

# Southeastern College – Catalog Addendum No. 5; to the

## 2024 Catalog, Volume XXXV, Edition No. 1

*(Deletions denoted by strikethroughs. Additions/revisions denoted by underscores)*

May 15, 2024

### **TRANSCRIPTS, pp. 90**

A request for a Southeastern College transcript can be requested in writing (Transcript Request Form), signed by the student and requested a minimum of two (2) weeks before a transcript is required. The full address of the person/place to which the transcript is to be sent must be included. An official transcript bearing the College seal will be forwarded directly to other colleges, to prospective employers, or to other agencies at the request of a student. Typically, colleges only consider a transcript “official” if forwarded directly from the sending institution. A student can also complete the transcript request online <https://www.sec.edu/admissions/transcript-request/>. Students may also obtain unofficial copies of their transcripts at the campus. There is no charge for the student’s first transcript. All other transcripts will require a fee of \$25 to be paid with an application. ~~(NOTE: All financial obligations to the College must be paid before transcripts are released)~~

### **Policy on Military Stipends Page 101.**

Paragraph 1 Updated: Students who are being funded by Chapter 31 VRE ~~Vocational Rehabilitation~~ or Chapter 33 Post 9/11 G.I. Bill® benefits will be given the following options for any Title IV funds being used for living expenses.

Paragraph 3 Updated: Funds will only be authorized for release once Title IV funds are processed and posted to the students account and after verification of an approved VRE Purchase Order under Chapter 31 VA Form 28-1905 or a current Certificate of Eligibility (COE)...

### **VA Pending Payment Policy: Student Rights and Responsibilities, page 102**

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.va.gov/>.

In the event the Federal Government is delayed with tuition and fee payments to the college, for those students using Post 9/11 G.I. Bill® (Chapter 33) or ~~Vocational Rehabilitation &~~ Veteran Readiness and Employment (VR&E, Chapter 31) benefits, students will maintain access to continued enrollment and all ~~University~~ College resources. These include but are not limited to the library, access to the Student Services department, class attendance, and/or other functions to assure the academic success of the student. Students will not incur any penalty or late fees due to VA pending payments or be required to obtain additional funding to cover the cost of attendance.

## Graduation Requirements, p. 126

- **Surgical Technology, AS**
  - The student will be required to take the CST (National Board on Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist) certification exam in order to be considered a graduate of the Surgical Technology program. It is recommended that students sit for the exam within 30 days prior to the successful completion of the Surgical Technology program. **\*This will apply only to programs at the Charlotte (Certificate only), Miami Lakes and West Palm Beach campuses. \*The Surgical Technology Programs at the Charlotte (Associates), Columbia, and N Charleston campuses have not yet received programmatic accreditation.**
- **Diagnostic Medical Sonography AS**
  - Miami Lakes and West Palm Beach students must attempt the **ARDMS Specialty Exam (AB or OB/GYN)** –prior to externship clinical rotation SON 2834. Students must **pass** the ARDMS Specialty Exam (AB or OB/GYN) to be considered a graduate of the program.
  - Southeastern College Campuses where the DMS program is not CAAHEP accredited: Students must register and take the ARRT certification and registration in Sonography, a national credentialing agency, upon completion of all required courses. If the student fails the ARRT(s) exam, it must be retaken and passed to be considered for graduation from the program.
  - Students who fall under the prerequisite 3A (Prerequisites 3A, [www.ardms.org](http://www.ardms.org) ) for ARDMS who earned a bachelor's degree (in any major) or foreign degree equivalent to a bachelor's degree in the U.S. or Canada, DO NOT need to sit for the ARRT but must sit for ARDMS exam within **90 days of completing their final course of the program.**
- **Diagnostic Medical Sonography AAS and Certificate**
  - Register and take the ARRT(S) exam to be considered a graduate of the program.
  - Southeastern College Campuses where the DMS program is not CAAHEP accredited: Students must register and take the ARRT certification and registration in Sonography, a national credentialing agency, upon completion of all required courses. If the student fails the ARRT(s) exam, it must be retaken and passed to be considered for graduation from the program.

- Students who fall under the prerequisite 3A (Prerequisites 3A, [www.ardms.org](http://www.ardms.org) ) for ARDMS who earned a bachelor's degree (in any major) or foreign degree equivalent to a bachelor's degree in the U.S. or Canada, DO NOT need to sit for the ARRT but must sit for ARDMS exam within **90 days of completing their final course of the program.**

### **Satisfactory Academic Progress Policy, page 113.**

These standards apply to all students (those receiving financial aid and cash-paying students who are not receiving assistance under the title IV, HEA programs.

Students at Southeastern College are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard. These progress standards are measured at the end of each student's semester/Pay Period.

### **Professional Behavior Policy; Academic and Administrative Dismissal, pages 79 and 80.**

#### ***Academic and Administrative Dismissal***

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

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

- cheating, plagiarism, and/or infractions of the College's Student Conduct Policies;
- any behavior which distracts other students and disrupts routine classroom activities;
- use of abusive language, including verbalization or gestures of an obscene nature; or
- threatening or causing physical harm to students, faculty, staff, or others on campus or while students are engaged in off-site learning experiences; or
- Violating state or federal law, including but not limited to Florida Statute Section 553.865, Safety in Private Spaces Act.
- unprofessional conduct and behavior

**Diagnostic Medical Sonography Objectives, pages 144, 147, and 151.**

## **DIAGNOSTIC MEDICAL SONOGRAPHY ASSOCIATE IN APPLIED SCIENCE DEGREE (SC & NC)**

### **Description**

The Diagnostic Medical Sonography Program integrates didactic, laboratory and clinical experiential learning. Sonographers are highly skilled professionals who provide patient services using diagnostic techniques under the supervision of a licensed Doctor of Medicine or osteopathy. Diagnostic Medical Sonographers perform two-dimensional, Doppler and other sonographic procedures and record data for interpretation by a physician. The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry of Radiologic Technologists (ARRT) examination. An Associate in Applied Science degree will be awarded upon successful completion of this program. Outside work required.

### **Objectives:**

~~The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.~~ The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography-extended, obstetrics and gynecology sonography concentration.

## **DIAGNOSTIC MEDICAL SONOGRAPHY ASSOCIATE OF SCIENCE DEGREE (FL)**

### **Description**

The Diagnostic Medical Sonography Program integrates didactic, laboratory and clinical experiential learning. Sonographers are highly skilled professionals who provide patient services using diagnostic techniques under the supervision of a licensed Doctor of Medicine or osteopathy. Diagnostic Medical Sonographers perform two-dimensional, Doppler, and other sonographic procedures and record data for interpretation by a physician. The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry for Diagnostic Medical Sonography (ARDMS) examination. An Associate of Science degree will be awarded upon successful completion. Outside work required.

### **Objectives**

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

affective (behavior) learning domains for the abdominal sonography-extended, obstetrics and gynecology sonography concentration.

## **DIAGNOSTIC MEDICAL SONOGRAPHY CERTIFICATE (CHARLOTTE)**

### **Description:**

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

### **Objectives:**

~~The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.~~ The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography-extended, obstetrics and gynecology sonography concentration.

### **State Authorization, Licensure, and Certification, p. 124-125**

In order to comply with regulations regarding distance education, Southeastern College is required to make the following disclosure to applicants and students completing their coursework outside of the state of Florida or South Carolina, including field experiences (e.g., internships, practicums, clinical placements), when their program of study customarily leads to professional licensure. The National State Authorization Reciprocity Agreement (NC-SARA) of which we are a member, has no effect on state professional licensure requirements. Please visit our website at <https://www.sec.edu/about/heoa/> for information on this topic. If you are unable to locate the correct information about professional licensure, or have difficulty obtaining the information you need, please contact the academic advisor for your program.

If Southeastern College has made a determination that the program's curriculum does not meet the State educational requirements for licensure or certification in the State in which a prospective student is located, or if the institution has not made a determination regarding whether the program's curriculum meets the State educational requirements for licensure or certification, Southeastern College will provide notice to that effect to the student prior to the student's enrollment in the program.

If Southeastern College makes a determination that a program's curriculum does not meet the State educational requirements for licensure or certification in a State in which a student who is currently enrolled in such program is located, the institution will provide notice to that effect to the student in writing, which may include through email or other electronic communication within 14 calendar days of making such determination.

If a student relocates to a state which is not covered by NC-SARA it may adversely impact the student's ability to complete their program at Southeastern College. It is the student's responsibility to inform Southeastern College, within 14 calendar days, in writing via email, postal mail or letter delivered in person of his or her relocation to another state.

