciences, a Seventh-day Adventist institution, specializes in the education of professionals in healthcare. Service-oriented and guided by the values of Nurture, Excellence, Spirituality, and Stewardship, the College seeks to develop leaders who will practice healthcare as a ministry.

Vision Statements

The four words and their accompanying definitions are an identification and explanation of the values underlying the College Mission Statement. They play a vital role in the fulfillment of this Mission.

Nurture

Florida Hospital College will be an institution that encourages the personal and professional growth of its students, faculty, and staff by nourishing their spiritual development, fostering their self-understanding, and encouraging a zeal for knowledge and service.

Excellence

Florida Hospital College will be an institution whose programs are built upon an optimal blend of superior pedagogy, technology, and spiritual values, a blend designed to lead to the highest level of professional practice by its graduates.

Spirituality

Florida Hospital College will be an institution where Christian professionalism is such an integral part of its programs and practices that it becomes the distinguishing characteristic of the organization.

Stewardship

Florida Hospital College will be an institution where the wise stewardship of its human, intellectual, financial, and physical resources enables the College to achieve outcomes consistent with its mission.

Learning Outcomes

Caring

The FHCHS graduate will be a caring professional. These individuals possess willingness to understand another's perspective on life, demonstrate concern for individuals they work for and with, and have the ability to engage in activities for the benefit of others.

A caring individual:

- Integrates the principles of caring
- Respects the dignity and wellbeing of others
- Demonstrates empathy
- Evaluates his or her own caring behaviors through reflection and peer evaluation.

Communication

The FHCHS graduate will be an effective communicator. Communication is characterized by appropriate verbal, nonverbal, and written skills.

The effective communicator:

- Demonstrates proficiency in the English language
- Recognizes and implements appropriate communication in a variety of settings
- Addresses communication barriers appropriately
- Maximizes opportunities to create a positive first impression
- Engages in active listening

Critical Thinking

The FHCHS graduate will be a critical thinker. A critical thinker is one who can gather relevant information and analyze and use that knowledge appropriately.

The critical thinker:

- Engages in inductive and deductive reasoning, analysis, and decision-making
- Applies critical thinking skills in a variety of situations

Ethical/Moral

The FHCHS graduate will treat everyone with respect and equality, recognizing the value of each person. The graduate will demonstrate integrity by exhibiting the characteristics of a Christian professional.

The ethical/moral individual:

- Identifies the principles of ethical/moral decision making
- Possesses integrity that is evident in his or her professional relationships
- Exhibits ethical/moral standards in decision making
- Evaluates ethical/moral standards through reflection and peer evaluation

Lifelong Learning

The FHCHS graduate will be a lifelong learner. Lifelong learning is the pursuit of excellence through the ongoing acquisition of knowledge and professional expertise.

The lifelong learner:

- Seeks a variety of learning opportunities
- Integrates growth and improvement in learning experiences
- Reflects on learning experiences
- Demonstrates information literacy

Professional Expertise

The FHCHS graduate will demonstrate professional expertise by passing appropriate professional examinations and exhibiting proficiencies within the healthcare environment.

The professional will be able to:

- Demonstrate an adequate knowledge base of his or her profession

- Perform skills appropriate to the clinical environment
- Advocate for the patient and the profession
- Function appropriately within a team

Service to the Community

The FHCHS graduate will engage in socially responsible voluntary service to the community. These individuals will fulfill their social, civic, and environmental responsibilities through their involvement in service initiatives.

The serving individual:

- Addresses the needs of underserved populations
- Participates in the professional community
- Engages with civic entities
- Evaluates service opportunities through self-reflection and peer evaluations

Assessment of Learning Outcomes

Florida Hospital College of Health Sciences believes that assessment of learning outcomes and general education competencies should include:

- Both direct and indirect measures
- Assessments at the class level where a variety of techniques can be employed
- Student self-assessment
- Alumni self-assessment
- Use of nationally normed instruments where appropriate and available

General Information

Accrediting Bodies

Southern Association of Colleges and Schools (SACS)

Florida Hospital College of Health Sciences is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award Certificates, Associates, Baccalaureate, and Master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Hospital College of Health Sciences.

Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Accrediting Association of Seventh-day Adventists Schools, Colleges, and Universities

12501 Old Columbia Pike
Silver Spring, Maryland 20904
Phone: (301) 680-5068; Fax: (301) 622-9627

Council on Accreditation of Nurse Anesthesia Educational Program (COA)

222 South Prospect Avenue
Park Ridge, Illinois 60068-4001
Phone: (847) 655-1160
www.aana.com

Developing Program Status

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)

4720 Montgomery Lane/P.O. Box 31220
Bethesda, MD 20814-3425
Phone: (301) 652-AOTA
www.aota.org

Licensing Body

Florida Board of Nursing

4052 Bald Cypress Way, Bin C02
Tallahassee, Florida 32399-3252
Phone: (850) 245-4158; Fax: (850) 245-4172

Governing Academic Bulletin

This *Academic Bulletin* covers general questions relating to the academic policies that are to be observed by the student during the 2011-2012 academic year beginning with the fall trimester. It is the responsibility of the student to know the policies contained in this document. Problems and/or questions should be referred to the student's department chair or the Office of Academic Administration. The responsibility for meeting degree or certificate requirements rests with the student.

Students in degree programs are admitted under, and are subject to, the provisions of the *Academic Bulletin* and applicable *Supplements* for the year they are admitted to a program at FHCHS. If for any reason a break in attendance of two trimesters occurs, students must satisfy the *Academic Bulletin* requirements for the year of their re-entry.

The archived *Academic Bulletin* (PDF document) is the official source of information for all FHCHS academic policies and procedures, courses of instruction, and other information pertinent to the College. Changes to the archived *Academic Bulletin* will be published in Spring and/or Summer *Academic Bulletin Supplements* as official addendums.

Policies Regulating the Current Bulletin

The provisions of this *Academic Bulletin* are not to be regarded as an irrevocable contract between the student and FHCHS. The College reserves the right to change any provision or requirement at any time. College administration reserves the right to institute and give public notice of such changes as it deems necessary during the period when this *Academic Bulletin* is in effect.

Attendance and Progression at FHCHS

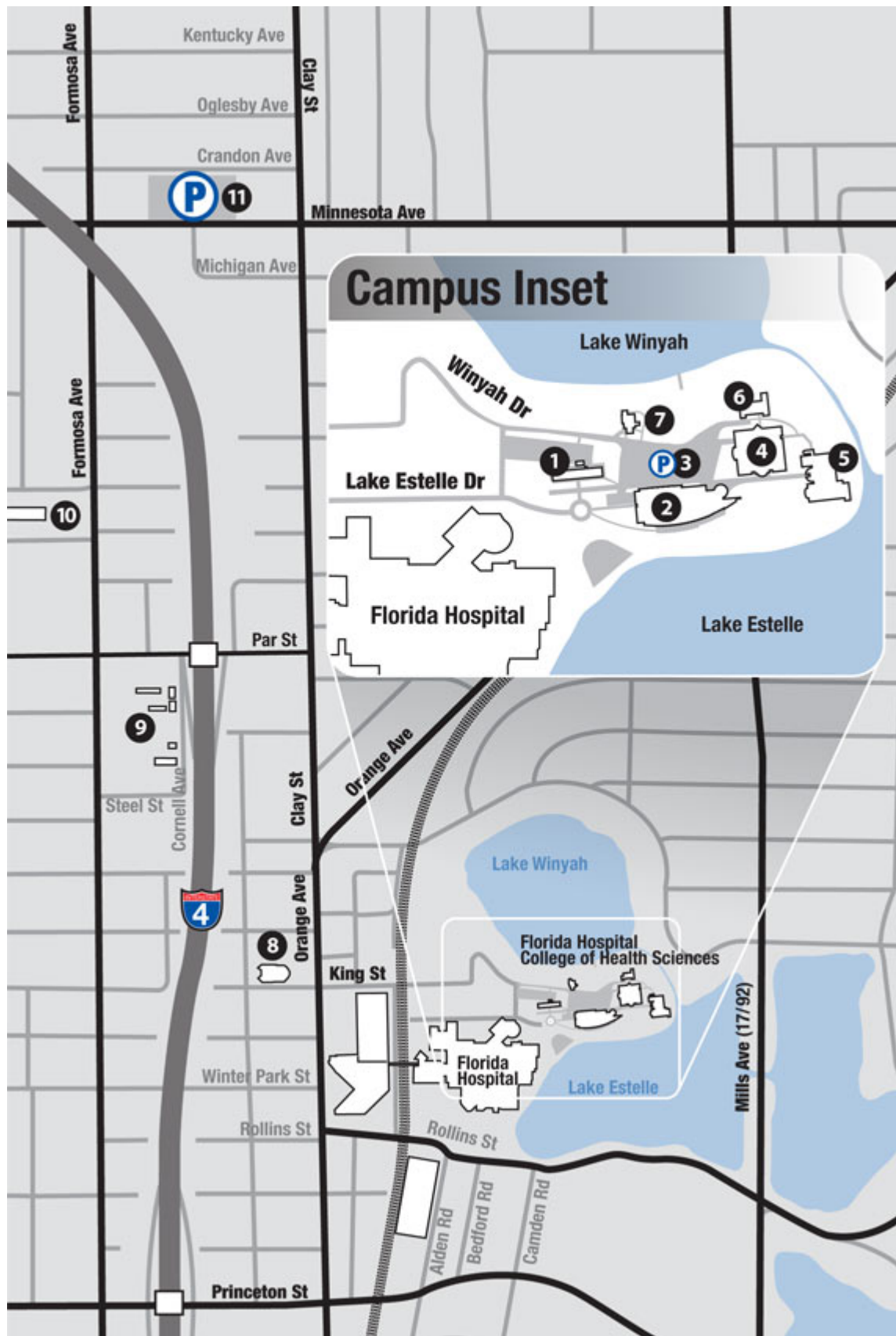
The admission of students to FHCHS, their progression and status, the awarding of academic credits, and the conferral of degrees are all subject to the ordinary regulatory powers of FHCHS. The College reserves the right to cancel, at its discretion, any of these privileges for reasons considered sufficient by the administration.

The Office of Academic Administration reserves the right to review the work of any student and, in consultation with the department chair and faculty, to dismiss those students who are not making satisfactory academic progress.

Disciplinary Authority

The disciplinary authority of FHCHS is vested in the president, those asked by the president to act on his behalf, and in the committees and administrators of FHCHS on whom jurisdiction may be conferred for specific cases and specific areas of responsibility.

College Campus Map and Facilities



1. Professional Services Building
 - Campus Operator
 - Classrooms
 - echelon
 - Campus Security
 - Automated external defibrillator (AED) - on wall next to restroom entrance
2. Campus Center Building
 - Administration
 - Bookstore and Café
 - Classrooms
 - Department of Diagnostic Medical Sonography
 - Department of Occupational Therapy
 - Department of Nurse Anesthesia
 - Department of Radiologic Sciences
 - Radiography
 - Nuclear Medicine Technology
 - Enrollment Services
 - Faculty Offices (Adjunct)
 - Financial Services
 - Marketing and Public Relations
 - Student Lounge
 - Student Services
 - Alumni Office
 - Dean of Students
 - Campus Ministries
 - Student Government
 - Center for Academic Achievement
 - Counseling and Testing
 - Disability Services
 - Tutoring Services
 - AED 1st floor - next to chapel
 - AED 3rd floor - next to west stairwell
3. Visitor Parking
4. Nursing Building
 - Auditorium
 - Classrooms
 - Computer Laboratory
 - Department of Nursing
 - Learning Co-OP
 - Nursing Learning Center
 - Nursing Simulation Laboratory
 - AED 1st floor - lobby across from Co-op
5. General Education Building
 - Classrooms
 - Department of Health and Biomedical Sciences
 - Robert A. Williams Library
 - Science Labs
 - AED 1st floor - next to elevator
6. Andersen House
 - Curriculum and New Program Development
 - Faculty Lounge

- Grant Management
 - Institutional Effectiveness
7. Lake House
 - Registrar and Records
 8. Florida Hospital Seventh-day Adventist Church
 9. Bay Run Apartments
 10. LaSalle Arms Apartments
 11. Student Parking

Parking for commuter students is at the Calvary Assembly Church parking lot off Clay Street on Minnesota Avenue. A shuttle bus transports students to and from the campus.

Florida Hospital College of Health Sciences is located between Lake Winyah and Lake Estelle, east of Florida Hospital, Orlando, Florida.

The campus is easily reached by taking the I-4 Princeton Street exit. Drive east two blocks and then north on Orange Avenue to the Hospital. Turn right on King Street. Follow the signs to the campus (671 Winyah Drive, Orlando, FL 32803).

Nondiscrimination Statement

Florida Hospital College of Health Sciences maintains a policy of equal education opportunity for all applicants without regard to sex, race, age, marital status, disability, sexual orientation, color, or national or ethical origin. FHCHS does not discriminate in its educational or admission policies, financial affairs, employment programs, student life, or services in any College-administered program.

This notice is provided as required by the Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forward to the Dean of Students, Steve Roche, at:

Florida Hospital College of Health Sciences
Student Services
Attn: Steve Roche
671 Winyah Drive
Orlando, FL 32803
Ph. (407) 303-8016
Stephen.Roche@fhchs.edu

Rehabilitation Act (1973) Section 504: Services for Students with Special Needs

Florida Hospital College of Health Sciences is dedicated to the elimination of architectural and prejudicial barriers that prevent any qualified person from attending. All applications are welcome. Students who

anticipate the need for special services are encouraged to contact the Marketing and Public Relations Department to arrange a visit to the campus. During the visit, applicants will receive information about campus life and can discuss with the Office for Students with Disabilities any information pertinent to their personal needs.

All students with a documented disability, whether or not they are seeking accommodations, should contact the Office for Students with Disabilities when applying to the College. This is recommended to ensure timely implementation of accommodations should the student request it during his or her attendance at Florida Hospital College.

The Office for Students with Disabilities will request completion of a Voluntary Declaration of Disability Form. This form will direct the Office regarding the student's necessary support documentation.

If the student requests accommodation, that student must provide the Office for Students with Disabilities the requested current, official documentation related to his or her disability. That documentation will be used to determine the type and extent of accommodation that is most reasonable and effective for that student.

If the Office for Students with Disabilities agrees to accommodations, the student must submit a copy of his or her class schedule and proof of payment. The Office will notify each of the student's instructors of his or her needs once the student has completed the Release of Information Form. The instructor will receive an Academic Accommodation Form explaining the accommodations necessary for that student.

For each subsequent trimester, it is the student's responsibility to notify the Office for Students with Disabilities of his or her updated class schedule. A Release of Information Form will also need to be submitted each trimester that the student is requesting accommodations.

At any time, students may request in writing to discontinue any information sharing related to their disability. They may request to discontinue their accommodations at any time. Questions or concerns should be brought to the attention of the Office for Students with Disabilities.

Student Rights and Confidentiality of Records

The procedures for protecting the confidentiality of student records are based on the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights with respect to their education records. The rights include the following:

- *The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.*

Students should submit **written requests** to the Registrar that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the appropriate official to whom the request should be addressed.

- *The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.*

Students may ask the College to amend a record they believe is inaccurate or misleading. They should submit written requests to the College official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- *The right to file a complaint with the US Department of Education, concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.*
- *The right to request that the College not disclose personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

Records

- All medical records and disability reports are to be kept in a secure location on campus separate from the student's academic record. Academic records are kept in the Office of the Registrar.
- Directory information may be released to the news media and other persons upon request. Such information includes the following:
 - Name
 - Address
 - Dates of attendance
 - Degrees and awards received
 - E-mail
 - Enrollment status

- Institutions previously attended
- Major field of study
- Photograph
- Year in school (freshman, etc.)
- Students have the right to submit a request in writing to the Office of the Registrar to block the release of all or part of their directory information. To ensure confidentiality, this request must be completed and turned in by the end of the drop/add period of each trimester.
- Personal information will be disclosed solely after a written consent is submitted. Students who choose to have their records released to a third party, such as a parent or spouse, must fill out a Records Release Form with the Office of the Registrar.
- All documents submitted to Florida Hospital College become the property of the College.

Federal Drug-Free Workplace

It is the policy of Florida Hospital College of Health Sciences to maintain a safe and healthful environment for its students. A tobacco/alcohol/drug-free lifestyle for students is the goal. Therefore, it is the College's policy that the manufacture, distribution, and possession of illicit drugs are strictly prohibited. The use of tobacco, alcohol, and illicit drugs on the College campus or during any school-sponsored activity or event is strictly prohibited.

All students and College employees are provided annually with a copy of the FHCHS Drug Policy in which both College and legal sanctions for inappropriate drug use are detailed and the known health risks associated with inappropriate drug use are described. For the complete FHCHS Alcohol/Tobacco/Drug Policy, see the *Student Handbook*.

Admission Information

Applying to Florida Hospital College

The Office of Enrollment Services assists prospective students, applicants, and current students with any needs relating to general admission to Florida Hospital College or to a specific program. The office is located on the first floor of the Campus Center Building and can be reached by calling 407-303-7742.

It is understood that timely information regarding an applicant's admission status is very important. The following steps are used in processing the application paperwork once it has been received.

1. Applicants are required to use our online application found at <http://www.fhchs.edu/apply>. Applications received are processed and a User ID number is assigned even if an applicant has not yet been accepted to the College. To obtain a User ID and Password log onto <http://my.fhchs.edu>, scroll down to the bottom of the page, and click "Students: Look up your User ID and/or Password."
2. During the application process, you are encouraged to contact the Graduate Enrollment Specialist (407-303-7742) for information regarding processes and questions about becoming an FHCHS student. Applicants will not be considered for admission until all application materials have been received.
3. Applicants who are not U.S. citizens must provide proof of legal residency.
4. Completed files will be reviewed for the graduate program selected on the application. Students will be notified of the Committee's decision in writing after the admission deadline. Admission status is available at <http://my.fhchs.edu>.
5. If the applicant indicated an interest in Graduate General College on their application and were granted admission, it will allow them to take Graduate general education courses only. To enroll in program-specific courses, a student must be admitted to that program. Once admitted to the College, students should stay in touch with the Enrollment Services Office to ensure their file is complete and ready for consideration by the specific program.

Privacy Policy for Applicants to FHCHS

Florida Hospital College of Health Sciences (FHCHS) regards each applicant as an adult capable of transacting his or her own "business" relating to the application, enrollment, and progression processes at our College. Once an applicant is accepted, his or her information is subject to the Family Educational Rights and Privacy Act (FERPA). However, during the application process, it is the policy of FHCHS to discuss information pertaining to an applicant's file with the applicant only.

Background Check

Florida Hospital College of Health Sciences requires all new students to complete a background check before registering for the first time. This information is needed for participation in Service Learning projects and in clinical settings. The student is responsible for all costs incurred during this process.

Go to <https://aisreports.acxiom.com/consumer/contractor.asp> to complete the online portion of the background check.

The background check hold will not be removed until the online report is received. The online report is sent directly to FHCHS. The student does not need to provide a copy unless one is requested.

Only one background check is required per degree for students unless they are not admitted to a professional program within two years of completing the first background check. If it has been more than two years, students will be required to complete a second background check. FHCHS alumni from one program will be required to complete a new background check if they pursue another degree.

Background Check Discrepancy Policy

The Office of Enrollment Services in conjunction with FHCHS Human Resources, will do a preliminary review of all background checks. Any report that includes a report of an incident not previously disclosed by the applicant in his/her application for admission will be forwarded to the Citizenship Committee for further consideration.

Applicants who are referred to the Committee shall have the opportunity to submit written comments regarding the incident reported on the background check. The comments must be provided to the Office of Enrollment Services within five (5) business days of the date the applicant receives a letter by certified U.S. mail that his/her file is being referred to the Committee. These comments will be added to the material to be reviewed by the Committee. Please note that because the Committee must review all applicants prior to the close of registration, the period of time for submission of comments may be compressed if information is received on a background check in the weeks nearing the close of registration.

Although the Assistant VP of Human Resources is not a regular member of the Citizenship Committee, he or she will be invited when reviewing background check discrepancy cases in addition to any others deemed appropriate by the Committee Chair. An attorney may serve as counsel to the Committee. The Committee shall meet on an as-needed basis to review applications referred to it by the Office of Enrollment Services.

The Committee will review the background check report, any additional information provided by the applicant, and any other information it considers relevant. Florida Hospital College may independently seek additional information about the incident that is the subject of the report. If it does so, it will share any additional information obtained with the Committee and the applicant.

Each case will be considered individually, and no information will automatically result in the revocation of acceptance. A decision regarding final acceptance will be made only after careful review of factors including, but not limited to, the nature and seriousness of the offense, the circumstances under which the offense occurred, the relationship between the offense and the program to which the student is applying (including its clinical components), the age of the person when the offense was committed, whether the offense was isolated or part of a pattern of behavior, the length of time since the offense was committed, past employment and volunteer experience, past history of misconduct at prior institutions, evidence of

successful rehabilitation, and forthrightness of the information about the incident in the opportunities for self-reporting.

After fully considering each referred applicant, Committee members shall vote either to finalize or withdraw the offer of acceptance extended to the applicant. The Office of Enrollment Services shall advise the applicant of the Committee's decision within ten (10) business days of the date of the decision.

Post-Baccalaureate Admission Requirements

Those who seek to enroll for post-baccalaureate courses, in order to satisfy undergraduate prerequisites for FHCHS graduate programs, may apply for admission to the Post-Baccalaureate program. Enrollment in this program is limited to three trimesters; and a minimum of six credit hours per trimester must be taken to satisfy financial aid requirements.

Applicants will be considered for Post-Baccalaureate admission when they:

1. Submit an application online and \$20 application fee.
 1. Paperwork received without an application on file will not be processed. Admission files will not be considered complete until the application fee is paid.
 2. Please see "Privacy Policy for Applicants to FHCHS" for guidelines on disclosure of admission information.
2. Submit official transcripts from all colleges¹ previously attended. Transcripts must be mailed directly to the Office of Enrollment Services from each institution attended. Hand-delivered or faxed copies will not be considered official. Unofficial transcripts² may be used for preliminary admission calculations. Failure to disclose all colleges previously attended could result in denial or dismissal.
3. Present evidence of graduation with a Bachelor's degree from a regionally accredited institution.
4. Present a minimum cumulative GPA of 2.50 (on a 4.00 scale) on all previous college-level academic work from the above institutions.
5. Submit official transcripts for any College Level Examination Program (CLEP), Advanced Placement (AP), and/or International Baccalaureate (IB) coursework only if the applicant would like them to be considered for transfer of credit.
6. Provide evidence of English language proficiency for those applicants for whom English is not their primary language or who have graduated from a non-English speaking school (see English Language Proficiency section).

A transcript is considered official when stamped with the official school seal and security paper, signed by the appropriate school official, and received in a sealed envelope directly from the sending institution. Transcripts will also be considered official if sent directly to FHCHS via a secure electronic exchange site. Contact the Office of Enrollment Services for information on which electronic transcript exchange companies FHCHS uses. Florida Hospital College of Health Sciences will not accept transcripts issued to students or submitted by students as official documents. Faxed transcripts are not considered official. Recommendation forms, official transcripts, and career essays received for applicants with an FHCHS application will be retained for one year if the applicant does not become a student in that time. Applications received without an official transcript(s), career essay, and/or recommendation forms will be retained for six months.

Applicants who have not exhibited integrity and appropriate behavior during the application process or whose admission materials provide sufficient evidence that their character is not in keeping with the mission of Florida Hospital College may be denied admission.

¹ Admission GPAs will be calculated, based on credits and grades from regionally accredited institutions only.

² The Office of Enrollment Services accepts unofficial transcripts during the admission process and will use them in part to consider granting Provisional admission status. Unofficial transcripts will be accepted from the student or by fax from the institution but must be as similar to an official transcript as possible. Key elements must include courses taken, grades earned, credit hours, quality points, term GPAs, and the cumulative GPA. Degree audits and class schedules will not be accepted as unofficial transcripts. Courses will not be transferred at any time based on unofficial transcripts.

Graduate General College Admission Requirements

Those who wish to enroll for graduate-level course work (as opposed to the undergraduate courses as specified in the Post-Baccalaureate section) but are not seeking admission to FHCHS's professional, graduate programs should indicate they seek Graduate General College admission. This type of admission does not include admission to any other of FHCHS's graduate or undergraduate programs.

Please call the Office of Enrollment Services at 407-303-7742 for admission deadline dates. Students will be considered for Graduate General College admission when they:

1. Submit an application online and \$100 application fee.
2. Present evidence of a Bachelor's degree in an appropriate major from a regionally accredited college or university.
3. Submit all official transcripts from all undergraduate and/or graduate institutions attended. Transcripts must be mailed directly to the Office of Enrollment Services from each institution attended. Hand-delivered or faxed copies will not be considered official. Failure to disclose all colleges previously attended could result in denial or dismissal.
4. Submit official transcripts for all College Level Examination Program (CLEP), Advanced Placement (AP), and/or International Baccalaureate (IB) coursework only if the applicant would like them to be considered for transfer of credit.
5. Present a minimum cumulative undergraduate GPA of 2.50 or higher on a 4.00 scale.
6. Submit official satisfactory score on Graduate Record Examination (GRE) or Miller Analogies Test (MAT).
7. Provide evidence of English language proficiency for those applicants for whom English is not their primary language or who have graduated from a non-English speaking school (see English Language Proficiency section).

Due to the type and quality of resources needed for graduate coursework, course enrollment may be limited. Students accepted to a program of study will be given preference for course enrollment.

A transcript is considered official when stamped with the official school seal/security paper, signed by the appropriate school official, and received in a sealed envelope directly from the sending institution. FHCHS will not accept transcripts as official documents that have been issued to students or submitted by students. Faxed transcripts are not considered official. Recommendation forms, official transcripts, and career essays

received with an FHCHS application will be retained for one year. Applications received without an official transcript(s), career essay, and/or Recommendation Forms will be retained for six months.

Applicants needing to complete undergraduate prerequisite requirements should refer to the Post-Baccalaureate section.

The FHCHS graduate programs have additional admission requirements, please refer to the appropriate section of the *Graduate Academic Bulletin*.

Graduate General College Reactivation or Enrollment Interruption

The following policy refers to reactivation or reapplication steps for Graduate General College students who were accepted but did not enroll, students with an enrollment interruption of three trimesters or less, and students with an enrollment interruption of more than three trimesters.

Accepted Students Who Do Not Enroll

Students who have been accepted to Graduate General College and choose not to enroll for the specific trimester for which they were admitted have one year from the date of acceptance before all new documents will be required. If it is within the one-year time frame, a student is required to submit:

- A Reactivation Form
- Updated transcript(s) for any additional college work

If it has been more than one year from the date of acceptance, the student will be required to reapply to the College and must provide a new admission documents. This new information will be reevaluated by the Graduate General College Admissions Committee and a new admission decision given at that time. Students should contact Enrollment Services for more information regarding what is required of them to reapply. Graduate General College admission and registration deadlines will apply.

Enrolled Students with an Enrollment Interruption of Three Trimesters or Less

Students attending FHCHS with an enrollment interruption of three trimesters or less are also required to submit a Reactivation Form and any updated transcript(s) for additional college work completed during the enrollment interruption. Students have until the last day of the third trimester to reactivate their file but must still meet published admission deadlines to re-enroll. After the last day of the third trimester, students must reapply to the College. This applies to students accepted into Graduate General College only.

A hold will be placed on the student's record to prevent registration until these requirements are met. Registration deadlines must be met.

Enrolled Students with an Enrollment Interruption of More than Three Trimesters

Students who interrupted their enrollment for more than three trimesters will need to reapply and will be reevaluated by the Graduate General College Admissions Committee. Students should contact Enrollment Services for more information regarding what is required of them to reapply. Graduate General College admission and registration deadlines will apply.

English Language Proficiency

Before applying to the College, all students for whom English is not their primary language must demonstrate English proficiency in **one** of the following ways:

- Graduation from an English-speaking high school and successful completion of two semesters of high school English IV or English IV-ESOL with a minimum grade of “C”; or
- Successful completion of college-level English Composition I from an English-speaking regionally accredited college with a minimum grade of “C”; or
- Successful completion of the English I CLEP exam; or
- A minimum score of 550 on the paper-based TOEFL exam; or
- A minimum score of 213 on the computer-based TOEFL exam; or
- A minimum score of 79 on the Internet-based TOEFL exam; or
- A minimum score of 19 on the English portion of the ACT.

Students who do not meet the above criterion should complete courses elsewhere to improve their English skills before enrolling at FHCHS.

Applicants to Distance Education programs requiring proof of licensure will be exempt from proving English language proficiency due to having met these requirements as part of the licensure process.

Health and Immunization Requirements

General education students must present the following:

- Yearly verification of tuberculosis screening test. If test is positive refer to the Communicable Disease Policy in the *Student Handbook*.
- Updated immunization records including, MMR, and Tetanus-Diphtheria
- Verification of varicella vaccination or immunity (titer)

Students in a professional program must present the following:

- Yearly verification of tuberculosis screening test. If test is positive refer to the Communicable Disease Policy in the *Student Handbook*.
- Updated immunization records including Hepatitis B, MMR and Tetanus-Diphtheria
- Verification of varicella vaccination or immunity titer
- Evidence of physical examination within three months prior to beginning a professional program

In addition to the above criteria, individual programs may have specific requirements which are listed in the individual program sections of this *Academic Bulletin*.

Program Deposit

Each applicant accepted to a degree program is expected to pay a non-refundable deposit of \$500 to reserve his or her place in the program. The applicant's acceptance letter will contain a deposit deadline indicating when the deposit must be received by the College. Once the student enrolls in the program, this deposit will be applied toward the student's account. Applicants who have paid the deposit, but decide not to enroll in the program, will forfeit the deposit. If that student is admitted to the same program at a later date, they will be required to pay the full deposit amount again. If an applicant is admitted to a program with prerequisites in progress and becomes ineligible for admission due to his or her grades, a full refund will be provided. A program deposit is not transferable to another professional program.

Readmission after Unsuccessful Progression in a Degree Program

Students who have not successfully progressed in a degree program will be withdrawn from that program, but not necessarily from the College. They must notify the program chair of their desire to be readmitted by submitting a *Reapplication Form* to the department and a *Program Readmission Form* to the Office of Enrollment Services. Students should also check with Enrollment Services to ensure that no additional documentation is required. Readmission is not automatic and is contingent upon available space. Students will be readmitted under current program policies (see individual program section in the current *Academic Bulletin* for additional requirements and details).

Reapplication

Applicants who have been denied admission to the College may reapply to FHCHS for the next trimester as long as they have successfully met the minimum admission requirements. Before reapplying, these individuals must submit any additional official transcripts documenting the successful completion of coursework required to raise their admission GPA or proof of English Language Proficiency. In addition, applicants should contact the Office of Enrollment Services to determine if other documents will be necessary.

Academic Information

Blended Education

Blended learning includes content and activities delivered in a web-based format, while other content and activities are offered in a traditional classroom setting. The blended course promotes learning that is interactive and engaging for the student in the classroom but also allows them the autonomy to learn at their own pace outside the classroom. In the blended format, a portion of the course activities will be completed on campus to provide face-to-face contact with course instructors. Course activities may include, but are not limited to: lecture content, case scenarios, chat or discussions, exams, and clinical involvement.

Distance Education

Simulating the best of classroom learning, distance education is a blend of best practices in synchronous and asynchronous learning. All distance courses require regular real-time interaction in small groups providing strong student engagement, tracking learning accountability, fostering collaboration and community building, and enhancing instructor presence. Audio lectures and interactive content enhance comprehension and retention. The individual attention provided to distance students helps the instructor know each student as more than just a name. Integrated within a course management system, distance learning delivers education to students located anywhere without compromising quality, rigor, or integrity.

Degree Requirements and Graduation

All incomplete, deferred, and missing grades must be resolved before a student can graduate.

All students must submit a *Graduation Application* to initiate the graduation process. These applications are available on the College website. Students anticipating completion of degree requirements must file this form with the Office of the Registrar by the date indicated on the form. Failure to meet the deadline will result in being unable to participate in the graduation ceremony. Please contact the Office of the Registrar for more information.

All degree candidates are encouraged to participate in the graduation ceremony. A graduation fee (see the Fee Schedule section) will be assessed the last trimester students are in attendance before completing their degree requirements.

Students will be recommended for graduation and eligibility for the certification examination (where applicable) when they:

1. Meet all the requirements of Florida Hospital College of Health Sciences and the Academic Program.
2. Complete the degree with a cumulative grade point average as required by each program.

3. Meet the specific requirements of each program as outlined in the departmental section of this *Academic Bulletin*.
4. Meet all the requirements of the accrediting/approval bodies for licensure and certification (where applicable).
5. Complete all required clinical experiences.
6. Complete all courses specific to the professional discipline with the required minimum grade (refer to Progression and Completion sections of the professional programs for more information).
7. Complete the overall sequence of graduate courses with a grade point average of 3.0 or better.

Policies and Procedures

Academic Advising

Academic advising is provided to all FHCHS students. Advisors assist with setting academic goals, interpreting academic policies and procedures, course selection, registration, and personal development. Advisors may refer students to additional resources as needed.

All students are assigned an academic advisor upon acceptance to FHCHS. Students must contact their academic advisor prior to the beginning of each trimester for course selection and approval and to monitor progress toward their educational and career goals.

Academic Appeal

Should a student have an academic grievance concerning a grade or other matters concerning a particular course, he or she should follow the appeal procedure outlined below:

1. The student should discuss the grievance with the instructor involved no later than five business days after the incident prompting the grievance.
2. The instructor must respond to the student within five business days of the appeal.
3. If the grievance is not resolved, a written statement should be submitted to the department chair no later than ten business days after the instructor's response. The chair will then speak with the instructor involved and reply in writing to the student within five business days of receiving the student's written statement. In departments where there is a program director, and when it is appropriate, the written statement may be submitted to that individual. The program director will respond within five business days of receipt of the statement. If the matter is not resolved, the student may appeal in writing to the department chair who will respond within five business days.
4. If a resolution has not been reached, the student may request that all materials concerning the grievance be given to the Office of Academic Administration. This individual will then review the grievance materials and return a written decision within ten business days of their receipt. The decision of the Office of Academic Administration is final.

Should a student have an academic grievance concerning a decision of his or her academic program, he or she should follow the appeal procedure outlined below:

1. The student should discuss the grievance with the department chair no later than five business days after the decision prompting the grievance.
2. The department chair must respond to the student within five business days of the appeal.
3. If resolution has not been reached, a written statement should be submitted to the Office of Academic Administration no later than ten business days after the chair's response. This individual will then speak with the department chair and reply in writing to the student within ten business days of receiving the student's written statement. The decision of the Office of Academic Administration is final.

See specific program policies for appeal processes related to clinical learning experiences.

Complaints against specific graduate programs may be referred to the appropriate accrediting body after all internal mechanisms for resolution have been exhausted.

Academic Dismissal

A student is subject to academic dismissal when any of the following occur:

- Earning a cumulative GPA below 3.00 during any trimester.
- Displaying a high degree of academic irresponsibility in matters of course attendance or class assignments.
- Displaying a high degree of academic dishonesty (See Academic Integrity section).

Academic Evaluation

The following grading system records students' achievements and computes their progress:

Grading System	
Grade	Quality Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	.70

F	0.00
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Additional Designations

AU Audit

I Incomplete

W Withdrawal from course

Audit Policy

Any student has the option to audit a course. An audited course does not contribute toward grade point average, does not meet degree requirements, and does not count toward residency requirements or financial aid hours. The student may participate in all aspects of a course, but will not receive a grade or trimester credit. **A student who registers for an audit must do so within the drop/add period.** The designation "AU" will be placed on the transcript for each audited course. Students who wish to audit a professional program course must receive permission from the department chair. The tuition rate for audited courses is listed in the Fee Schedule in the Financial Information section.

Grade Point Average (GPA)

A student's grade point average for admission, academic standing, and graduation is based on the quality points assigned to each of the letter grades listed above (A-F). Non-letter grade designations (AU, DG, etc.) do not earn quality points and do not affect the grade point average. Florida Hospital College uses the following GPA designations:

Trimester GPA

GPA for each term.

FHCHS Residency GPA

All courses taken at FHCHS.

CUM GPA

Includes only coursework at FHCHS and does not include transfer credits.

Admission GPA

All credits earned both at FHCHS and at previously attended institutions (used for general College admission and for program admission).

Incomplete Policy

An Incomplete (I) is assigned when an approved or extenuating personal circumstances prevents a student who is passing a course for completion of final assignments and other course requirements by the end of the trimester. Circumstances may include, but are not limited to illness, the death of a family member, a family emergency, program remediation, or extension/interruption to clinical schedule. Students must request an incomplete grade in writing from the course instructor prior to the end of the course. The instructor determines whether an Incomplete grade is appropriate and submits the completed *Request for Incomplete Grade Form* to the Office of the Registrar with approval from the department chair.

To change an Incomplete, a student must submit all completed work assigned by the department. If required work is not completed by the established deadline, the Incomplete will automatically be changed to the grade noted on the *Request for Incomplete Grade Form*. Students may have up to the end of the following trimester to complete the outstanding assignments. A student who cannot complete course requirements by the specified deadline may request an extension from the instructor and department chair.

Students are assessed a fee for the processing of an Incomplete grade. Refer to Fee Schedule in this *Academic Bulletin*.

Academic Integrity

Academic integrity is fundamental to the vision and mission of Florida Hospital College of Health Sciences. We place a high value on truth, which implies a corresponding intolerance of academic dishonesty. It is important that all students are judged on their ability, and that no student is unfairly allowed an advantage over others, affects the security and integrity of the learning process, or diminishes the reliability and quality of a conferred degree. To graduate ethical, skilled professionals and citizens is a desired outcome of the College.

Ethical and Professional Behavior

Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Such standards are generally communicated to students by instructors and are available through publications produced by professional organizations. Unethical or unprofessional behavior will be treated in the same manner as academic dishonesty.

Categories of Academic Misconduct

The following document is concerned with students' actions – not their intentions. Academic dishonesty includes, but is not limited to, the following actions:

Cheating on Examinations

Cheating is using or attempting to use materials, information, notes, study aids or other assistance in any type of examination or evaluation which has not been authorized by the instructor.

Clarification

1. Students completing any type of examination or evaluation are prohibited from looking at another student's materials and from using external aids of any sort (e.g., books, notes, calculators, electronic resources, or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their place.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

Plagiarism

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue. Students will have plagiarized in any situation in which their work is not properly documented.

Clarification

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text, in a footnote, or in an endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or in an endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

Fabrication, Forgery and Obstruction

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences. Forgery is the imitating or counterfeiting of images, documents, signatures, and the like. Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.

2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged, or misleading information to College officials on College records or on records of agencies in which students are fulfilling academic assignments (including clinical sites, service learning, etc.)
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, or mutilation of resources so as to deprive others of their use.
5. Students may not access or use patient information in ways that violate HIPPA regulations.

Multiple Submissions

Multiple submission is the submission of the same or substantially the same work for credit in two or more courses. Multiple submission shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submission shall not include those situations where the prior written approval of the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submission of the same or substantially the same work in the same trimester or in different trimesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).
3. Students may resubmit a prior academic endeavor if there is substantial new work, research or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with prior written permission from all faculty involved. Instructors will specify the expected academic effort applicable to their courses, and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain written permission from each instructor shall be considered a multiple submission.

Complicity

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other College official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous trimesters.

Misconduct in Research Endeavors

Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the College in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing, or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and College regulations for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

Computer Misuse

Use of computers that is disruptive, unethical, or illegal use of the College's computer resources, including any actions which violate the *Florida Hospital College of Health Sciences Student Computer Use Policy* is prohibited. Misuse of computers also includes disruptive, unethical, or illegal use of the computers of another institution or agency in which students are performing part of their academic program.

Clarification

1. Students may not use the College computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.
3. Students may not use College computer resources to engage in illegal activity, including but not limited to the following: illegally accessing other computer systems, exchanging stolen information, and violating copyright agreements which involve software or any other protected material.
4. Students may not use any College computer as a host system for any unauthorized service or application.

Misuse of Intellectual Property

Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets, or intellectual properties.

Clarification

1. Students may not violate the College policy concerning the fair use of copies. This policy can be found in the *FHCHS Academic Bulletin*.

Policies and Procedures for Dealing with Academic Misconduct

Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice pending completion of the disciplinary process. If the instructor must submit a final course grade before the case is resolved, then the student should be given an "Incomplete," which will not affect his or her GPA.

1. An instructor or other staff member who suspects a student of academic misconduct or receives a complaint alleging misconduct that raises suspicion may consult the Office of Academic Administration to learn whether there is any record of prior academic misconduct. The instructor will inform the student in writing within seven (7) days of discovering the misconduct. The instructor will include in the letter that he or she desires to meet with the student to discuss the allegation. The student must respond within seven (7) days from the date of the letter.
2. The instructor reviews all evidence, interviews any witnesses, meets with the student to discuss the allegation and to hear the student's explanation. The instructor makes a decision regarding the allegation. The student may have an FHCHS faculty or staff member of their choice accompany him or her to the meeting with the instructor, if they choose.
 - a. If the student does not respond to the notification within seven (7) days, the instructor continues with the investigation and report without the student's input.
3. If the instructor determines that the student has not violated the policy, the student will be notified in writing within seven (7) days of meeting with the instructor, whether or not the student responded.
4. If the instructor determines that the student has violated the policy, the instructor completes the Academic Dishonesty Report Form (ADRF) within five (5) days of the initial meeting with the student or from the end of the student's seven (7) day response period. The student then has five (5) business days to respond and to attend a formal meeting with the instructor.
5. If the student fails to respond, the instructor completes the Academic Dishonesty Report Form and imposes a final academic sanction which may include referring the matter to the Office of Academic Administration.
6. If the student responds, the student is given the ADRF and is asked to initial and sign the appropriate response. The student may have an FHCHS faculty or staff member of his or her choice accompany him or her to this meeting with the instructor if they choose.
7. A copy of the ADRF is given to the student (if he or she responds), Academic Administration, and the Department Chair. A copy is also given to the College Disciplinary Committee if the matter is referred to them.
8. If the instructor takes no action within (5) five days of meeting with the student, the allegations will be considered dismissed.

The disciplinary authority of FHCHS is vested in the President, those asked by the President to act on his or her behalf, and in the committees and administrators of FHCHS for whom jurisdiction may be conferred for specific cases or specific areas of responsibility.

If violations of academic integrity come to light subsequent to a student's graduation from the College, the instructor, program director, or department chair may make recommendations for disciplinary action to the Office of Academic Administration. This action may include nullification of the degree awarded. Decisions of this nature may be appealed to the President of the College.

Disciplinary Sanctions for Academic Misconduct

Sanctions will be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the College reserves the right to require counseling or testing of students as deemed appropriate. Definitions of disciplinary sanctions include the following:

1. Academic action
 - a. May include altering a grade or assigning a failing grade for the assignment, examination, or course.
2. Disciplinary report
 - a. All academic misconduct and sanctions are recorded on an Academic Dishonesty Report Form, which is kept on file with the Office of Academic Administration for the duration of the student's attendance at the College. If academic misconduct reoccurs, the report will be taken into consideration in determining further sanctions.
3. Restitution
 - a. Students are required to compensate the College or other persons for damages, injuries, or losses. Failure to comply could result in suspension or dismissal.
4. Probation
 - a. There may be specific restrictions or extra requirements placed on the student for a specified period. These may vary with each case and may include action not academically restrictive in nature, such as restriction from participation in College activities or other requirements. Disciplinary action should be consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated persons. Any further misconduct on the student's part during the period of probation may result in disciplinary suspension or dismissal.
5. College suspension
 - a. Suspension prohibits the student from attending the College. It prohibits the student from being present on specified College-owned, leased, or controlled property without permission for a specified period of time. Students placed on College disciplinary suspension must comply with all suspension requirements. A student seeking to attend the College after the conclusion of his or her suspension may apply for readmission to the College.
6. College dismissal
 - a. Dismissal permanently prohibits the student from attending classes at the College and permanently prohibits the student from re-enrolling at the College.

Resources

The following institution's policies were the sources referred to for guidance in the creation of the Florida Hospital College of Health Sciences Academic Integrity Policies and Procedures for Dealing with Academic Misconduct:

The University of Cincinnati

<http://nursing.uc.edu>

The University of New Orleans

<http://www.studentaffairs.uno.edu>

Rutgers University

<http://academicintegrity.rutgers.edu>

Iowa State University

<http://www.public.iastate.edu>

Central Michigan University

<http://ethics.cmich.edu>

Copyright Policy

1. Introduction

Florida Hospital College expects all members of the College community to make a good faith effort to respect the rights of copyright owners. This policy serves to affirm the College's commitment to comply with copyright law, to educate members of the College community about copyright law and rights available under that law, and to provide a standard approach for addressing complex copyright issues. This policy outlines the relevant statutes, codifies College practices relevant to copyright, and recommends tools by which faculty, staff, and students can ensure they respect the rights of copyright owners.

2. Copyright Basics

2.1. The Extent of Copyright

Copyright is the right of an author, artist, or other creator of an original work of authorship to control how his or her work is used. Under the United States copyright law ([title 17, U.S. Code](#)), copyright attaches the moment the original work of authorship is fixed in any tangible form—no formal registration is necessary. Copyright protection extends to literary works; musical works; dramatic works; pantomimes and choreographic works; pictorial, graphic, and sculptural works; sound recordings; and architectural works. Ideas, concepts, principles, procedures, processes, methods of operations, and discoveries are not protected by copyright.

United States copyright law grants copyright owners the exclusive rights to copy and/or distribute their work, to create derivative works, and to publicly perform or display their work ([17 U.S.C Section 106](#)). There are limitations on these rights, but in general the unauthorized reproduction, performance, display, or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties.

2.2. Limitations on Exclusive Rights

The exclusive rights of copyright owners have several limitations placed on them by copyright law. These limitations include copyright term limits, the first sale doctrine, special classroom exceptions, reproduction by libraries and archives, and fair use. Uses that fall under these limitations are allowed without the permission of the copyright owner. For any other use of copyrighted materials, the user must seek permission from the copyright owner.

2.2.1. Copyright Term Limits and Public Domain (Sections 301 – 305)

Copyright protection is not eternal. In the United States, copyright now lasts for the life of the author plus 70 years. For works where the author is unknown or the copyright owner is a corporation, copyright lasts for the shorter of 120 years from the creation date or 95 years from the publication date ([17 U.S.C Section 302](#)). Once a work's copyright term expires, it enters the public domain and can be freely used by anyone without permission. Works created by officers or employees of the United States government as part of their official duties are also part of the public domain; however, works published by state governments may be copyrighted.

All works published before 1923 have entered the public domain, and other works will be added as their copyright terms expire. For more information and guidelines for determining the copyright status of a work, see Cornell University's "Copyright Term and the Public Domain in the United States" (http://www.copyright.cornell.edu/public_domain/) and the American Library Association's Digital Copyright Slider (<http://librarycopyright.net/digitalslider/>).

2.2.2. The First Sale Doctrine (Section 109)

Section 109 ([17 U.S.C Section 109](#)) grants certain rights to the owner of a particular copy of a copyrighted work. The owner of the copy may, without permission, publicly display or sell it. The owner may also lend or lease his or her copy, though the commercial lending or leasing of computer software and sound recordings is specifically prohibited.

The first sale doctrine provides libraries with the right to lend out books and movies. Section 109 also gives libraries and non-profit education institutions the special right to lend computer software and sound recordings.

2.2.3. Special Classroom Exceptions (Section 110)

In a strict sense, any presentation of a copyrighted work in a classroom, such as reading aloud from a textbook, qualifies as a public display or performance and requires permission from the copyright owner. While drafting the copyright law, Congress was aware of the need of teachers to present copyrighted material during their lessons. Schools could not function if teachers had to obtain permission before discussing any copyrighted works in class. Section 110 ([17 U.S.C Section 110](#)) addresses this problem by granting teachers and students the right to perform or display copyrighted works in face-to-face teaching situations.

For a use to qualify under the exception granted by section 110, it must meet a number of requirements. The display or performance must be an integral part of the class, must be supervised by an instructor, must take place in a classroom or similar location, and must be open only to members of the class. Also, the copies displayed or performed must be lawfully obtained.

In 2002, Congress passed the TEACH act, which extends section 110 rights to distance education. TEACH allows the digital transmission of "a performance of a nondramatic literary or musical work or reasonable and limited portions of any other work, or display of a work in an amount comparable to that which is typically displayed in the course of a live classroom session" ([17 U.S.C Section 110](#)); digital educational works (works marketed specifically for transmission in distance education) are not covered.

TEACH also adds to the existing section 110 requirements. The educational institution must apply technological measures to prevent students from retaining the work past the class session or sharing the work without permission. And the institution must have in place copyright policies that promote copyright compliance and warn students that the works may be copyrighted.

2.2.4. Reproduction by Libraries and Archives (Section 108)

Copyright law recognizes several special rights that apply only to libraries. The primary right is the right of libraries to make and distribute a single copy of a work for non-commercial use ([17 U.S.C Section 108](#)). A library can copy an article or small portion of other types of works and give it to a library user provided that the library includes a copyright notice on the copy and has no notice that the user intends to use the copy for anything other than private study, scholarship, or research.

Section 108 also gives libraries the right to make multiple copies of works for preservation and to provide access to unpublished works.

2.2.5. Fair Use (Section 107)

One of the purposes of copyright is “to promote the Progress of Science and useful Arts” ([U.S. Constitution, Article 1, Section 8](#)). United States copyright law recognizes that there are uses, such as criticism, comment, news reporting, teaching, scholarship, and research that are necessary to promoting intellectual progress. Such “fair use” is not an infringement of copyright. While the other exceptions to copyright are put forth in some detail, fair use is left intentionally broad. Section 107 lists four factors to consider in determining whether a use qualifies as fair use:

“(1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

(2) the nature of the copyrighted work;

(3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

(4) the effect of the use upon the potential market for or value of the copyrighted work.” ([17 U.S.C Section 107](#))

These factors are not precise, and different people may make different determinations about what constitutes fair use. Only the court can officially state whether a given use is fair use or copyright infringement.

2.3. Infringement and Damages

If a copyright owner believes that a use violates his exclusive rights, he can sue the person responsible for copyright infringement. If the court agrees that the use is infringing, the user must cease the use and can face damages of up to \$150,000 per violation plus the copyright owner’s court costs and attorney fees ([17 U.S.C Chapter 5](#)). If a person makes 10 copies of a copyrighted work, each copy counts as a single violation, so damages can quickly reach millions of dollars.

A person or institution can be guilty of infringement without directly violating copyright. United States copyright law recognizes three types of infringement: direct, contributory, and vicarious. Direct infringement is the actual act of violating copyright. Contributory infringement takes place when a person or institution knew or should have known about the infringement and contributed to it. Vicarious infringement takes place when a person or institution knew or should have known about the infringement and benefited financially from it. FHCHS would be guilty of vicarious infringement if a professor made illegal copies of an article for a class rather than paying for it from the department's budget.

3. Responsibility

Individual FHCHS faculty and staff members are responsible for reading and understanding the College's copyright policy and shall be held accountable for willfully disregarding it in their use of copyrighted works. FHCHS will provide faculty and staff with access to resources that assist with determining permitted use. Faculty and staff are responsible for consulting those resources and applying them in accordance with the law.

At no time shall a faculty member, staff member, or student assistant who reproduces or distributes copyrighted materials in accordance with the written or verbal instructions of a supervisor be liable for any failure to follow copyright law. This protection does not apply if the faculty member, staff member, or student assistant acts without instructions or in a manner that falls outside of such instructions.

4. Guidelines for Proper Use of Copyrighted Materials

FHCHS endorses the following guidelines on the correct use of copyrighted materials in various situations:

- Agreement on Guidelines for Classroom Copying in Not-for-profit Educational Institutions with Respect to Books and Periodicals (<http://www.copyright.gov/circs/circ21.pdf>)
- CONTU Guidelines for Interlibrary Loan Photocopying (<http://www.librarycopyright.net/presentations/GLsInterlibLoan.pdf>)
- Fair Use Guidelines for Educational Multimedia (<http://ccumc.org/node/210>)
- Guidelines for Off-Air Taping for Educational Purposes (<http://www.lib.berkeley.edu/MRC/Kastenmeier.html>)

Members of the FHCHS community are expected to abide by these guidelines where applicable. However, the guidelines represent an attempt to define the minimum use that would be considered non-infringing. They should not be considered statements of the maximum use allowed. Many uses that fall outside the recommendations of the guidelines may be covered by fair use. The guidelines are also not infallible guards against infringement. A use that seems to fit within a guideline's boundaries may actually be infringing under certain circumstances. It is important to consider how the four factors of fair use apply to every proposed use that is not clearly covered by one of the exceptions in sections 108, 109, and 110.

5. Resources

Copyright is a complex issue. In addition to guidelines, FHCHS provides access to the following resources for students, faculty, and staff to use in determining if a use of work is permitted.

- University of Texas' Copyright Crash Course (<http://www.lib.utsystem.edu/copyright/>)
- Stanford University Libraries, Copyright and Fair Use (<http://fairuse.stanford.edu/>)
- North Carolina State University's TEACH Act Toolkit (<http://www.provost.ncsu.edu/copyright/toolkit/>)
- Columbia University Libraries, [Copyright Advisory Office](#)'s Fair Use Checklist (<http://www.copyright.columbia.edu/fair-use-checklist>)

For additional help in making decisions regarding copyright, please contact FHCHS' copyright resource officer.

6. Peer-to-peer Filesharing

Peer-to-peer filesharing has gained popularity over the last several years as a way to obtain copies of music and movies. Peer-to-peer networks allow people to download and upload material to and from any computer on the network. These networks make it easy for people to freely copy and distribute or download copyrighted music and movies.

Copying and distributing copyrighted movies and music for entertainment purposes without permission is a clear violation of copyright law. A growing use of peer-to-peer filesharing among college students is downloading textbooks. Even though the textbooks are used for education, downloading them simply to avoid paying for them is copyright infringement, not fair use. See Indiana University's "Filesharing and Copyright" (<http://www.copyright.iupui.edu/fileshare.htm>) for a more detailed discussion.

Florida Hospital College of Health Sciences' computer use policies state that the computer network on campus is not to be used for any illegal activity. This includes downloading and uploading files in violation of copyright law. Anyone who downloads or uploads copyrighted files illegally, whether through a peer-to-peer network or other means, will be subject to the penalties outlined in the College's computer use policies.

7. Permissions

If a proposed use of copyrighted material is not within fair use or any other exception, it doesn't mean that you cannot use the material. You may be able to obtain permission from the copyright owner. The copyright owner may control licensing directly, or rights may be available from a licensing agency.

Rights are often readily available. Check with the library to find out what rights FHCHS already has. The library's licenses for electronic access to a text-based work may include some reproduction and distribution rights. Licensing agencies, such as the Copyright Clearance Center (<http://www.copyright.com/>) or the Authors Registry (<http://www.authorsregistry.org/welcome.html>), can quickly provide rights the library doesn't have. For audio-visual materials, the library may have public performance rights for a performance not covered by section 110, or the library staff may be able to obtain those rights from the distributor.

For a comprehensive discussion of licensing and how to search for the owner of a copyright, see the Columbia University Libraries' Copyright Advisory Office (<http://www.copyright.columbia.edu/permissions>).

Active Military Duty

Any student called to active duty from the reserves of any branch of the military or the National Guard will receive special consideration from the College to ensure a smooth transition. Students should notify the department chair and submit a copy of the military orders. The length of service should be defined when possible. A full refund of tuition and fees for the current trimester will be granted.

Upon returning to the College, the student should provide documentation that he or she has been released from active duty. He or she must meet with the department chair to outline a new curriculum plan based on individualized learning needs and the length of time required to complete the program.

Attendance Policies

FHCHS students are expected to attend all scheduled courses, laboratories, clinicals, and/or practicums. The following attendance policies are in effect:

- Regular attendance in courses, laboratories, and clinicals is required.
- Failure to attend the first day of the course will result in automatic course withdrawal.
- It is the student's responsibility to contact the instructor if class appointments have been missed.
- All arrangements for an excused absence must have the instructor's prior approval. In the event of an emergency (e.g. illness), instructors may require official documentation or verification.
- When a student's number of absences (excused or unexcused) for any course exceeds 20% of the total course appointments, a grade of "F" may be given for that course.
- Students are allowed to consider as excused absences up to five days off for bereavement if the death was an immediate family member (spouse, parent, sibling, child, or grandparent). Other family members, such as aunts, uncles, and cousins, are usually not in this category unless they were part of the immediate family. Additional time must be requested by the student and agreed to by the instructor. Verification must be provided at the time of the student's return to class. All coursework must be made up within a time frame agreed upon with the course instructor.
- The student is considered to be enrolled in the course until the completed *Drop/Add/Withdrawal Form* is submitted to the Office of the Registrar. It is the student's responsibility to complete these forms as soon as the decision to drop has been made.
- Failure to drop a course before the drop deadline may result in the grade of "WF" being given for the course.
- Please refer to the program handbook for additional attendance policies.

Cancellation of Course Section

A course may be cancelled if the enrollment in a particular section of a course does not reach at least six students. If necessary, course sections may be combined and/or moved. Every effort will be made to keep scheduled courses open in a given trimester.

Emergency Course Cancellation

All decisions regarding emergency school closure will be made by Florida Hospital College Administration. Information on campus closings may be obtained from the following sources:

- Campus voice message system: (407) 303-9798 or (407) 303-7747
- Campus plasma screen displays
- College Web sites: www.FHCHS.edu, my.FHCHS.edu
- Local area TV stations: WESH (2), WKMG (6), WFTV (9), Central Florida News (CFN 13)

College Credit for Experience

It is not the policy of Florida Hospital College of Health Sciences to grant credit for life or work experience.

Communication Policy

Florida Hospital College of Health Sciences (FHCHS) employs three electronic modes of communication to meet the needs of its student population. Instructors will communicate in their syllabus their preferred method of communication with their students. This will vary from course to course. It is expected that all students will check these electronic modes of communications at least weekly. Students are held accountable for all information communicated to them through these systems.

- **My Academic Resource System (MARS):** MARS is used primarily for communication between students and key offices on campus relating to their enrollment and progression at FHCHS. Students can access their academic advisor or ask questions about placement testing in addition to communicating with the following departments or offices: Enrollment Services, Business Office, Registrar, Financial Aid, Bookstore, Residence Hall, and Student Services. All communication in MARS is logged and recorded for future reference. To access MARS:
 - Log in to my.fhchs.edu
 - Under Academics, click on My Messages.
- **FHCHS E-mail Account:** FHCHS e-mail accounts will be used to inform students of upcoming events, such as social events, registration and application information, school closings, and department-specific communications.
- **E-Learning E-mail:** The e-learning courseware management system includes an e-mail component which allows the members of the course and their instructors to communicate with each other. The instructors who utilize the e-learning courseware management systems will communicate in their syllabus their preferred method of communication with their students. This will vary from course to course.

Convocation

An annual Convocation event is held each Fall, bringing together and celebrating the entire FHCHS family during the new school year. All students are required to attend this campus-wide event. The President's Reception is held following Convocation for all students, faculty, and staff.

Course Classification

Graduate courses are numbered at the 500 level and above.

Course Credit

Students will not receive credit for a course unless they are officially registered for it by the end of the approved registration period. Please refer to the Academic Calendar for registration dates and the *Late Registration Policy* for more information.

Course Evaluations

Students are required to complete end-of-course evaluations for all courses, including didactic, clinical, and lab sections, in which they are enrolled. Evaluations must be completed by the last day of class (or as otherwise determined by the course instructor). Failure to comply with this mandatory requirement will result in a grade of incomplete (I) being awarded for the class, including the process and fees attached (see *Academic Bulletin* for complete guidelines and fees).

Course Load

Graduate course load is expressed in trimester credits. A trimester credit represents one 55-minute class or equivalent per week for 14 weeks. Laboratory courses are calculated at a 3:1 ratio, with three 55-minute periods of lab time each week making up one trimester credit. Clinical courses are measured with eight hour periods of clinical time each week making up one trimester credit (8:1 ratio). Full time graduate students are defined as those who register for eight or more credits per trimester. A graduate student may not be concurrently registered at another college or university and FHCHS without permission from the Department Chair and Office of Academic Administration.

Directed Study

Graduate students have the opportunity to participate in courses that are designed to concentrate on a particular problem or area in any of the academic disciplines offered at FHCHS. These courses may be taken for up to three credit hours and are recorded on the student's permanent academic record as Directed Study. Students interested in these courses should complete the *Application for Directed Study* available from the Office of the Registrar.

Drop Policy

It is the responsibility of the student to withdraw in writing to the Office of the Registrar prior to the deadline published in the *Academic Bulletin*. The student must submit a completed *Drop/Add/Withdrawal Form* by

the deadline. The assigned grade is determined by date the student or faculty member notifies the office, not last date of attendance. The last day to drop a course is determined by the week number in the session. Students may withdraw during the first week of course without penalty. No record will appear on the permanent academic record. Beginning with the second week of the course to the published Drop deadline, students will receive a “W” for the course. Students who withdraw after the published deadline will receive a “WF” for the course. This grade is equivalent to a failure.

Student-initiated withdrawals

Important information for students seeking to withdraw from a course(s). Students should be aware that course withdrawals may affect:

- Anticipated graduation dates
- Immigration status
- Financial status
- Eligibility for a professional program
- Progression requirements for a professional program

Before a student withdraws, we recommend that the student:

- Meet with a professor to discuss his or her progress in the course
- Meet with an academic advisor to discuss how the withdrawal will affect his or her educational plans
- Meet with a financial aid advisor to discuss how the withdrawal will affect his or her financial aid
- Refer to the Refund Policy in the Financial Information section of the *Academic Bulletin*

Faculty-initiated withdrawals

An Administrative Drop may take place if a student is absent for two consecutive weeks and does not contact the instructor or complete the appropriate paperwork.

Drop Deadlines for all academic sessions

Number of weeks in session	No record	Grade of “W” will be assigned	Grade of “WF” will be assigned
14	End of 1 st school week in the session	Beginning of 2 nd week to end of 11 th week	Beginning with the 12 th week
17	End of 1 st school week in the session	Beginning of 2 nd week to end of 13 th week	Beginning with the 14 th week
18	End of 1 st school week in the session	Beginning of 2 nd week to end of 14 th week	Beginning with the 15 th week

Duplicate Diploma

Duplicate diplomas may be issued under the following conditions:

- Lost
- Damage
- Legal name change

Students must submit a notarized letter detailing his or her request. Additional documents may be required. Please contact the Office of the Registrar for more information. Students will be charged \$100 processing fee.

Examinations and Grade Reports

Credit will not be granted for any course unless the student has completed the required work. Students are expected to adhere to the published final examination schedule. If multiple examinations are scheduled concurrently, or the student is required to sit for more than three examinations in one day, arrangements for alternate test dates (within the final exam period) may be made with the department chair.

Grade reports are available online. Grades will be disclosed to third parties only with a student's signed consent. Refer to the Student Rights and Confidentiality of Records section in this *Academic Bulletin*.

Jury Duty

The individual course instructor will make reasonable accommodations for any student required to fulfill jury duty obligations, which includes providing additional time to complete assignments, tests, or quizzes missed during this absence. Students should submit a copy of their jury duty notice to the course instructor.

Laptop Policy

All students are required to have a laptop that meets the FHCHS specifications (see the Software and Hardware Requirements section in the *Academic Bulletin*). Students may purchase a laptop from the College or bring their own if they meet the standards. Students should contact their program of interest for more information. Financial aid may be available to cover the cost of purchasing a new computer.

Software and Hardware Requirements

Florida Hospital College of Health Sciences' computers use the *Microsoft* Windows-based operating system. Students are required to submit all work in a format compatible to *Microsoft Office 2007*.

Requirements

The College campus offers an open wireless environment. To use the Internet, your computer should be able to access an 802.11b/g wireless network, have the latest version of FLASH and JAVA installed, and have a current and updated version of antivirus software installed.

Laptop/Mobile Device Policy

The use of laptops/mobile devices in the classroom is strictly for learning activities related to the class in session. Instructors have the prerogative to ask that all electronic devices be turned off. Students may bring laptops to all classes as long as they abide by this policy.

Library

The Robert A. Williams Library provides instruction and resource materials that support the educational programs and goals of FHCHS. The Library is located on the first and second floors of the General Education

Individual reference service is offered during library hours of operation. Customized group and individual instruction in the effective use of information resources, such as databases or educational modules, are available upon request. A group study room, individual study carrels, computers, scanning, printing, photocopying, and faxing are available at the Library.

Access to materials from other libraries is available through Interlibrary Loan. The online catalog, subscription databases, e-journals, e-books, streaming video, *Refworks* citation management tool, copyright guidelines, Internet-based learning modules, *APA Style Guide*, *Ask-A-Librarian* (reference questions), and *Interlibrary Loan/Document Delivery* request information may be accessed remotely at library.fhchs.edu. Several multidiscipline academic and general reference databases are available, as well as specialty databases in nursing, allied health, consumer health, business, literature, computer technology, opposing viewpoints, student resources, and newspapers. Specialty database reference modules are offered in health, science, arts, humanities, psychology, social science, women's interests, children's issues, education, law, international issues, military, and multicultural topics.

Readmission After Academic Dismissal

Graduate students not in an academic program who have received an academic dismissal may petition the Office of Academic Administration for readmission. If readmission is granted, additional admission documents may be required by the Office of Enrollment Services.

Graduate students within an academic program who have received an academic dismissal may reapply during the normal application cycle for the next available class. Should a vacancy occur in an academic program that is compatible with the matriculation of a failed student, the program may extend an invitation for application to the program. Individuals/applicants must submit required admission paperwork and fees. An invitation for application does not signify acceptance into the program. Failing students desiring to be considered for reapplication should submit a letter of intent to the Academic Department and the Office of Enrollment Services.

Registration

Registration is conducted via the College website my.fhchs.edu for both new and returning students. Students must select courses and submit them for advisor approval to reserve their seats in the desired courses. All remaining steps must be completed for the registration process to be finalized.

To accommodate web registration, a schedule of all courses will be published in advance of the designated term (fall, spring, or summer). The schedule includes the courses offered, sections, days, times, and building and room locations. Additionally, registration deadlines, dates and times of final exams, and other important announcements will be published.

All FHCHS students must complete the following to register for courses:

- Complete New Student Orientation to register for courses.
 - Online Modules
- Receive Background Check clearance (may not apply to all students).
- Submit a completed FHCHS Immunization form to register for courses (may not apply to all students). The form must be completed by a health care provider.
- Have an approved FHCHS *Graduation Application* on file in the Office of the Registrar to register for their final term.

Late Registration

All students must complete the registration process within the approved registration periods. Exceptions to this policy will be considered only under extenuating circumstances when students submit a *Late Registration Form* accompanied by appropriate documentation.

Repeated Courses

If a student chooses to repeat a course, the following policies apply:

1. If a course taken elsewhere is repeated at FHCHS, the FHCHS course and grade will be recorded on the transcript and will be used in computing the GPA. The other course will not be transferred. Students who choose to repeat courses that have already been transferred must notify the Office of the Registrar so that the transferred course may be removed from their transcript.
2. If the course was taken and repeated at FHCHS, both courses and grades will appear on the transcript. The lower grade will remain on the transcript, but the quality points will be disregarded. The higher grade will be used in computing the GPA.
3. Courses taken at FHCHS must be repeated at FHCHS.

Permission to repeat a course may be limited by the policies of the professional programs. Please consult the program sections of this *Academic Bulletin* for further information on repeated courses.

Student Conduct

Florida Hospital College of Health Sciences will admit and retain only those students who demonstrate by their conduct that they are in accord with its objectives and standards. These objectives and standards are summarized in the *Student Handbook*, which is available electronically through the College website.

Students who register for classes agree to accept and abide by the standards and regulations of a Seventh-day Adventist College.

Student Grievance Policy

Students with grievances that are not covered under the Academic Appeal Policy (*Academic Bulletin*) or Discipline Appeal Policy (*Student Handbook*) are encouraged to take the appropriate steps to resolve the issue informally by discussing it directly with the individual(s) involved. If informal resolution is not possible, or the issue was not resolved, students may submit a written grievance to the Office of Student Services within ten business days of the incident. The Office of Student Services will investigate the case and respond to the student in writing within ten business days.

Time Limits for Completion of a Program

Refer to individual graduate program policies to determine time limits for completion of a respective program.

Transcripts

The Registrar issues transcripts of a student's FHCHS academic record upon written and signed request of the student. Requests for transcripts should be received by the Office of the Registrar at least ten business days before they are needed. Telephone or e-mail requests cannot be honored. Official transcripts will not be issued to students with unpaid accounts, those who are in default on federal loan payments, and/or who owe a repayment on any federal grant unless the student can provide official documentation that arrangements have been made with the lending institution.

Transfer Credit Policy

Graduate students may petition to transfer credits from other regionally accredited institutions of higher learning. No more than twelve graduate semester hours may be transferred in to the graduate program of study. Only courses which fulfill FHCHS course requirements and have been completed with a grade of "B" or better may be transferred. Transfer requests must be approved by the respective Department Chair. Transfer credit is not allowed for courses specific to the professional discipline.

Withdrawal Policy

This policy applies to students who request to withdraw from all courses in a given trimester, or from a program, or from the College. Such students must:

- Obtain a Drop/Add/Withdrawal Form.
- Meet with their appropriate department representative(s).
- Meet with representative(s) from Financial Aid and/or Financial Services.

- Submit the Drop/Add/Withdrawal Form with all required signatures to the Office of the Registrar.

Students who temporarily leave the College will be given a withdrawn status if they are gone for more than two academic periods. Students who attend other institutions after leaving will be required to provide updated official transcript(s) for evaluation upon re-entry to FHCHS.

Academic Support

Center for Academic Achievement

The Center for Academic Achievement (known as The Center or CAA) believes that students should study smarter, not harder. That's why The Center helps students in the areas of Tutoring, Counseling, Disability Services, and Resume/Cover Letter Writing. For detailed information on any of the areas the Center specializes in or to reserve a spot for a test, please call 407-303-7747 ext. 110-6413.

Counseling

Counseling assists students in resolving personal difficulties and in acquiring the necessary skills and resources to both succeed in the college environment and pursue productive and satisfying lives. Counseling can help clarify concerns, gain insight into self and others, and teach new ways to most effectively cope and/or resolve issues. Counseling can offer emotional support, new perspectives, and help in considering possible solutions. Other reasons to see a counselor may include: academic, career direction/concerns, self-esteem issues, relationship issues, grief and loss, family, communication, stress management, anger management, and physical, sexual, or substance abuse. Counseling is free to all students and students are encouraged to seek counseling assistance proactively. For appointments please call 407-303-7747 ext. 110-6074 or email counseling@employee.fhchs.edu.

Online counseling (e-Therapy) is available to both on-campus and distance students. Counseling is offered via email and real-time chat. For more information or to set up an appointment, please send an email to counseling@employee.fhchs.edu. It's good to remember that online counseling is not appropriate for all kinds of problems; students should speak to the counselor to determine if e-therapy would be a good fit.

Disability Services

All students with a documented disability who are seeking accommodations should contact the Office for Students with Disabilities (OSD) located in the CAA, at least two weeks before the beginning of the trimester or immediately following any injury or illness. This recommendation is to ensure timely implementation of accommodations.

Information on Academic Accommodations

If a student requests accommodation, that student must provide the OSD the requested current, official documentation related to his or her disability. That documentation will be used to determine the type and extent of accommodation that is most reasonable and effective for that student.

If criteria have been met and accommodations granted, the student must submit a copy of his or her class schedule and proof of course payment. The OSD will then notify each of the student's instructors of his or her needs once the student has completed the *Release of Information* form [available in the

CAA]. The instructor will receive an *Academic Accommodation* form explaining the accommodations necessary for that student.

For each subsequent trimester, it is the student's responsibility to notify the OSD of his or her updated class schedule and complete the trimester accommodations form. At any time, students may request in writing to discontinue any information-sharing related to their disability. Students may request to discontinue their accommodations at any time. Questions or concerns should be brought to the attention of the OSD.

To be eligible for disability-related services, students must have a documented disability as defined by the Federal Rehabilitation Act of 1973, Section 504, and/or the Americans with Disabilities Act of 1990 (ADA). A person with a disability is an individual with a physical or mental impairment that substantially limits one or more major life activities.

Please note that school plans such as an Individualized Education Program (IEP) or 504 Plans are not sufficient documentation to establish the rationale for accommodations in a college setting. Original documents are not necessary--a copy or fax of the material is sufficient. If documentation is incomplete, or otherwise inadequate to determine the disability and/or reasonable accommodations, the OSD will require additional documentation. Documentation costs are to be paid by the student.

For further information regarding Academic Accommodations, please contact The CAA.

The Learning Co-Op

The Learning Co-Op is located on the ground floor of the Nursing Building. It's full of great resources to help a student's projects and grades reach the next level. In the Co-Op a student can find the latest and greatest Macs and PCs, 2 scanners, one capable of scanning larger format paper, a large format inkjet printer, a sound booth, microphones, and Pro Tools system. The Co-Op is a place to be creative! A place where a student can create multimedia projects and presentations and burn them to a CD, DVD, copy them to an external hard drive or thumb drive, and even print posters! To find out how to use some of this equipment, students can visit the Co-Op or go online to the CAA website and under the Center for Academic Achievement page, click on Learning Co-Op.

Financial Information

Tuition for the two graduate curricula presently offered at FHCHS is assigned by the “Block Method”. Prior to the admission of a new cohort of students in either the Nurse Anesthesia or the Occupational Therapy curricula, an amount is set by the College to cover the entire tuition costs of a student who progresses to completion in the seven consecutive trimesters prescribed by the program.

Should the applicant, prior to admission, have satisfactorily completed at FHCHS any of the courses prescribed in the curriculum, upon petition a tuition credit in the amount the student paid for the completed course may be credited to his/her account. Except for those armed forces veterans for military reservists called to active military duty (see Active Military Duty Policy), no other tuition refunds or waivers will be granted.

Applicants who seek enrollment at FHCHS as graduate general students and who do not at the time seek admission to any specific professional curriculum will be charged \$560 per credit hour for each course for which they enroll. Applicants should consult the current *Academic Bulletin* for policies governing such enrollment.

All applicants are advised to consult the Tuition and Fee schedule.

Fee Schedule

Following is the 2011-2012 tuition and fee schedule. Tuition and fees are determined annually and are subject to change without prior notice.

Tuition and General Fees	Amount
Matriculation fee (per trimester) ¹	\$290.00
Professional Program deposit (non-refundable) ²	\$500.00
Application fee	\$100.00
Special examination fee ³	\$50.00
Incomplete grade recording fee	\$15.00
Duplicate Diploma	\$100.00
Graduation fee (final trimester attended) ⁴	\$100.00
Master of Science in Nurse Anesthesia	Amount
Program Tuition Cost	\$43,260.00
Professional Fee (per trimester)	\$250.00
Laptop Computer and software bundle (approximation)	\$2,000.00

Master of Occupational Therapy**Amount**

Program Tuition Cost	\$42,000.00
Professional Fee (per trimester)	\$250.00
Computer	\$700.00

Graduate General Studies	Amount
Audit per credit hour	\$280.00
Tuition per credit hour	\$560.00

Housing Fees⁵**Amount**

Semiprivate room rental per person per trimester (non-refundable)	\$1,700.00
Private room rental per person per trimester (non-refundable)	\$2,120.00
Private apartment rental per person per trimester (non-refundable)	\$2,540.00
Laundry Fee per trimester	\$50.00
Room deposit (refundable, see FHCHS Housing Handbook)	\$200.00

¹ The matriculation fee is used to subsidize the costs of activities and services provided to all students by the following major support departments: Office of the Registrar, Office of Enrollment Services, Information Technology, and Student Services.

² For students accepted to professional programs, the deposit is applied toward tuition once the student enrolls in the program.

³ The special examination fee is a charge for a mid-term or final examination when taken at a time other than the scheduled time.

⁴ **The current balance for the final trimester must be paid in full (or satisfactory arrangements made) before graduation.** The graduation fee is used to subsidize the review of graduation applications and the resolution of related issues, as well as the printing and mailing of official transcripts and diplomas. While a portion of this fee is used to defray the cost of the graduation ceremony, the total cost associated with conferring a degree is incurred by the College, regardless of a student's attendance at the ceremony. Therefore, this fee is charged to every student, whether or not he or she chooses to attend the graduation ceremony.

⁵ There is a family discount of 10% per resident if both are attending school.

Financial Policies

Florida Hospital College of Health Sciences offers students the opportunity to obtain a Christian education. Every effort will be made to assist students in meeting their financial obligations to reach this goal.

Information on student costs and the means of paying those costs are given below to assist students in financial planning.

Student Accounts

All tuition and fees must be paid each trimester by the dates indicated on the "Payment Method" page of the online registration process. Tuition and fees may be covered by financial aid for those who are eligible. All account balances must be settled or arrangements made with the Financial Services Office prior to registering for a new trimester. Any remaining balance on a student's account must be paid in full before transcripts or diplomas are released.

Payment Methods

For making payments on student accounts, the Financial Services Office accepts cash, personal checks, VISA, MasterCard, Discover, American Express, and debit cards (VISA or MasterCard logo).

Third Party Payment

When registering for classes, those students who are arranging for a third party to make payments to the College for tuition and fees must complete the **3rd Party Billing Form** and submit this form to the Financial Services Office. Third party payment sources include: Conference subsidy, Florida Prepaid, Vocational Rehabilitation, WorkForce Central Florida, a current employer, or any other party that has agreed to make full or partial payment for tuition and fees. Invoicing to any third party will occur after the add/drop period closes.

ORIGINAL bookstore receipts must be submitted to the Financial Services Office for third party invoicing purposes. If original bookstore receipts are not received by the close of the add/drop period, the student will be responsible for all bookstore charges.

Statements

Monthly statements will be mailed directly to each student's primary address. Statements can also be viewed online via each student's password-protected My.fhchs.edu page. For further instructions regarding viewing a student account online, please contact the Financial Services Office.

Delinquent Accounts

A 1% finance charge will be assessed each month on all outstanding account balances.

Students completing or terminating their studies at FHCHS are required to make arrangements for payment of unpaid accounts prior to leaving.

If no payment or response to correspondence or other communication is received within 60 days after a student's departure, the unpaid account balance will be submitted to a collection agency or an attorney.

If FHCHS employs a collection agency or an attorney to collect defaulted accounts, all charges for these services, including court costs, if incurred, will be added to the unpaid bill.

Parking Violation

A \$50 parking ticket will be assessed for parking violations on campus. If payment is not made within 30 days of the initial parking violation, a parking fine of \$100 will be assessed to the student account.

Transcripts, Diplomas, Test Scores, and Graduation Participation

It is the policy of FHCHS to withhold transcripts, diplomas, test scores, certificates, and other records if a student has any unpaid or past-due balance. These documents will be issued when the account is paid in full. To expedite the release of these documents, the student should send a money order or certified check to cover the balance of the account when requesting documents.

Refund Policy for Graduate General College Students Only

Refund of tuition for trimester credit hours dropped is calculated according to the last day a class is attended. The *Add/Drop/Withdrawal Form* must be completed with the required signatures and filed with the Office of the Registrar.

Application fees are non-refundable. Matriculation, lab, and professional fees will be refunded if a student receives 100% refund on all classes for the trimester without incurring any processing fees. Book returns are subject to the FHCHS Bookstore return policy.

Students who do not officially complete withdrawal or drop procedures during the tuition refund period will be responsible for the full amount of the applicable tuition and fees.

Main-Campus Refund Schedule

Time Period	Refund
Beyond the 5 th week of class, no refunds will be given.	
1 st week of class	100% refund
2 nd week of class	90% refund
3 rd week of class	80% refund

Main-Campus Refund Schedule

Time Period	Refund
4 th week of class	70% refund
5 th week of class	60% refund

Refund Policy for Credit Balance on Account

A credit balance on the account of a currently enrolled student may be left on the account to be applied to future charges or the student may request, in writing, that a check be issued to him or her in the amount of the credit balance.

A student who is no longer enrolled at FHCHS may request, in writing, a refund of any credit balance still remaining on his or her account 45 days after the final monthly statement is issued.

If the student has received financial aid during the current trimester, any credit balance will be refunded according to the financial aid policy.

Housing

Florida Hospital College of Health Sciences provides a limited amount of housing for students enrolled at least half time. Placement in Student Housing is based on the following priorities: enrollment in a degree program, returning students, students with completed housing files, and space availability. Housing Commitment and Deposit Forms are available from Marketing and Public Relations or the Student Housing Coordinator.

College Housing Deposit

A \$200 damage deposit is required of all students living in College housing. Deposits should be mailed directly to Financial Services at the time of application for housing. Deposits are refundable until 30 days prior to the published move-in date.

Students are expected to maintain and leave College housing clean and undamaged. After the Student Housing Coordinator completes the check-out procedures, Financial Services will be notified and the \$200 room deposit credit will be applied to the student's account. If the credit creates a balance due to the student, the student may submit a written request to Financial Services to receive a refund.

Damage and cleaning costs will be charged to the student's account if the room deposit is insufficient to cover those costs.

For complete information on College housing costs, please refer to the *FHCHS Housing Handbook*.

Health Insurance

FHCHS requires medical insurance coverage for all on-campus students enrolled at least half time. Students are required to enroll in the health plan provided through FHCHS at the time of registration unless proof of current coverage is provided. If students have current health insurance coverage, this coverage information must be entered **each trimester** at the time of registration on the *Health Insurance Waiver Form* found in the online registration process. The annual cost for the College health insurance (provided through United Healthcare) is posted each term on the online registration page, or it can be obtained by contacting the Financial Services Office. Insurance may also be purchased for an enrolled student's spouse and/or dependent(s). Insurance is pro-rated for students who begin enrollment in the spring or summer trimesters. Optional major medical insurance for students and dependents is available upon application.

Non-Liability for Personal Belongings

When determining what to bring to campus, students should remember that FHCHS is not responsible for the personal belongings of any student, even though such belongings may be required by FHCHS. In addition, the FHCHS insurance plan does not insure the personal belongings of any individual. The College recommends that students consider carrying insurance to cover such losses.

Financial Aid

Financial Assistance General Information

All students applying for graduate financial aid at FHCHS must have been accepted at the graduate level of the College. To begin the financial assistance application process, students must complete two forms available at www.FHCHS.edu: The free application for Federal Student Aid and the FHCHS Financial Aid Application.

In order to be eligible for any financial aid, the student must:

1. Be enrolled in a program of study leading toward a degree or certificate.
2. Be registered at least half-time (four trimester credits).
3. Be a U.S. citizen or permanent resident.
4. Not be in default or owe a refund on Title IV (federal) funds. If you are in default or owe a refund, contact your lender, servicer, or prior institution to make a payment in full or make arrangements.

Some students may be selected for a records verification procedure. If a student is selected for verification, he or she will need to supply additional documentation required to complete the financial aid file. The student will be able to view this via the online financial aid system.

Once all documentation is received, students will be able to view the types and amounts of financial aid they are eligible to receive via the online financial aid system.

Federal and state regulations require FHCHS to ascertain that the combined financial resources available to a student from all sources do not exceed the student's documented educational need. The Financial Aid Office monitors all financial aid and adjusts the award to conform to federal, state, and institutional regulations.

For financial aid purposes, need is determined by using the following financial aid formula:

$(\text{Cost of Attendance}) - (\text{Expected Family Contribution}) = \text{Educational Need}$

- *Cost of Attendance* refers to the amount it costs to attend FHCHS. This cost includes tuition, an estimated book allowance, an estimated cost for uniforms, an estimated cost for computer for first-time students, a matriculation fee, professional fees, room and board, and personal and travel allowances.
- *Expected Family Contribution* is determined by analyzing the data the student and/or parent provide(s) on the FAFSA according to a process which has been mandated by the Congress of the United States.
- *Educational Need* is the difference between the above two components.

Students will be able to view their estimated awards they should receive for the coming year via the online financial aid system. Awards that are listed before the end of the drop/add period will disclose estimated awards that are based on the enrollment information provided by the student on the FAFSA and the FHCHS Financial Aid Application. If the student enrolls for credits that are different from what the aid was based on, the award may change.

Students are not eligible for financial aid if they are not making Satisfactory Academic Progress (SAP), or are in default on or owe a refund for Title IV (federal) aid.

Financial Aid Application Deadlines

Students must apply for financial aid each award year, which is available after January 1. The FHCHS Financial Aid Office must receive the results from the FAFSA and have a completed online FHCHS Financial Aid Application. The student must be accepted to the College. All material should be submitted by April 9, 2012, for best award consideration for the 2012-2013 award year. All students needing to use financial aid for registration purposes must complete the financial aid process at least **six weeks** before the first day of classes of the trimester for which they wish to enroll. See the calendar for the exact deadline dates.

Students who wish to have a Stafford Loan processed and who will not be enrolled for the following term of the award year (award year is fall, spring, and summer) need to make sure that all documentation is turned into the Financial Aid Office at least four weeks prior to the end of the trimester. This deadline is to guarantee that the dollars will be on the student's account by the end of the term.

Rights and Responsibilities of Financial Aid Recipients

All of the information submitted to the Financial Aid Office is treated confidentially. Only FHCHS employees directly associated with processing financial aid documents have access to the files. Financial aid recipients have the right to know what the Financial Aid Office has done with their information and what will be expected of the recipients. This includes information about how need is determined, how recipients are selected, how financial aid is awarded, and what rules are followed. Financial aid awards are made without regard to race, sex, age, national origin, or disability. Students who are concerned that they have not been treated equally or fairly should discuss the situation with the Financial Aid Director or the Senior Vice President for Finance.

The student is responsible for reading the information provided regarding financial aid, providing complete and accurate information, and following the instructions that are given regarding the application for financial aid.

Fund Disbursements

Financial aid for the trimester is based on the number of credits a student is registered for at the end of the drop/add period. At that time, financial aid will be credited to the student's account. Students who have been selected by the U.S. Department of Education for verification must have the verification process completed before financial aid will be released. Students will be notified of the procedure by the Financial Aid Office.

If a credit occurs after Title IV (federal) aid has been disbursed to the student's account, the credit will be issued to the student or parent within fourteen days. Students or parents who want the credit to stay on the account must provide written notification to the Financial Aid Office. Students or parents who have given the school permission to hold their credit and then change their mind must provide written authorization of change to the Financial Aid Office. Students should be prepared to cover their own living expenses well into the trimester.

Satisfactory Academic Progress for Financial Aid Recipients

The U. S. Department of Education requires that all students who receive financial aid must make progress toward their program of study. Satisfactory Academic Progress (SAP) is the measure of a student's overall progress. FHCHS has created the following requirements to comply with the federal regulations. Students who fail to meet these requirements may not receive financial aid, including loans.

A student's entire academic history will be reviewed for the purposes of determining SAP, including credits not paid for by financial aid. Whether a student is considered to be making satisfactory academic progress depends on his or her cumulative grade point average (GPA), successful completion of courses (credit hours), and maximum time limits to complete his or her course of study. Students must meet all the requirements listed below:

Cumulative Grade Point Average (GPA) Requirement

A student must maintain an overall GPA of 3.00 at the end of each trimester. The GPA is calculated on FHCHS courses. If a student repeats a course, the policies regarding repeated courses will apply.

Cumulative Completion Requirement

A student must successfully complete all credits attempted in their designated program of study, combining all FHCHS credits and all transfer credits added to Florida Hospital College of Health Sciences transcript. The percentage of earned credits is calculated by dividing all earned credits by all attempted credits.

- **Attempted credits** Are defined as the credits for which the student is enrolled. All courses are considered attempted credits whether or not the course is completed. Grades of F, course withdrawals (W or WF), audits, pass/no pass, deferred grades, incompletes, in progress, or grades not submitted by the instructor are considered attempted hours.
- **Repeated credits** These credits are included in the calculation of both attempted and earned credits. Financial aid is available for the initial time a course is taken and one retake.

Maximum Time Limit Requirement (Pace)

Students must complete their program in no more than 150% of the published length of the educational program. Part-time enrollment and summer enrollment counts in the maximum time frame calculation. At evaluation time if it is clear that a student cannot mathematically finish his program within the maximum time frame, he or she becomes ineligible for aid.

Evaluation of Academic Progress

A financial aid recipient's satisfactory academic progress is evaluated after each trimester. Students meeting the SAP Policy will continue to receive aid.

Financial Aid Warning

A student not meeting the cumulative GPA or the completion requirements will be placed on financial aid warning automatically for one term only during the next trimester of enrollment and is eligible to receive aid during the warning trimester. The student will receive a letter of financial aid warning. At the end of the warning trimester, the student must meet the SAP Policy to continue to receive aid. If a student does not meet the SAP Policy, he or she can submit an appeal to be considered for financial aid probation status.

Financial Aid Suspension

Students who do not meet the cumulative GPA and completion rate requirements are no longer eligible for financial aid until they have taken classes, using their own funds, and have raised their cumulative GPA and completion rate to meet the above requirements. The students will receive a financial aid suspension letter. A student who has been suspended may appeal for reinstatement of financial aid eligibility and must submit a written appeal with documentation by the first day of classes.

Financial Aid Probation

The student who does not meet SAP and has used the Financial Aid Warning trimester and has successfully appealed may continue to receive financial assistance during the financial aid probationary period. At the end of the financial aid probationary period, the student will:

- Be removed from the financial aid probationary status because both cumulative GPA and completion rate requirements are met; or
- Be suspended from receiving assistance from federal, state, and institutional sources and will receive a financial aid suspension letter.

Appeal Procedure

A student has the right to appeal a suspension of financial aid once, based on extenuating circumstances, such as, but not limited to, illness, death of a family member, and natural disaster(s), etc.

- Appeals must be submitted in writing to the Financial Aid Appeal Committee using the Satisfactory Academic Progress Appeal Form. A student must make sure to put in details why he or she did not meet SAP and what has changed to allow him or her to meet SAP at the next evaluation period.
- Documentation verifying the special circumstances should be attached (example, doctor's letter, third-party letter, etc.).
- An Academic Progress Plan is also required, and it must be reviewed and signed by the student and his or her academic advisor.

Once the Financial Aid Appeal Committee considers the appeal, notification of the decision will be sent to the student within two (2) weeks of the date the appeal was received or after the trimester final grades have been posted. If the appeal is granted, the student will receive aid for the financial aid probation trimester. At the end of that trimester and subsequent trimesters, the student's academic progress will be reviewed. If the conditions of the appeal are met, the student will continue to be eligible for aid. If the conditions of the appeal are not met, the student will no longer be eligible for financial aid until SAP is met.

Financial Aid Refund Policies

A student who does not begin attending classes is not eligible for any type of financial aid. Aid is based on the number of credits for which a student is registered at the end of the drop/add period. Students who have withdrawn by this time will not receive any financial aid for that term.

When a student begins classes and subsequently withdraws, financial aid is subject to adjustment, depending on the withdrawal date and the type of financial aid (see Withdrawal Policy in the Academic Information section). The adjustment will involve a determination of how much of the student's financial aid was "earned" and how much was "unearned" or was excess aid. Earned financial aid will be retained in the student's account to apply to his or her charges. If a student received excess funds, FHCHS must return a portion of the excess equal to the lesser of (a) the institutional charges multiplied by the unearned percentage of the student's funds, or (b) the entire amount of the excess funds.

Federal Aid

A student who receives federal aid, (Subsidized Stafford Loan or Unsubsidized Stafford Loan, or Graduate PLUS Loan) and withdraws during the first 60% of the trimester or enrollment period will have his or her federal aid adjusted, based on the amount of time the student was enrolled. The amount of federal aid a student *earns* will be directly proportional to the percentage of time enrolled. The student who withdraws after the 60% period will be able to keep all of his or her federal financial aid.

The unearned amount of federal aid will be returned to the source, using the following distribution priority:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Other federal aid

If FHCHS is not required to return all of the unearned loan funds, the student must return the remaining amount. Any loan funds that the student has to return will be repaid according to the terms of the promissory note.

If a student withdraws from the College during a trimester and the total amount of federal funds the student earned is greater than the total amount disbursed, the student may be eligible to receive a post-withdrawal disbursement. For the post-withdrawal disbursement, the College can credit loans for tuition, fees, room and board (without authorization) and for other educational charges (with authorization from the student or

parent). The College will send written notification to the student within 30 days of the date that the College determined that the student withdrew. Confirmation must be received before the funds can be credited to the account or directly disbursed. The written notification will:

1. Include the loan to be credited and the loan available as direct disbursement.
2. Explain that the student may accept or decline some or all of the post-withdrawal disbursement.
3. Explain the student's obligation to repay the loan.
4. Explain that no post-withdrawal disbursement will be made if the student has not responded within 14 days of the written notification date.

If the student responds to the FHCHS notice within 14 days and instructs the College to make all or a portion of the post-withdrawal disbursement, the funds will be disbursed in the manner specified in the response within 120 days of the date that the College determined that the student withdrew. If the student does not respond to the FHCHS notice, no post-withdrawal disbursement will be credited to the account or disbursed directly.

Grants from Private Source Scholarships

These types of aid will be handled in accordance with the policy of the sponsoring organization. Lacking specific guidance, the following applies:

- A student who does not begin attending classes will have his or her grant or scholarship returned to the sponsoring organization.
- A student who begins attending classes and withdraws will be allowed to retain the full amount of the grant or scholarship for the term.

If there is any question as to the intent of the grant or the scholarship, FHCHS will contact the organization for guidance.

Academic Transcript Request Policy for Student Loan Borrowers in Default

Florida Hospital College policy prevents the Registrar's Office from releasing official academic transcripts for borrowers who are in default on their Federal Direct Stafford (Subsidized/Unsubsidized) Loans, GSL, or Federal Supplemental Loan for Students (SLS). Every request is handled on an individual basis until the loan default has been cleared. An academic transcript may be requested by students for educational or employment purposes when the request satisfies the following conditions:

Transcript for Educational Purposes

1. The borrower must have made the necessary payments to the lending institution to bring the loan payment current, and

2. The borrower must have made six consecutive monthly payments as scheduled prior to release of the transcripts.
3. The transcript will be sent directly to the academic institution.
4. The provisions and conditions in No. 1 and No. 2 above must be attested to in writing by the lending institution or the guaranty agency handling the loan.
5. A copy of the letter described in No. 4 above confirming satisfactory status must be sent to the Financial Aid Office, together with a cover letter from the student requesting an academic transcript. A confirmation letter is valid for the purposes of this policy for six months from its date.

Transcript for Employment Purposes

1. The transcript is released for employment purposes only and is so stamped.
2. The transcript is sent directly to the prospective employer and may not be shared with any other party.
3. The borrower in default must contact his or her guaranty agency in writing to acknowledge his or her student loan debt and make an acceptable repayment commitment of a specified monthly amount.
4. A copy of the letter written to the borrower's lender or guaranty agency, as stated in item No. 3 above, must be sent to the Financial Aid Office, along with a cover letter from the student requesting an academic transcript.

Future requests for academic transcripts may be denied should a borrower not follow through on his or her commitment as stated in the letter to the lender or guaranty agency.

Federal Loans

Direct Subsidized and Unsubsidized Loans

Federal Direct Subsidized Loan

The Direct Subsidized loan enables graduate students to borrow money directly from the government. It is a fixed-interest-rate loan at 6.8% for graduate students. There is a six-month grace period from the time the student is no longer enrolled half-time until the student must start making payments. The U.S. Department of Education subsidizes or pays the loan's interest while the student is enrolled at least half-time during the six-month grace period and during certain deferment periods.

Eligibility for the Federal Direct Subsidized Loan is based strictly on need as determined by the financial information provided by the student and/or parent on the FAFSA. Total financial aid, including scholarships, grants, loans, and work-study cannot exceed documented educational need. The Master Promissory Note (MPN) is available online at www.studentloans.gov and must be certified by the Financial Aid Office while the student is enrolled. The Master Promissory Note only needs to be completed **once**. You can borrow additional loans on a single MPN for up to ten years.

Students requesting the Federal Direct Subsidized Loan for the first time at FHCHS must complete a Graduate Entrance Loan Counseling session online at www.studentloans.gov before disbursement of student loans is made. Students withdrawing from school, drop to less than half-time enrollment, as well as

those who graduate, must complete an Exit Loan Counseling session online at www.studentloans.gov in which important payback information concerning their loan is covered.

You will receive a disclosure statement from the Department of Education that will give you specific information about any loan that the school plans to disburse under your MPN, including the loan amount, fees, and the expected disbursement dates and amounts.

To see when the dollars have been credited, the student may look online at my.FHCHS.edu, Student Account. You will also receive in writing each time we disburse part of your loan funds and will provide information about how to cancel all or part of your disbursement if you find you no longer need the funds.

Federal Direct Unsubsidized Loan

The Federal Direct Unsubsidized Loan has the same requirements and loan limits as the Federal Direct Subsidized Loan program except it is not based on need, and the interest is the responsibility of the borrower. Students may pay the interest while they are in school, or they may have it capitalized (added to the principal balance of the loan).

All financial aid cannot exceed the cost of attendance.

To see when the dollars have been credited, the student may look online at My.FHCHS.edu, Student Account. You will also receive in writing each time we disburse part of your loan funds and will provide information about how to cancel all or part of your disbursement if you find you no longer need the funds.

Borrowing Limits

The total combined amounts a student may borrow in Direct Subsidized and Unsubsidized Loans may not exceed the annual loan limits or aggregate limits, which are specified in federal regulations. Annual loan limits are determined by class standing (freshman, sophomore, etc.) and dependency status. Annual Limits

Class Standing Maximum Subsidized Maximum Unsubsidized Combined Subsidized & Unsubsidized

Graduate	\$8,500	\$12,000	\$20,500
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Aggregate Limits

The cumulative amount that a student can borrow through the years is called the aggregate limit. A student who exceeds the aggregate loan limit is ineligible to receive any Title IV funding. The graduate aggregate loan limit includes any loan amount borrowed during undergraduate study.

	Graduate (Includes undergraduate amount)
Maximum Subsidized	\$65,500

Combined Subsidized and Unsubsidized \$138,500

Federal Direct PLUS Loan for Graduate Students

Graduate and professional students will be eligible to borrow under the Direct PLUS Loan program. The Graduate Direct PLUS Loans allows the graduate student to borrow up to the cost of attendance minus other estimated financial assistance. A student with an adverse credit history may be denied a Graduate Direct PLUS Loan. This is a fixed-interest-rate loan at 7.9%. The student receives an automatic in-school deferment while enrolled half-time or more.

Each year, the student must complete a Graduate Direct PLUS Credit Decision Request and the Loan Request Form which is on the FHCHS Aid Application. The student completes the Direct PLUS Master Promissory Note (MPN) only once. You can borrow additional loans on a single MPN for up to ten years as long as there was no endorser. The loan must be certified by the Financial Aid Office while the student is enrolled at least half-time.

You will receive a disclosure statement from the Department of Education that will give you specific information about any loan that the school plans to disburse under your MPN, including the loans amount, fees, and the expected disbursement dates and amounts.

To see when the dollars have been credited, the parent should have his or her student look online at My.FHCHS.edu, Student Account. You will also receive in writing each time we disburse part of your loans funds and will provide information about how to cancel all or part of your disbursement if you find you no longer need the funds.

Federal Direct Loan Counseling

In order to help prevent defaults, FHCHS offers entrance and exit loan counseling to explain the rights and responsibilities of a student borrower. Students who have disputes or problems with their loans may contact the Student Financial Assistance Ombudsman for help at 1-877-557-2578 or <http://ombudsman.ed.gov> or Office of the Ombudsman, Student Financial Assistance, U.S. Department of Education, Rm. 3012, ROB #3, 7th and D Streets SW, Washington, DC 20202-5144. The procedures for Entrance and Exit Counseling are as follows:

Entrance Loan Counseling

All students who are awarded the Federal Direct Subsidized or Direct Unsubsidized Loan for the first time at FHCHS are required by federal regulations to complete Graduate Entrance Loan Counseling prior to receiving any loan proceeds.

Students will be able to meet the requirement by doing Entrance Loan Counseling online at www.studentloans.gov.

Items to be reviewed will include the following:

- Explanation of all sources of aid
- What effect the loan will have on the eligibility of the borrower for other forms of student aid
- Constraints on aid
- Explanation of the use of the Master Promissory Note (MPN)
- Terms and conditions of various loan programs
- Option of the borrower to pay the interest while in school on the Direct Unsubsidized Stafford Loans or the Direct PLUS loans
- Information on how interest accrues and is capitalized during periods when the interest is not paid by the borrower or the Secretary
- Definition of half-time enrollment and consequences of not maintaining half-time enrollment
- Importance of contacting the Financial Aid Office if the borrower withdraws prior to completing the program of study
- Example of monthly repayment schedule
- Loan repayment and options, financial planning, and consequences of delinquency and default
- Keeping the lender informed
- Deferment, forbearance, and cancellation conditions
- Information on the NSLDS and how the borrower may access his or her records
- Need for the student to retain all loan documentation
- Explanation of sale and servicing of loans
- Review of refund policy
- Review of Satisfactory Academic Progress policy

Exit Loan Counseling

All recipients of funds from the Federal Direct Subsidized Stafford Loan, the Federal Direct Unsubsidized Stafford Loan or the Federal Direct PLUS Loan for Graduate Students and who are graduating or who will no longer be enrolled at least half time are required to complete Exit Loan Counseling. Students will need to complete exit loan counseling before receiving their diploma.

Students will be able to meet the requirement by doing Exit Loan Counseling online at www.FHCHS.edu.

Items to be reviewed will include the following:

- Loan repayment obligations and options
- Loan repayment plans
- Option to prepay loans or change repayment plans
- Deferment, forbearance, loan forgiveness, and cancellation conditions
- Information on consolidation
- General description of the types of tax benefits that might be available to borrowers
- Information on how borrowers can use NSLDS to get information on the status of their loans
- Average anticipated monthly repayment
- Debt management strategies
- Keeping the lender informed
- Loan terms and conditions
- Student rights and responsibilities
- Name and address of borrower's lender

- Consequences of delinquency and default

Student will need to supply:

- Borrower's expected permanent address
- Name and address of expected employer
- Name and address of borrower's next of kin
- Borrower's driver's license number

Students who fail to complete Exit Loan Counseling will be sent a letter to remind them to complete the counseling online. A record of this mailing will be retained in the student's file.

FHCHS Scholarships

The following scholarships are available to students who meet the criteria listed under each scholarship. To demonstrate financial need, students need to complete the FAFSA and the FHCHS Endowed Scholarship Application by the indicated deadlines available from the Financial Aid Office. The FHCHS Endowed Scholarship Applications are available in November to apply for the scholarships for the following award year.

Amelia Roeder Scholarship

This scholarship is for students who achieve a minimum cumulative GPA of 2.75, demonstrate financial need, have been accepted into a degree program, and have a commitment to the healing professions.

Don and Helen Bradley Scholarship

This scholarship is for students who achieve a minimum cumulative GPA of 2.75 and are in their second or more years of a nursing program. The scholarship is for tuition, books, and uniforms as required.

Emily Reeves Tremml Scholarship

This scholarship is for single mothers who have young children under six years of age for whom the applicant is legally responsible. The applicant must have a minimum cumulative GPA of 3.20 and demonstrate financial need.

Femmes de Coeur Scholarship

This scholarship is for students who achieve a minimum cumulative GPA of 2.75, demonstrate financial need, and are in their second or more year of a nursing program.

Frances and William J. Green Trust Scholarship

This scholarship is for students who are academically qualified, demonstrate financial need, and demonstrate commitment to the nursing profession.

Jean Gould Scholarship

This scholarship is for nursing students who have a good GPA and show outstanding leadership ability.

Jean W. Iles Scholarship

This scholarship is for students who are academically qualified, demonstrate a commitment to the healing professions, and have financial need. Students who have a desire to attend FHCHS and then transfer to Southern Adventist University are also eligible.

Katie Pluta Franklin Scholarship

This scholarship is for students who achieve a minimum cumulative GPA of 3.00 and are in the second or more years of a nursing program. Strong preference will be given to students who may have lost a spouse or an immediate family member due to sickness.

Susan J. Kintner Scholarship

This scholarship is for students who are academically qualified, demonstrate financial need, and demonstrate commitment to the nursing profession.

Winter Park Memorial Hospital Auxiliary Scholarship

This scholarship is for highly motivated students from Orange or Seminole county that are U.S. citizens, have a desire to serve in the healing professions, have a minimum cumulative GPA of 2.75, and demonstrate financial need.

Veteran's Certification

Admission to the College

Veterans of military service (and in some cases their spouses and specified dependents) may qualify for federal aid for educational programs. Those in graduate programs at FHCHS wishing to apply for such aid should prepare the following documents:

1. Complete Form 22-190 Application for Education Assistance. (Those who have previously been accepted for such benefits should complete Form-1995 Request for Change of Program or Place of Training.)
2. Have a copy of honorable discharge papers.
3. Complete FHCHS's Veteran's Responsibilities and Certification for Benefits Form.
4. Complete FHCHS's Statement of Understanding Form – stating you understand these procedures.

The following steps may be completed before or simultaneously with those in 1-4 above.

5. Complete an application to a graduate program at FHCHS and provide the documentation thereof. Be sure to consult both the general admission requirements in this *Academic Bulletin* and specific prerequisites for the program you seek.
6. Submit the above documents to the Admission Office and the Financial Aid office of FHCHS as indicated on the forms.

Applicants should receive timely notice regarding their applications for admission and/or for financial aid. In case of delay in this notice, the applicant should contact the Financial Aid office directly. Students receiving financial aid as military veterans should become familiar with the Rights and Responsibilities of all Financial Aid recipients as stated in this *Academic Bulletin*. It is especially important that they understand the necessity of making satisfactory academic progress as they continue their study.

Satisfactory Progress

Veterans and other persons eligible to receive VA educational benefits must be aware of current policies that apply.

Satisfactory progress must be maintained according to the Satisfactory Academic Progress (SAP) standards for Financial Aid Recipients. Veteran students enrolled in a program must meet the academic standards within that professional program. When a student is not eligible to receive financial aid because of not making SAP or not meeting that professional program's academic standards, a request for

termination of benefits will be forwarded to the appropriate VA regional office. Once students have raised their cumulative grade point average to the minimum and have successfully completed the required number of credits attempted, they will be recertified for Veteran's Benefits.

Appeal procedures for a student receiving VA benefits are the same as those found under the Satisfactory Academic Progress Policy for financial aid recipients.

Certification will not be made for any course taken which does not directly apply to the program authorized by the VA.

The following are of specific concern to those students who desire VA Enrollment Certification:

- Students pursuing the M.S. degree in Nurse Anesthesia must achieve a minimum grade of "B" (3.00) in course. Students must also achieve a minimum cumulative GPA of 3.00.
- Students pursuing the Master degree in Occupational Therapy must achieve a minimum grade of "B" (3.00) in course. Students must also achieve a minimum cumulative GPA of 3.00.

VA Refund Policy

All students follow the same guidelines regarding the refund policy at FHCHS (see Refund Policy in the Financial Information section).

Previous Training

Credit for previous training will be evaluated and granted, if appropriate, with training time shortened and tuition reduced proportionately. The U.S. Department of Veterans' Affairs and the students are notified of the decision.

Department of Nurse Anesthesia

Department Chair: Kathleen Wren, CRNA, Ph.D.

Assistant Department Chair: Johanna Newman, CRNA, DNAP

Faculty: Manuel Tolosa, CRNA, DNAP

Mission Statement

In congruence with, and in addition to, the stated mission of FHCHS, the mission of the nurse anesthesia program is to:

- Prepare graduates for nursing anesthesia practice in culturally diverse populations in a variety of practice settings.
- Maintain a quality program which meets accreditation standards.
- Prepare graduates to attain certification in nurse anesthesia.
- Promote professional socialization.
- Help graduates integrate research findings into their practice
- Develop leaders who will practice healthcare as ministry.
- Provide a foundation for doctoral study.

Licensure and Accreditation

Florida Hospital College of Health Sciences is regionally accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, as well as the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (see Accrediting Bodies in the General Information section of the *Academic Bulletin*).

The Florida Hospital College of Health Sciences Nurse Anesthesia Program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), 222 South Prospect Avenue, Park Ridge, Illinois 60068-4001, (847)655-1160.

Program Description

The Nurse Anesthesia Program is a 28-month course of continuous study. To provide students with sufficient clinical hours to meet course and clinical objectives and to comply with the numbers and types of anesthesia cases required

by COA, each session is continuous with the next session (block format), with vacations and holidays appropriately dispersed.

Dates for registration, dropping courses without penalty, and student health requirements are contained in the *Academic Bulletin* or *Student Handbook*.

Policies

The policies and procedures for the Master of Science degree in Nurse Anesthesia are contained in the student manual. By accepting admission as a student in the program, each applicant agrees to abide by the policies as outlined in the *Nurse Anesthesia Program Supplemental Student Handbook*.

Mental and Physical Requirements

Applicants seeking admission to the Nurse Anesthesia Program must:

- Have sufficient visual acuity to observe and assess a patient, to discriminate color and depth, to read and accurately complete reports and to visualize diagnostic/monitoring equipment in dim light.
- Have sufficient hearing to monitor and assess patient health needs, to monitor various equipment and background sounds and to communicate by telephone.
- Be able to speak in a clear and concise manner.
- Have communication abilities sufficient to interact professionally with others in verbal and written form and have reading skills appropriate to understand patient charts, reports and orders.
- Be able to lift patients to accomplish bed/chair/stretchers transfer.
- Be able to stand and walk without difficulty and be able to push a gurney or wheelchair.
- Be able to stand and/or sit for an extended period of time.
- Be able to perform fine and gross motor skills with both hands.
- Possess critical thinking skills sufficient to think clearly and act appropriately in stressful situations.
- Possess interpersonal skills sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.
- Have mobility sufficient to move from room to room and maneuver in small spaces.
- Have tactile ability sufficient to perform palpation functions of physical examination and/or those related to therapeutic intervention.

Transfer of Credit

Applicants to the Nurse Anesthesia Program may, upon entering the Program, may petition to transfer to the Program such courses as long as they meet the following criteria:

1. The course has been completed within the last five years.
2. The course is required in the nurse anesthesia curriculum.

3. The final grade in the course is a “B” or above.
4. No more than 12 hours of credit may be transferred.
5. The course is not from the major area of study (e.g. Nurse Anesthesia).

No other courses will be considered for transfer. Those seeking to transfer credits should consult this *Academic Bulletin* for tuition restrictions.

Admission Requirements

All applicants must meet the general admission requirements to enroll in graduate coursework at FHCHS.

Additionally, applicants to the Nurse Anesthesia Program must:

1. Submit an application online and \$100 application fee.
2. Meet the mental and physical requirements as listed above.
3. Present evidence of a Bachelor of Science degree in Nursing or another appropriate major.
4. Present current official transcripts from all undergraduate and/or graduate institutions attended¹. Transcripts will be considered official only when received directly from the institution and not hand-delivered by the applicant or faxed by the institution attended. Failure to disclose all colleges previously attended could result in denial or dismissal.
5. Official transcripts are also needed for each College Level Examination Program (CLEP), Advanced Placement (AP), and/or International Baccalaureate (IB) examination taken only if the applicant would like them to be considered for transfer of credit.
6. Present an unrestricted Florida license to practice as a registered nurse, or be eligible for Florida Registered Nurse licensure. (This requirement may be deferred.)
7. Present a minimum undergraduate cumulative grade point average of 3.00 on a 4.00 scale.
8. Present an official copy of a satisfactory score on the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) taken within the last 5 years. GRE or MAT scores on college transcripts are also acceptable.
9. Complete a minimum of one year intensive critical care nursing experience. Two or more years of critical care nursing experience is preferred.
10. Present Basic Life Support and Advanced Cardiac Life Support certification. (This requirement may be deferred.)
11. Provide an essay or goal statement outlining reasons for choosing to become a nurse anesthetist, reasons for choosing to attend a faith-based institution, and why you have specifically choosing FHCHS.
12. Provide three recommendations using FHCHS forms. One recommendation must be from a licensed CRNA that the applicant has shadowed. Recommendations from friends or family members are not accepted.
13. Provide evidence of English language proficiency for those applicants for whom English is not their primary language or who have graduated from a non-English speaking school (see English Language Proficiency section).
14. Successfully complete the interview process (interviews are by invitation only).
15. Pay a non-refundable deposit of \$500.00, upon admission to reserve a place in the Department of Nurse Anesthesia program.²

Note: Due to the competitive nature of the admission process applicants should understand that meeting the minimum standards does not guarantee admission into the program. Also, applicants will be screened and the most qualified individuals will be invited for an interview.

¹Admission GPAs will be calculated based on credits and grades from regionally accredited institutions only.

²The FHCHS *Academic Bulletin* states that each applicant accepted to a professional program must pay a non-refundable deposit to reserve his or her place in the program. Once the student is enrolled in the program, the deposit will be applied toward the student's account. If an individual does not enroll, he or she will forfeit the deposit. If that student is admitted to the same program at a later date, they will be required to pay the full deposit amount again.

Progression

The Nurse Anesthesia Program is a continuous course of study, 28-month "block program." Students may progress toward a master's degree when they have:

1. Completed all scheduled professional courses with a grade of 3.00 or better on a 4.00 grade point scale;
2. Completed all scheduled cognate courses with an average grade of 3.00 or better on a 4.00 grade point scale; and with no more than one cognate course with a grade between 2.00 or 3.00 on a 4 grade point scale.

Academic Dismissal

Academic failure occurs when a student does not achieve the requisite grade of "B" in Nurse Anesthesia course work or an overall GPA of 3.0 in graduate coursework. Retake or make up tests for failing grades may be given at the discretion of the course coordinator. Retake or make up tests for failures in nurse anesthesia principle courses, (MSNA 530, 532, 533, 534, 535, 536, and 537) are not allowed.

Students experiencing academic failure are required to withdraw from all coursework in the Nurse Anesthesia Program and complete out-processing paperwork.

Readmission

If individuals request to return to the nurse anesthesia program, they must apply during the normal application cycle for the next trimester. Should a vacancy occur in the program that is compatible with matriculation of the failed student, the Nurse Anesthesia Program may extend an invitation for readmission to the program. Individuals/applicants must submit required admission paperwork and fees. An invitation for reapplication does not signify acceptance into the program. Failing students desiring to be considered for readmission should submit a letter of intent to the Office of Enrollment Services.

Completion

Florida Hospital College of Health Sciences will consider students for graduation and eligibility to sit for the certification examination in Nurse Anesthesia when they have:

1. Met all the general requirements for a Master of Science degree and the Nurse Anesthesia Program.
2. Administered a minimum of 550 anesthetics, including the required number in each category of cases and clinical experiences.
3. Completed all required courses with a grade of "B" or better.
4. Completed all required coursework within 40 months of their enrollment into the Program.
5. Completed the requirements of the capstone project and professional portfolio.
6. Possessed ACLS, BLS, and PALS certifications

Curriculum

Students must complete the following courses prior to graduation. The program is 7 trimesters or 28 months of full time, year round, continuous course of study. Please refer to the legend below when reviewing the program curriculum.

Legend

1st digit, course didactic hours 3rd digit, course clinical hours at 8:1 ratio
2nd digit, course lab hours at 3:1 ratio 4th digit, total course credit hours

Support Course Requirements

Course Code	Course	Credit Hours
BIOL521	Advanced Anatomy and Physiology	3-0-0-3
BIOL522	Advanced Pathophysiology	3-0-0-3
HTSC513	Health Care Systems and Policy	3-0-0-3
HTSC640	Cultural and Ethical Considerations in Healthcare	3-0-0-3
PHRM523	Advanced Pharmacotherapy	3-0-0-3
PHRM524	Pharmacology in Nurse Anesthesia	3-0-0-3
RELP510	Spiritual, Health, and Wholeness	3-0-0-3
RSCH512	Research and Evidence Based Practice	3-0-0-3

Nurse Anesthesia Curriculum Requirements

Course Code	Course	Credit Hours
MSNS511	Health Assessment and Diagnostics	2-3-0-3
MSNA501	Clinical Conference I	1-0-0-1
MSNA502	Clinical Conference II	1-0-0-1
MSNA503	Clinical Conference III	1-0-0-1

MSNA504	Clinical Conference IV	1-0-0-1
MSNA530	Introduction to Nurse Anesthesia Practice	1-0-0-1
MSNA531	Principles of Science and Technology for Nurse Anesthesia (Chemistry, Physics, Anesthesia Machine)	3-0-0-3
MSNA532	Basic Principles and Techniques of Nurse Anesthesia Practice (with simulator lab and clinical observation)	3-3-0-4
MSNA533	Advanced Principles of Nurse Anesthesia (to include regional and pain management)	4-0-0-4
MSNA534	Principles of Nurse Anesthesia for Patients with Co-Existing Disease and Trauma	2-0-0-2
MSNA621	Nurse Anesthesia Clinical Practicum I	0-0-32-4
MSNA622	Nurse Anesthesia Clinical Practicum II	0-0-32-4
MSNA623	Nurse Anesthesia Clinical Practicum III	0-0-32-4
MSNA624	Nurse Anesthesia Clinical Practicum IV	0-0-32-4
MSNA625	Nurse Anesthesia Clinical Practicum V	0-0-32-4
MSNA635	Principles of Nurse Anesthesia Across the Life Span (Peds, OB, Geriatrics)	3-0-0-3
MSNA636	Principles of Nurse Anesthesia for Complex Patients and Procedures (Cardiac, Pulmonary, Neuro, Transplant)	3-0-0-3
MSNA637	Nurse Anesthesia Principles Review	2-0-0-2
MSNA641	Professional Issues in Nurse Anesthesia Practice	3-0-0-3
MSNA690	Final Student Project	6-0-0-6

Summary of Total Credit Hours

Program Total	82
	Graduate Semester Hours

Program Sequence

Students must complete the following courses to be eligible for graduation. The program is a seven trimesters (28 months), full time, continuous course of study. When reviewing the program's curriculum, use the table below to reference the course content which follows:

Year I - Spring Trimester 1

Course Code	Course	Credit Hours
MSNS511	Health Assessment and Diagnostics	2-3-0-3

RSCH512	Research and Evidence Based Practice	3-0-0-3
BIOL521	Advanced Anatomy and Physiology	3-0-0-3
BIOL522	Advanced Pathophysiology	3-0-0-3
PHRM523	Advanced Pharmacotherapy	3-0-0-3
MSNA530	Introduction to Nurse Anesthesia Practice	1-0-0-1
TOTAL		16

Year I - Summer Trimester 2

Course Code	Course	Credit Hours
RELP510	Spirituality, Health and Wholeness	3-0-0-3
HTSC513	Health Care Systems and Policy	3-0-0-3
MSNA531	Principles of Science and Technology for Nurse Anesthesia (Chemistry, Physics, Anesthesia Machine)	3-0-0-3
PHRM524	Pharmacology in Nurse Anesthesia	3-0-0-3
MSNA532	Basic Principles and Techniques of Nurse Anesthesia Practice (with simulator lab and clinical observation, OR 2 days/week in August)	3-3-0-4
TOTAL		16

Year I - Fall Trimester 3

Course Code	Course	Credit Hours
MSNA533	Advanced Principles of Nurse Anesthesia (to include regional and pain management)	4-0-0-4
MSNA534	Principles of Nurse Anesthesia for Patients with Co-Existing Disease and Trauma	2-0-0-2
MSNA621	Nurse Anesthesia Clinical Practicum I (OR 4 days/week)	0-0-32-4
MSNA501	Clinical Conference I	1-0-0-1
TOTAL		11

Year II - Spring Trimester 1

Course Code	Course	Credit Hours
MSNA635	Principles of Nurse Anesthesia Across the Life Span (Peds, OB, Geriatrics)	3-0-0-3
MSNA636	Principles of Nurse Anesthesia for Complex Patients and Procedures (Cardiac, Pulmonary, Neuro, Transplant)	3-0-0-3
MSNA622	Nurse Anesthesia Clinical Practicum II (OR 4 days/week)	0-0-32-4
MSNA502	Clinical Conference II	1-0-0-1

TOTAL **11**

Year II - Summer Trimester 2

Course Code	Course	Credit Hours
HTSC640	Cultural and Ethical Considerations in Healthcare	3-0-0-3
MSNA623	Nurse Anesthesia Clinical Practicum III (OR 4 days/week)	0-0-32-4
MSNA503	Clinical Conference III	1-0-0-1
MSNA690	Final Student Project	2-0-0-2
TOTAL		10

Year II - Fall Trimester 3

Course Code	Course	Credit Hours
MSNA624	Nurse Anesthesia Clinical Practicum IV (OR 4 days/ weeks)	0-0-32-4
MSNA641	Professional Issues in Nurse Anesthesia Practice	3-0-0-3
MSNA504	Clinical Conference IV	1-0-0-1
MSNA690	Final Student Project	2-0-0-2
TOTAL		10

Year III - Spring Trimester 1

Course Code	Course	Credit Hours
MSNA637	Nurse Anesthesia Principles Review	2-0-0-2
MSNA625	Nurse Anesthesia Clinical Practicum V (OR 4 days/week, January – March)	0-0-32-4
MSNA690	Final Student Project	2-0-0-2
TOTAL		8

Program Grand Total: 82 graduate trimester hours

Credit Hour Legend:

1st Digit: Course didactic hours

2nd Digit: Course laboratory hours, ratio 3:1

3rd Digit: Course clinical hours, ratio 8:1

4th Digit: Total course credit hours

Department of Occupational Therapy

Department Chair and Program Director: Tia Hughes, DrOT, MBA, OTR/L

Faculty: Ron Carson, MHS, OTR/L

Faculty: Jeff Etheridge, Ed.D., MEd, OTR/L

Academic Fieldwork Coordinator: Vicki Case, B.S., OTR/L

Mission Statement

The mission of the Department of Occupational Therapy is supportive of FHCHS's mission through the provision of quality educational experiences to prepare competent occupational therapy professionals who are able to use critical thinking skills to address effectively the healthcare needs of a diverse population and of the community. The Department will provide experiences to develop a professional graduate who is able to reason critically, to use evidence-based resources and to provide competent services in a caring and spiritual manner.

Licensure and Accreditation

For information regarding FHCHS regional and church accreditation, see Accreditation section of this *Academic Bulletin*.

In addition to this institutional accreditation, the entry level Occupational Therapy Master's Program has applied for accreditation and received Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, telephone number is (307) 652-AOTA. Once accreditation is obtained, graduates will be eligible to sit for the National certification examination for Occupational Therapists, administered by the National Board for Certification in Occupational Therapy (NBCOT). Successful completion of this examination will result in the graduate being designated an Occupational Therapist, Registered. In addition, most states require licensure to practice. Such licensure is usually based on the results of the NBCOT examination.

A background check is required for admission to the Occupational Therapy Master's Program. The National Board for Certification in Occupational Therapy (NBCOT) and various state licensing agencies require disclosure of all felony convictions. The results of this background check may impact eligibility for certification and licensure. Eligibility should be determined in advance of beginning an educational program. Felony convictions must be resolved by the NBCOT's Qualifications Review Committee. Mental health intervention may also affect the individual's ability to obtain state licensure. For further information, see the *Student Handbook Supplement*.

Program Description

The program of the Master of Occupational Therapy is designed to prepare competent, entry-level occupational therapy practitioners with skills in patient assessment and treatment intervention. The program is a 28-month course of continuous didactic and clinical experiences grounded in Christian principles, organized in a progressive manner and built on a solid foundation in the arts and sciences.

Mental and Physical Requirements

Applicants seeking admission to the master's degree in the Occupational Therapy Program must:

- Have sufficient hearing to monitor and assess patient health needs, to monitor various equipment and background sounds and to communicate by telephone.
- Be able to speak in a clear and concise manner.
- Have communication abilities sufficient to interact professionally with others in verbal and written form and have reading skills appropriate to understand patient charts, reports and orders.
- Possess the ability to lift 15 pounds independently and place objects of this weight at various levels including floor level and overhead.
- Be able to lift patients to accomplish bed/chair/stretchers transfer.
- Stand and walk without difficulty and be able to push a gurney or wheelchair.
- Be able to stand and/or sit for an extended period of time.
- Be able to perform fine and gross motor skills with both hands.
- Possess manual dexterity sufficient to fabricate and modify splints and adaptive equipment, perform range-of-motion exercises/activities, position another person, and perform components of sensory, motor and Activities of Daily Living (ADL) evaluations.
- Possess critical thinking skills sufficient to think clearly and act appropriately in stressful situations.
- Possess interpersonal skills sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.
- Possess the ability to work in clinical environments which involve exposure to persons with physical and mental disabilities, such as pain, grief, death, stress, communicable diseases, blood and body fluids and toxic substances.
- Have mobility sufficient to move from room to room and maneuver in small spaces.
- Have tactile ability sufficient to perform palpation functions of physical examination and/or other functions related to therapeutic intervention.

Admission Requirements

All applicants for the Master of Occupational Therapy Program must meet the general admission requirements to enroll for graduate study at FHCHS.

Additionally, applicants for the Master of Occupational Therapy Program must:

1. Submit an application online and \$100 application fee.
2. Present a resume of their professional and educational activities.

3. Present an essay or goal statement reporting reasons for wanting to become an occupational therapist, reasons for choosing to attend a faith-based institution and reasons for specifically choosing FHCHS.
4. Present current official transcripts from all undergraduate and/or graduate institutions attended¹. Transcripts will be considered official only when received directly from the institution and not hand-delivered by the applicant or faxed by the institution attended. Failure to disclose all colleges previously attended could result in denial or dismissal.
5. Official transcripts are also needed for each College Level Examination Program (CLEP), Advanced Placement (AP), and/or International Baccalaureate (IB) examination taken only if the applicant would like them to be considered for transfer of credit.
6. Present a minimum undergraduate cumulative grade point average of 3.00 on a 4.00 scale.
7. Present evidence of a Bachelor's degree from a regionally accredited institution.
8. Provide three recommendations, using FHCHS forms. Recommendation from friends and family members are not acceptable.
9. Present an official copy of a satisfactory score on the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) taken within the last 5 years. GRE or MAT scores on official college transcripts are also acceptable.
10. Present the following undergraduate courses either as having been completed in the applicant's undergraduate program or as taken post-baccalaureate but prior to admission to the MOT program:
 - Human Anatomy and Physiology I & II (with labs)
 - Pathophysiology (disease conditions)
 - General Psychology
 - Developmental Psychology
 - Abnormal Psychology
 - Sociology (or Anthropology)
 - Public speaking
 - College algebra
 - Statistics
 - Medical Terminology
 - One of the following four credit courses (including lab):
 - General Biology
 - Physics
 - Chemistry
 - A computer course (or computer competency assessment)
4. Present appropriate, satisfactory health and immunization records.
5. Provide evidence of English language proficiency for those applicants for whom English is not their primary language or who have graduated from a non-English speaking school (see English Language Proficiency section).
6. Meet the mental and physical requirements detailed above.
7. Successfully complete the personal interview process. (See below.)

¹ Admission GPAs will be calculated based on credits and grades from regionally accredited institutions only.

Applicants are reminded that, due to the competitive nature of the admission process, meeting the minimum standards for admission does not guarantee admission to the program. After the initial screening of the application, some applicants will be invited to the campus for a personal interview (see requirement above.)

Progression

Since the Masters of Occupational Therapy Program is a “block program,” 28 month, continuous course of study, students will be deemed making continuous satisfactory progress toward a master’s degree when they:

1. Complete all scheduled professional courses with a grade of 3.00 or better on a 4.00 grade point scale;
2. Complete all scheduled cognate courses with an average grade of 3.00 or better on a 4.00 grade point scale; and with no more than one cognate course with a grade between 2.00 or 3.00 on a 4 grade point scale.

Completion

FHCHS will consider students for graduation with a Master of Occupational Therapy degree and for eligibility for the certification examination in Occupational Therapy when they have:

1. Met the general requirements for the Master of Occupational Therapy degree.
2. Completed all required courses in the Master in Occupational Therapy curriculum with grades of “B” (3.00) or better.
3. Completed all required courses in the Master in Occupational Therapy curriculum within 40 months of their acceptance into the program.
4. Completed an acceptable Capstone Project.

Curriculum

Recommendation for graduation and for sitting for the certification examination is dependent upon the successful completion of the following courses:

Cognate Requirements

Course Code	Course	Credit Hours*
BIOL515	Gross Musculoskeletal Anatomy for the OT	3-2-0-4
HTSC510	Culture and Ethical Considerations	3-0-0-3
RELP510	Spirituality, Health, Wellbeing	3-0-0-3
RSCH512	Research and Evidence Based Practice (Research I)	3-0-0-3

Occupational Therapy Requirements

Course Code	Course	Credit Hours*
OCTH510	Occupational Therapy; Theory, Tenets and Foundations of a Profession	3-0-0-3
OCTH515	Occupation and Wellness Across the Lifespan	3-0-0-3
OCTH520	Applied Kinesiology	3-0-0-3
OCTH527	Fieldwork I A	0-0-40-1
OCTH530	Mental Health: Implications for OT	2-2-0-3
OCTH535	Neuroscience Applications: OT Implications for Cognition, Behavior and Neuromotor Control	2-2-0-3
OCTH540	Life Span Critical Reasoning: Models of Practice	2-2-0-3
OCTH547	Fieldwork I B	0-0-40-1
OCTH560	Contemporary Service Delivery and Community Outreach	1-4-0-3
OCTH565	Assistive Technologies, Adaptations and Environmental Modifications	2-2-0-3
OCTH 570	Service Delivery for the Older Adult Client	2-2-0-3
OCTH575	Research II: Research Design	2-0-0-2
OCTH577	Fieldwork I C	2-0-40-1
OCTH610	Assessment and Interventions for Children and Adolescents	2-2-0-3
OCTH615	Assessment and Interventions for Adults	2-2-0-3
OCTH 620	Adjunctive Approaches in OT: Physical Agent Modalities and Orthoses	1-4-0-3
OCTH 625	Research III: Data Compilation	1-2-0-2
OCTH 627	Fieldwork ID: Adults	0-0-40-1
OCTH 630	Contemporary Practice Areas	3-2-0-4
OCTH 635	OT Within the School Setting	1-2-0-2
OCTH 640	Advocacy, Leadership and Organizational and Professional Development	2-4-0-4
OCTH 647	Fieldwork I E: Peds	0-0-40-1
OCTH 657	Fieldwork IF: Schools	0-0-40-1
OCTH 670	Professional Seminar	1-0-0-1
OCTH 677	Fieldwork II: Internship #1	0-0-480-6
OCTH 680	Research IV: Dissemination	1-0-0-1
OCTH 687	Fieldwork Level II: Internship	0-0-480-6

* Legend:

- 1st Digit: Course didactic hours
- 2nd Digit: Course laboratory hours, ratio 2:1
- 3rd Digit: Course clinical hours, ratio 8:1
- 4th Digit: Total course credit hours

Program Sequence

Fall Entry

Year I-Fall	Year I-Spring	Year I-Summer
OCTH 510 Occupational Therapy: Theory, Tenets, and Foundations of a Profession (3)	OCTH 530 Mental Health: Implications for Occupational Therapy (3)	OCTH 560 Contemporary Service Delivery and Community Outreach (3)
OCTH 515 Occupation and Wellness Across the Lifespan (3)	OCTH 535 Neuroscience Applications: OT Implications for Cognition, Behavior, and Neuromotor Control (3)	OCTH 570 Service Delivery for the Older Adult Client (3)
BIOL 515 Gross Musculoskeletal Anatomy for the OT (4)	OCTH 540 Life Span Critical Reasoning: Models of Practice (3)	OCTH 565 Assistive Technologies, Adaptations, and Environmental Modifications (3)
OCTH 520 Applied Kinesiology (3)	RSCH 512 Research and Evidence Based Practice (3)	OCTH 575 Research II: Research Design(2)
OCTH 527 Fieldwork I A (1)	OCTH 547 Fieldwork IB (1)	OCTH 577 Fieldwork IC (1)
14 Credit Hours	HTSC 640 Culture and Ethical Considerations in Health Care (3)	RELP 510 Spirituality, Health, and Wholeness (3)
	16 Credit Hours	15 credit Hours
Year II-Fall	Year II-Spring	Year II-Summer
OCTH 610 Assessment and Interventions for Children and Adolescents (3)	OCTH 630 Contemporary Practice Areas (4)	
OCTH 615 Assessments and Interventions for Adults (3)	OCTH 635 OT Within the School Setting (2)	OCTH 670 Professional Seminar (1)
OCTH 620 Adjunctive Approaches In OT: Physical Agent Modalities and Orthoses (3)	OCTH 640 Advocacy, Leadership and Organizational and Professional Development (4)	OCTH 677 Fieldwork Level II: Internship #1 (6)
OCTH 625 Research III: Data Compilation (2)	OCTH 647 Fieldwork IE: Peds (1)	7 Credit Hours
OCTH 627 Fieldwork ID: Adults (1)	OCTH 657 Fieldwork IF: Schools (1)	
12 Credit Hours	12 Credit Hours	
Year III-Fall		
OCTH 680 Research IV:		

Dissemination (1)

OCTH 687 Fieldwork Level II:
Internship #2 (6)

7 Credit Hours

Directory

Administration

David E. Greenlaw, D.Min.
President

Robert A. Williams, Ph.D.
Assistant to the President

Donald E. Williams, Ph.D.
Senior Vice President for Academic Administration

Robert Curren, B.S.
Senior Vice President for Financial Administration

Lewis Hendershot, B.A.
Vice President for Marketing and Public Relations

Dan Lim, Ph.D.
Vice President for Academic Administration for Educational Technology and Distance Education

Ruben Martinez, M.A.
Vice President for Operations

Stephen Roche, M.S.
Vice President for Student Services

Len M. Archer, Ph.D.
Associate Vice President for Academic Administration

Associates in Administration

Starr Bender, B.S.
Director of Financial Aid

Janet Calderón, Ph.D.
Registrar

Deanna Flores, M.L.I.S
Director of the R.A. Williams Library

Ruby Gutierrez, B.A.
Director of Student Experience

Stefanie Johnson, B.A.
Director of Grants Management

Roy Lukman, Ph.D.
Director of Institutional Effectiveness

Yvette Saliba, M.A., N.C.C.
Director of the Center for Academic Achievement

Katie Shaw, B.A.
Director of Enrollment Services

Selena Seballo, B.B.A
Director of Alumni Services

Beverly Snell
Bookstore Manager

Fred Stephens, M.B.A.
Director for Human Resources

Travis Wooley, M.A.
Director of Information Technology

Board of Trustees

The following individuals were elected to the Board of Trustees by the College constituency. Further information about them, their activities, and their connection with FHCHS may be obtained by contacting them directly. Each member's position on the Board, as well as his or her occupation, appears after his or her name.

Gordon Retzer

Chairman: President, Southern Union Conference of Seventh-day Adventists

David E. Greenlaw

Secretary: President, Florida Hospital College of Health Sciences

Diane Andrews

Trustee: Assistant Professor, UCF College of Nursing

Charles Bradford

Trustee Emeritus: Retired Clergy

Mike Cauley

Trustee: President, Florida Conference of Seventh-day Adventists

Des Cummings, Jr.

Trustee: Executive Vice President, Florida Hospital

Darly Dixon

Trustee: Division President, Maxim Healthcare Services

Sheryl Dodds

Trustee: Chief Clinical Officer, Florida Hospital

Leslie Ellis

Trustee: ChTrustee Emeritus: Retired Educator

Malcolm Gordon

Trustee Emeritus: Retired Clergyman

Kristin Gray

Trustee: Winter Park Family Health Center

Robert Henderschedt

Trustee: Senior Vice President Administration, Adventist Health System

Lars Houmann

Trustee: President, Florida Hospital

Don Jones

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Troy Kishbaugh

Trustee: Shareholder/Director, Gray Robinson, P.A.

Gerald Kovalski

Trustee: Retired Vice President for Education, North American Division of Seventh-day Adventists

Steve Silver

Trustee: Managing Member, Onix Group

Tom Werner

Trustee: Retired President of Adventist Health System

Telephone Directory

Department	Phone	Fax
Academic Administration		
Senior Vice President for Academic Administration		
Associate Vice President for Academic Administration.	(407) 303-5619	(407) 303-5671
Refer to the academic department for questions about specific academic programs.		
Admissions		
Admissions		
Double Major Forms	(407) 303-7742	(407) 303-9408
Academic Forgiveness, Program Admission		
Background Checks		
Alumni	(407) 303-9603	(407) 303-8014
Bookstore	(407) 303-7747, Ext. 110-1075	Fax (407) 303-8008
Center for Academic Achievement	(407) 303-7747, Ext. 110-6413	

Department	Phone	Fax
Advising		
Disability Services		
Tutoring		
Testing		
Counseling Service		
Philosophy of Healthcare Course		
Center for Educational Technology & Distance Learning Campus Technology & Distance Learning	(407) 303-9305	(407) 303-5671
Chaplains		
Circle Up Devotions		
Pastoral Care		
Pre-marriage Counseling	(407) 303-7747, Ext. 303-9474 or 110- 1033	(407) 303-8014
Prayer Breakfasts		
SonSet Cafe		
Week of Prayers		
Pre-marriage Counseling		
College Housing Main Office	(407) 896-5869	
Bay Run Apartments Student Housing	(407) 896-5869	
La Salle Arms Apartments Student Housing	(407) 896-5869	
Counseling & Mental Health	(407) 303-7747, Ext. 110-6074	
Development & Fundraising	(407) 303-9585	(407) 303-7225
Development of Scholarships		
Disability Services	(407) 303-7747, Ext. 110-6074	
Distance Learning Department	(407) 303-9305	(407) 303-9310

Department	Phone	Fax
Enrollment Services		
Admissions		
Academic Forgiveness	(407) 303-7742	(407) 303-9408
Background Checks		
Double Major Forms		
Program Admission		
Financial Services		
Financial Aid	(407) 303-1631 and (407) 303-6963	(407) 303-7680
Student Accounts		
Tuition Payments		
Human Resources		
Employment		
Employee Benefits		
Student Employment	(407) 303-5727	(407) 303-7680
Direct Deposit Payments		
Inter-Departmental and Florida		
Hospital		
Transfers		
Information Technology		
Student Laptop Support	(407) 303-8100	
Technology Operations		
Faculty/Staff Computer Support		
International Student Advisor	(407) 303-7742	(407) 303-9408
Library, R. A. Williams	(407) 303-1851	(407) 303-9622

Department	Phone	Fax
Marketing and Public Relations		
Initial Student Contact and Information	(407)303-8192	(407) 303-5626
Student Campus Tours		
Campus Advertising		
Office of the President	(407) 303-7894	(407) 303-5671
Operator	(407) 303-9798 and 800-500-7747	
Recruitment		
Student Career		
College Fairs	(407) 303-1878	(407) 303-5626
Visits to High Schools/Colleges		
Registrar		
Transcripts		
Student Petitions:		
Academic Exemptions & Transient		
Letter	(407) 303-1785	(407) 303-9755
Directed Study		
Double Majors		
Drop/Add/Withdrawal Information		
Grades		
Security Guard	(407) 353-4002	
Student Services	(407) 303-8016	(407) 303-8014

Department	Phone	Fax
Student ID Badges		
Parking Information/Issues & Decals		
Locker Rentals		
Student Lounge		
Lost & Found		
Dean of Students		
Student Concerns		
Unresolved Student Life Issues	(407) 303-8016	
Student Discipline		
Testing	(407) 303-7747, Ext. 110-6413	
Tutoring	(407) 303-7747, Ext. 110-5419	

Academic Departments

Department	Phone	Fax
Undergraduate Programs:		
Diagnostic Medical Sonography	(407) 303-5733	(407) 303-7820
Health and Biomedical Sciences	(407) 303-7747, ext. 110-1088 or ext. 303-7499	(407) 303-8136
Nursing	(407) 303-7893	(407) 303-1872
Occupational Therapy	(407) 303-7747 x 1109855	(407) 303-7820
Radiologic Sciences	(407) 303-7747, ext. 110-1066	(407) 303-7820
Nuclear Medicine Technology	(407) 303-9380	(407) 303-7820
Master's Programs:		
Nurse Anesthesia	(407) 303-9331	Fax (407) 303-9578
Occupational Therapy	(407) 303-9180	(407) 303-7820

Faculty

The academic rank of the faculty member and the department in which that person serves immediately follow the member's name. The degrees earned and the college or university granting the degree follow. Professional certification is the last item in the entry.

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