# MED ACADEMY

## Student Catalog
## 2022
## Volume # 12

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# Statement of Legal Control

Med Academy is a registered fictitious name of Imaging Educators, Inc, Florida Corporation. We are governed by an advisory board and headed by a President. The President of Med Academy is Mr. Juan Revuelta, who is the sole shareholder of the corporation. He may be reached at:

**3418 West 84th Street, # 106, Hialeah, FL 33018**
**Phone: (786) 271-0987**
**E-mail: jrevuelta@medacademy.edu**

Med Academy is licensed by the Commission for Independent Education, Florida Department of Education (License # 4218). Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Med Academy is accredited by the Commission of the Council in Occupational Education (COE). Additional information regarding this institution may be obtained by contacting the COE 7840 Roswell Road, Building 300, Suite 325, Atlanta GA 30350, tool-free telephone number (800) 917-2081

# Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code.) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or" statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

# Facility Description

Our facility is located at 3418 West 84th Street, Hialeah, FL 33018.
Our facility is located in the Hialeah Lakes Office Park, which has an array of privately-owned businesses.
Med Academy is centrally-located in the Office Park and has an area of 6,840 square feet.
Our campus comprises a lobby-reception area, several administrative offices (Admissions, Financial Aid, Education, Student Services, School Director, and School Manager), a lounge room, three classrooms, a resource center, two laboratories, and five restrooms. The classroom consists of overhead projectors and laptops for lecture and audio-visual presentations, blackboards, and pertinent anatomical models.

There are six computers with internet access in the student resource center, a multifunctional (copy/scan/printer) unit for students to use as needed. The books and study material are kept in the student's services office; there are several books and magazines about Magnetic Resonance Imaging, Anatomy, Physiology, Pathology, Patient Care, Radiography, Safety, and other related topics. In addition, the library also includes MRI hardware such as MRI coils, cardiac defibrillators, anti-noise devices, and monitoring equipment for the students to practice.

# Institutional Administrative Staff

**School Director**            Juan Revuelta, RT, (R), (MR), ARRT, ARMRIT, PARCA

**Director of Education**        Tometra Meadows, MS, BA, RT, (R), ARRT

**Business Office Director**      Rosina Revuelta, MBA

**Financial Aid Director**        Maria Alcuria

**Registrar Director**           Meyling Wong, BS

**Admissions Director/Career Services**   Karina Cabrera, MS

**Advisory Committee Board**     Edward Gomez, M.S.C
                              Janior Perez, RT, (R)(MR)
                              Javier Mena, RT, (R), (MR), (CT)
                              Julio Morejon, RT, (R), (MR), (CT)
                              Diana Rodriguez RT, (R)
                              Nelson Rodriguez RT, (R)

**MRI Program Director**         Juan Revuelta, RT, (R), (MR), ARRT, ARMRIT, PARCA
                              Radiographer, (Jackson School of Radiologic Science)
                              Magnetic Resonance Imaging Technologist (ARRT)(ARMRIT)

**Radiology Program Director**   Tometra Meadows, MS, RT, (R), ARRT
                              Master's of Science in Education (Nova Southeastern University)
                              Radiographer, (Jackson School of Radiologic Sciences)

**Clinical Coordinator**         Andro Perez
                              Doctor in Medicine (Bachelor), (ISCM Havana, Cuba)
                              Magnetic Resonance Imaging Technologist (ARRT)(ARMRIT)

# School Hours of Operation

Available to the students Monday through Friday

- School Hours:            9:00 am to 10:00 pm
- Media Services Hours:     9:00 am to 05:00 pm
- Admission Office Hours:   9:00 am to 05:00 pm (Monday, Wednesday, Friday)
                           9:00 am to 7:00 pm (Tuesdays & Thursdays)
- Financial Services Hours:  9:00 am to 05:00 pm
- Clinical Coordinator:     by appointment only
- Didactic Instructors:     by appointment only

Didactic classes are scheduled Monday to Friday from 9:00 am to 1:00 pm (morning session) and 6:00 pm to 10:00 pm (evening session).

The clinical training schedule is flexible as agreed by the student, clinical site, and school officials. Full-time students must complete 16 hours per week, and part-time students must complete 8 hours per week.

# School Calendar

| 2022 | Winter Term |
|---|---|
| January 10, 2022 | Quarter Begins |
| January 17, 2022 | Martin Luther King Holiday – No Classes/Clinical Scheduled |
| Mar 28- April 1 2022 | Spring Break - No Classes/Clinicals Scheduled |
| April 8, 2022 | Quarter Ends |

| 2022 | Spring Term |
|---|---|
| April 11, 2022 | Quarter Begins |
| May 30, 2022 | Memorial Day – No Classes/Clinical Scheduled |
| July 1, 2022 | Quarter Ends |
| Jul 4-8, 2022 | Summer Break – No Classes/Clinicals Scheduled |

| 2022 | Summer Term |
|---|---|
| July 11, 2022 | Quarter Begins |
| September 5, 2022 | Labor Day – No Classes/Clinical Scheduled |
| September 30, 2022 | Quarter Ends |

| 2022 | Fall Term |
|---|---|
| October 3, 2022 | Quarter Begins |
| November 11, 2022 | Veterans Day – No Classes/Clinical Scheduled |
| November 24, 2022 | Thanksgiving Day – No Classes/Clinicals Scheduled |
| November 25, 2022 | Day After Thanksgiving – No Classes/Clinical Scheduled |
| December 23, 2022 | Quarter Ends |
| Dec. 26-Jan 6, 2022 | Winter Break – No Classes/Clinicals Scheduled |

| 2023 | Winter Term |
|---|---|
| January 9, 2023 | Quarter Begins |
| January 16, 2023 | Martin Luther King Holiday – No Classes/Clinical Scheduled |
| March 27-31, 2023 | Spring Break – No Classes/Clinicals Scheduled |
| April 7, 2023 | Quarter Ends |

| 2023 | Spring Term |
|---|---|
| April 10, 2023 | Quarter Begins |
| May 31, 2023 | Memorial Day – No Classes/Clinical Scheduled |
| June 30, 2023 | Quarter Ends |
| July 3-7, 2023 | Summer Break – No Classes/Clinicals Scheduled |

| 2023 | Summer Term |
|---|---|
| July 10, 2023 | Quarter Begins |
| September 5, 2023 | Labor Day – No Classes/Clinical Scheduled |
| September 29, 2023 | Quarter Ends |

| 2023 | Fall Term |
|---|---|
| October 2, 2023 | Quarter Begins |
| November 11, 2023 | Veterans Day – No Classes/Clinical Scheduled |
| November 24, 2023 | Thanksgiving Day – No Classes/Clinicals Scheduled |
| November 25, 2023 | Day After Thanksgiving – No Classes/Clinical Scheduled |
| December 22, 2023 | Quarter Ends |
| Dec. 25-Jan 5, 2024 | Winter Break – No Classes/Clinicals Scheduled |

# Institutional Vision and Mission Statements

## Institutional Mission Statement

Med Academy's mission is to provide quality education and training to a diverse student population interested in professional careers in the Medical field. Our programs are enriched by our strong network of partnerships with community hospitals, clinics, diagnostic centers, and various industry leaders in the medical industry. The faculty and staff at Med Academy are committed to providing superior service and an exceptional learning environment where graduates can earn diplomas or associate degrees in their chosen field of study.

## Institutional Vision

Med Academy is a leader in providing health education courses that encourage highly effective and ethical professionals to make positive contributions to medical communities of interest while promoting the public health of the populations that we serve.

## Goals & Objectives

Med Academy recognizes its commitment to its student body, faculty, and staff to provide a nurturing environment that emphasizes quality, adaptability, accessibility, and diversity.

In an effort to achieve this goal and meet the needs of our communities of interest, our institutional goals are as follows:
- Recruitment of individuals who prove to be qualified to train as health care professionals;
- Provide an educational setting that promotes student cognitive, psychomotor, and affective skills;
- Develop students' knowledge in patient care;
- Encourage student professional attributes such as compassion, empathy, and dependability about patient care;
- Develop students' competence in the diverse nature of patient care when dealing with cross-cultural populations with an emphasis on ethics and medical legalities;
- Encourage students to seek continuous education beyond our programs;
- Uphold ethical standards of the profession as stated by the Medical Professional Code of Ethics;
- Prepare students to successfully pass the certification and licensure examinations;
- Encourage participation in outreach programs related to health and wellness activities inclusive of all members of the community.

## Core Values

### Community
We promote partnerships that develop solutions to community challenges which are imperative to economic strength and quality of life.

### Excellence
We strive for quality instruction and service by upholding high academic and professional standards, providing a quality educational environment, and continuously seeking improvement in all aspects of our work.

### Innovation
We pursue excellence in teaching and knowledge through reinforcement and support of originality, resourcefulness, uniqueness, and visionary leadership.

### Integrity
We strive to establish high standards of ethical behavior and to revel in honesty, sincerity, and trust as the basis for our associations.

### Respect
We recognize and value the exclusivity, diversity, and autonomy of every individual.

# Student Services

Our institution provides a variety of services to facilitate the resources to the students to become high-level health care professionals. We provide support and services to students in the area of records, registration, transcripts, graduation, finance, scheduling, Information, Tutorial, Counseling, and Job Placement,

**Records Services:** Maintaining various types of records pertaining to students. The following records will be maintained indefinitely: academic transcripts, all documents evidencing a student's eligibility for enrolled programs, any certificates or diplomas earned, copies of applications or contractual agreements, financial records, students counseling or advising records, and records of progress. All other records will be kept for five (5) years.

**Registration Services**: Receiving registration, providing information, answering questions, and acting as a liaison between participants and departments, entering program information and enrollment data, maintaining roster, and mailing confirmations.

**Transcripts Services:** A transcript is a comprehensive record of a students' academic progress, including transfer courses; and credits earned by exams. Your name appears on your transcript as it appears on your faculty record. Official transcripts include the faculty seal and the signature of the registrar. Student academic records are classified as confidential and may be released only with the student's written authorization.

**Graduation Services:** The mission of the Graduate Student Services is to provide services that contribute to the professional and academic development of graduate students and enhance their quality of life while at Med Academy.

**Finance Services:** The finance office advises the students on payment options available for tuition. Also, it processes credit card payments, deposits all fees, processes cancellations and refunds, generates invoices for any attendees with outstanding balances.

**Scheduling Services:** Scheduling services provide information on programs and events happening around the facility, as well as logistical information on room capacities, set-up, and media availability.

**Media Center Services:** The resource center is equipped with four personal computers with internet access, Microsoft Office, and Adobe Reader, for students to do independent study and research. The computers are connected to a printer in case the students need to print any school-related material. The school also offers a variety of hard copy books, journals, CDs, and publications in topics.  All these materials are accessible upon student request at the administration office. These items are located in the Program Directors' office and can be checked out by students.

**Tutorial Services:** Faculty will schedule consultation hours during non-class hours for the student to contact the instructor in person or via e-mail to clarify and explain class material in which the student needs assistance.

**Counseling Services:** Students will be counseled when their performance is considered below the standards expected by the school; these counseling services will include academic, attendance, and financial counseling.

**Job Placement Services:** Upon satisfactory completion of the program, unlimited use of Med Academy's Job Placement Assistance Program is available. The school will assist students with resume writing and job interview preparation. The school cannot guarantee that these interviews will lead to employment.

*Our services are available to the students from Monday through Friday, 10:00 am to 5:00 pm.

# GENERAL POLICIES

| Section: General | Policy: Admission Requirements |
|---|---|
| Policy#: 1.1 | Reviewed 01/01/2022 |

All incoming students must meet the following requirements to be accepted in our programs:
- All applicants must provide proof of a High School diploma or GED. (Applicants presenting evidence of High School Diplomas from foreign countries, it must be translated in English and certified by an official entity)
- Successfully passed the entrance exam (Wonderlic exam) with a minimum score of 250
- For the students to be eligible to receive Title IV funds, they must have a legal migratory status (Citizenship, Residency, and Parole).
- Students applying for Title IV must complete a FASFA application

**Admissions by Exception:**
Students who have an associate degree or higher in any discipline may waive the entrance examination. Applicants considered for admissions by exception must present official transcripts. Transcripts must be sealed if presented by the student to be considered official. Evaluation of foreign transcripts completed by a credentialing body recognized by the US Department of Education will also be accepted for evaluation of foreign degrees. Evaluated degrees must be equivalent to an associate's degree earned in the United States. It is preferred that transcripts be forwarded directly from the educational facility attended or from the evaluation service. The School Director or Program Director will decide if the student can be enrolled by exception. This policy applies to admissions to all of the programs at Med Academy.

## Procedure
Applicants must turn in a copy of their high school diploma or GED*. Applicants must also provide a copy of their driver's license to verify the applicant's age.
Applicants must complete an application and pay a $100.00 Application fee; all these forms must be reviewed and approved by the registrar's office and program director.

Med Academy will not be responsible if the student cannot sit for any professional certifications due to acts that violate the Professional Code of Ethics outlined by the certification bodies.

The applicant's responsibility is to research, report, and arrange for a review of any certification examination application with the appropriate certification body if they have any legal issues involving felony or misdemeanor charges. The applicant will be counseled appropriately by school officials concerning this matter. Copy of all records and documentation will be kept in the student file.

The school does understand that unique concerns and issues may prevent the delivery of official transcripts (i.e., foreign transcripts). This situation will be reviewed on a case-by-case basis. The applicant will discuss and accept an exact determination as to how education will be verified.
Med Academy must be able to verify completion of high school completion or equivalency.

| Section: General | Policy: Graduation Requirements |
|---|---|
| Policy#: 1.2 | Revised 06/12/19 |

For students to graduate from our programs, they must complete all specified requirements for the program of study, which includes:

- Complete all the classes listed in the program curriculum with a grade of "C" or higher.
- Complete the program within 150% of the program duration.
- Fulfill all financial obligations.

Depending on the complete program, students will be awarded either an Associate of Sciences in MRI Technology, MRI Technology Diploma, Associate of Science in Radiology Technology, or Radiology Technology Diploma.

| Section: General | Policy: Disabled Applicants, Program Technical Standards |
|---|---|
| Policy#: 1.3 | Revised 03/03/2014 |

The programs offered by Med Academy are open to all qualified applicants without regard to political affiliation, race, color, religion, gender, age, disability, marital status, place or birth, or national origin and with proper regard to their privacy and constitutional rights.

## Procedure
Applicants with physical disabilities, or handicapped relative to limitations to movement, a decrease in mechanical performance, or diminished sensory precautions, require verification that their disability will not affect the performance of their clinical duties if accepted.

The Admission Committee shall be charged with the preliminary determination of an applicant's ability to perform all skills, movements, sensory perceptions, manipulations, and other physical actions required in the profession of medical radiography based on ADA guidelines. The Admission Committee shall be made aware of their responsibility to provide all handicapped or disabled applicants every consideration and opportunity to substantiate their capabilities to perform as required in the program.

## Technical Standards:

To fulfill the requirements of the Programs, students must be able to:

1. Communicate in a clear, concise manner to patients and hospital personnel in the English language.
2. Read and apply appropriate instruction in patients charts, notes, and records
3. Be able to lift thirty (30) pounds of weight from the floor.
4. Move immobile patient from a stretcher to an imaging table with assistance.
5. Push a patient from the waiting room or holding area to the examination room.
6. Distinguish equipment and background sounds and hear a variety of pitches.
7. Walk and stand for at least 4 hours continuously.
8. Utilize a keyboard to input clinical data.
9. Must be able to apply good body mechanics in the performance of job duties.

| Section: General | Policy: Entrance Exam |
|---|---|
| Policy#: 1.4 | Revised 01/01/2018 |

To maintain our goal of excellence in medical education, patient care, and community service, Med Academy administers an entrance examination to all applicants interested in applying to a Med Academy program and does not possess any Associate degree or higher credentials. This basic-knowledge exam includes content specific to Language, Comprehension, and Math skills.

## Procedure
The exam is provided by Wonderlic, an approved United States Department of Education (USDOE) test provider agency. The passing score is **250 each or a combined average.**

**Purpose:** This examination aims to evaluate our applicants' level of general knowledge and critical thinking skills and their ability to be successful in our vocational post-secondary programs. The ultimate goal is to admit students that will complete our programs and pass board/certification examinations. The costs of the test are $25.00. The first two attempts cost is included with the registration fee. The student must pay any additional attempt before retaking the examination.

| Section: General | Policy: Credit Transfer |
|---|---|
| Policy#: 1.5 | Revised 01/01/2022 |

Med Academy will evaluate all courses previously completed at other institutions to determine their transferability.

## Procedure

The school will evaluate all courses previously taken at other institutions for transferability. For the course to be accepted as a transfer, the transfer course must meet the following conditions:

- Only courses with a final grade of "C" or higher will be considered for transfer.
- Biological sciences and health core courses must have been completed no more than five years prior to program application to be considered for transfer credits.

> Note:     Biological sciences include Anatomy & Physiology I and II and Biology
> Health Core courses include Medical Terminology and Medical Ethics & Law

The decision of which courses to accept for transfer credits will depend on the similarity of the courses attempted to be transferred and ours.  For credit to be accepted as a transfer, courses would have to directly correspond to those offered by Med Academy.  This transfer credit will only be conferred after appropriate evaluation of all requested documentation from previous educational institutions has been evaluated for course equivalency. No more than 50% of the total degree credits can be transferred. In the event of a transfer, credits are accepted, the tuition will be appropriately adjusted.

Students applying from other institutions and/or programs must follow the application process as outlined in the Application Process Policy and have official transcripts forwarded from the school(s) previously attended.

The transferability of credit earned at Med Academy is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not another institution will accept credits.

## Transfer of Students Between Programs Within the Institution

Med Academy will evaluate a student request to transfer to another program within Med Academy considering the following criteria are met:

1. Students must submit a transfer application to the registrar's office within 30 days of the start date of the next course of the new program.
2. Students may not transfer into a new program within a semester.  Transfers will only be granted for students to begin at the start of a new semester.
3. Students must meet the eligibility requirements of the program in which they are requesting to transfer.  A review of these requirements will be completed by the program director to which the student wishes to transfer.
5. A contract addendum must be completed and signed by the student before the start of the new program.
6. Students must receive a recalculation of financial aid obligations and eligibility before starting the new program, if applicable.
7. Transfer fee $300: This fee will be charged to the students who request to transfer from one program to another. This fee must be paid at the time of completing the application for program transfer.

## Transfer of Students from Other Institutions

1. The applicant must apply and meet all eligibility requirements for school and program acceptance. (see Eligibility Requirements Policy)
2. Students must have official transcripts mailed directly to the school, or the student may present an official, unopened copy of transcripts.
3. Students must pass Med Academy's admissions test.  (see Admissions Test Policy)
4. Med Academy will evaluate all courses previously taken at other institutions and passed with a grade of "C" or higher.  No courses with a final grade below "C" will be considered.   No more than 75% of total program credits will be accepted for transfer.  (see Transfer Credit Policy)

| Section: General | Policy: Distance Education |
|---|---|
| Policy#: 1.6 | Revised 01/01/2018 |

Med Academy is committed to providing students from diverse backgrounds with high-quality educational opportunities consistent with its role and mission. Academics policies and procedures adhere to established best practices, including those outlined by the Council on Occupational Education (COE). Following these best practices, Med Academy will employ appropriate learning technologies and delivery formats to offer a variety of courses and programs.

**Purpose**
The purpose of this policy is to describe the process whereby Med Academy conducts Distance Education

**Verification the identity of students enrolled in distance education.**
The School needs to establish and periodically review a process to determine that a student registered for an online course is the same student that participates in, completes, and receives credit for the course. Students seeking registration in online courses will be required to provide appropriate identification to establish their identity.

**Process**
All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit.
  1. Students will be assigned an individual secure login and password issued by the School
  2. The school will conduct random verifications to students while they are completing online activities, assignments, exams.
  3. All midterm and final exams will be proctored for all online courses and blended courses when the instructors administer the midterm and final exams online. The proctor ensures the security and integrity of the exam process.

Any online student work, assessments, or activities that are graded or contribute to a student's grade must be submitted via a system that verifies the student's identity, as noted above.

**Privacy**
All methods of verifying student identity in distance education must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they will be so indicated in the school catalog, in the semester course offerings booklet or on the "Tuition and Fees" website.
Secure Login and Password: Each Med Academy student is assigned a unique username and password to log into the school's learning management system (currently Populi). Students are responsible for providing their complete and true identity information in any identification verification process.
Responsibilities: All users of the school's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against school policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their accounts. Users are responsible for all activity on their accounts.

**Enforcement**
Failure of students to comply with this agreement/policy will be addressed through the school's Policy on Plagiarism and other Infringements of Academic Honesty or the Campus Conduct System as noted in the Student Handbook. If warranted, a student's failure to comply will result in termination of access to school technology resources. Failure to comply may also be a violation of civil/criminal law and may cause the violator to be subject to applicable penalties.

**Faculty Response to Students**
Faculty must answer to students within the timeline established by the school. The maximum time frame established by the school for faculty to respond to a student is 24 hours. The responses can be synchronously or asynchronously.

## Definitions

**Online Course**: a course is considered online when 100% of the course is available via the school's Learning Management System. Some online courses may require proctored testing at approved testing sites and/or other course activities such as practicum experiences.

**Traditional Course**: a course is considered traditional when instruction is delivered on-site with face-to-face interaction between the instructor and student. The traditional course may be web-enhanced.

**Web-enhanced:** a course is considered web-enhanced when classes meet face-to-face and utilize the school's Learning Management System to augment the course. Students may be asked to submit some assignments electronically.

**Hybrid Course**: This is a regularly scheduled course that includes a combination of online and face-to-face meetings.

**Proctored Exams**: A proctored exam is where an approved individual monitors the student during the testing period. The proctor is used to verify the student's identity taking the exam and ensure that specified testing procedures are followed.

| Section: General | Policy: Institutional Refund |
|---|---|
| Policy#: 1.7 | Revised 10/07/2021 |

To ensure that prospective and enrolled students are adequately informed with regard to refund of tuition paid in the event of dismissal or resignation from the program of study. The tuition refund policy shall be made available by publication in the program information brochure and the Student Catalog.

**Procedure:**

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail, or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the class is canceled.
3. Cancellation before the beginning of the class or withdrawal during the Add/Drop period of the term results in a refund of all monies paid, with the exception of the application fee ($100).
4. All monies will be refunded to students who have not visited the school facility before the enrollment and withdraw within three (3) days following either attendance at a regularly- scheduled orientation or following a tour of the facilities and inspection of the equipment.
5. Refunds for withdrawal after class commences each term after the add/dropped period:
    i. Withdrawal during the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition.
    ii. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition.
    iii. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition; and,
    iv. After the first 50% of the financial obligation period, the institution may retain all of the tuition.
6. All refunds will be made within thirty (30) days from the withdrawal date.

**Purpose:**

To provide a process and schedule by which tuition shall be refunded. In the event a student elects to terminate their enrollment or is dismissed by the Program Director.

**Definition:**

Add/Drop Period: Students may drop a course within the ADD/DROP period of their quarter without incurring an academic penalty or financial obligation. The ADD/DROP period is defined as the first week of the quarter.

| Section: Academic Policies | Policy: Treatment of Title IV Aid When a Student Withdraws (R2T4) |
|---|---|
| Policy#: 1.8 | Revised 04/21/2016 |

Federal Regulations specify how Med Academy must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period (Med Academy can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Med Academy or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Med Academy and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Med Academy must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Med Academy may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and book/kit charges (as contracted with Med Academy). Med Academy needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (we ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow Med Academy to keep the funds to reduce your debt at Med Academy.

There is some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

If you receive (or Med Academy or parent receive on your behalf) excess Title IV program funds that must be returned, Med Academy must return a portion of the excess equal to the lesser of:

Your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds.

Med Academy must return this amount even if it didn't keep this amount of your Title IV program funds. If Med Academy is not required to return all of the excess funds, you must return the remaining amount.

Return of Unearned Aid is allocated in the following order:
- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (Plus) Loan
- Federal Pell Grant

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with Med Academy or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that Med Academy may have. Therefore, you may still owe funds to Med Academy to cover unpaid institutional charges. Med Academy may also charge you for any Title IV program funds that Med Academy was required to return. If you don't already know Med Academy's refund policy, you should ask Med Academy for a copy which can be found in the school catalog. Med Academy can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can contact:

**Med Academy**
Financial Aid Office

| | |
|---|---|
| **Maria Alcuria** | **Rosina Revuelta** |
| Financial Aid Director | Business Office Director |
| Phone: (305) 970-2886 | Phone: (786) 395-0907 |
| Fax: (305) 821-7362 | Fax: (305) 821-7362 |
| E-mail: malcuria@medacademy.edu | Email: rrevuelta@medacademy.edu |

If you have questions general questions about Title IV program funds, you can contact:

**The Federal Student Aid Information Center**
1 800.4.FEDAID (1 800.433.3243)
TTY users may call 1 800.730.8913
www.studentaid.ed.gov.

> Withdrawal steps:
> - The student will submit a letter to the Program Director indicating their wish to terminate enrollment.
> - The Program Director will schedule a meeting with the student to discuss the reasons for withdrawal and the process for re-application.
>
> Program Director Contact Information
> Juan Revuelta
> School Director
> Ph:786.792.3350
> Email: jrevuelta@medacademy.edu

For more detailed information about the withdrawal process, see Withdrawal Policy 1.10, Page 17 student catalog.

| Section: General | Policy: Payment Method and Additional Fee |
|---|---|
| Policy#: 1.9 | Reviewed: 01/01/2022 |

Payment of tuition is required of all students enrolled at Med Academy. Furthermore, prompt payment is expected. This policy provides a schedule for program tuition payments and a course of action for students not making tuition payments.

**Payment Methods**
- Financial Aid is available for those who qualify.
- Med Academy is approved by the state approving agency for the enrollment of those eligible to receive Veteran Educational benefits.
- Med Academy is approved by the Division of Vocational Rehabilitation, Florida Department of Education.
- Med Academy offers payment plans.

**Payment Plans:**
Med Academy offers payment plans to those students that require assistance in paying for their education. Med academy does not charge an interest rate or any additional fees for the payment plan offered to the students during the time they are enrolled. Only students who fail to comply with the payment plan will be subject to penalties and fees.

**General Guidelines**
- Students are encouraged to select a payment plan based on their balance and program duration to make sure there is no outstanding balance at the time of graduation.
- Students with a payment plan must complete an ACH debit authorization form for the length of the program. The funds will be withdrawn from the student bank account on the first ten (10) days of the month.
- Students with a balance at graduation will not obtain their diplomas and application to take their boards for certification.

**Payment Plans Penalties and Fees**
- Students with insufficient funds or inactive bank accounts or payment methods will be charged a processing fee of $50 for each invalid or voided transaction.
- Students paying after the tenth (10) of the month will be charged a late fee of $50 per occurrence.
- Students not paying the agreed monthly amount by the last day of the month will be blocked from classes until payment is completed. These students will be charged a $300.00 reinstatement fee for the reopening of the course.

**Additional Fees**
The students must be aware of possible additional fees that can be generated in specific situations:
- Additional payment plan origination fee $150: This fee will be charged to the students when an additional payment plan or revision to the existing one is needed due to the student's inability to pay Med Academy's outstanding balance. The $150 origination fee is due at the time of the payment plan origination.
- Additional payment plan processing fee $50: This fee will be charged to the students when an additional payment plan is generated due to the student's inability to pay a Med Academy outstanding balance after graduation/completion time. The $50 monthly fee will be added to the amount of the payment plan.
- Additional Financial Aid funds request $500: This fee will be charged to the students requesting additional financial aid funds. This fee must be paid at the time of completing the application to request additional funds.

**Disclosure: Students who complete courses but have an outstanding balance; will not receive a diploma but a transcript showing all courses taken.**

| Section: General | Policy: Scholarships |
|---|---|
| Policy#: 1.10 | Revised 01/01/2022 |

Med Academy offers various scholarship opportunities to those students actively enrolled in any of our programs of study. Students must meet both the general scholarship eligibility requirements and the requirements specific to the scholarship they are applying.

General requirements for all scholarships
- Students can only apply to one scholarship per program of study.
- Students can NOT transfer more than 30% of the credits.
- Scholarships will be granted after completing the program once the student fulfills all financial and academic requirements established by the institution.
- Apply for the scholarship after enrolling in the study program but before the end of the first term.
- The student must have met all graduation requirements.
- Students must graduate within the time frame agreed in the enrollment agreement.
- Students must complete the program of study with a $0.00 balance with Med Academy.

**Scholarships:**
1. **Student Performance Scholarship**
   The Performance Scholarship is available to all students pursuing a Med Academy career and graduating with excellent performance during the program of study.

   Scholarship amounts **$2,500.00**.
   To be considered for this scholarship, the candidate must fulfill the following requirements:
   - Students must graduate with a GPA of 3.5 or above.
   - Students must not fail any class during the program of study

2. **Prior Educational**
   The Educational Scholarship is available to all students pursuing a Med Academy career with a bachelor's degree or higher level of Education, Alumni of Med Academy, or hold a current certification in a profession of diagnostic imaging.

   Scholarship amount **$2,000.00**
   To be considered for this scholarship, the candidate must fulfill the following requirements:
   - The student must provide proof/documentation of prior education/certification.

3. **NOT Title IV Eligibility Scholarship**
   The NOT Title IV eligibility scholarship is available to all students pursuing a Med Academy career who are not eligible for the use of Financial Aid funding.

   Scholarship amount **$2,000.00**
   To be considered for this scholarship, the candidate must fulfill the following requirements:
   - Documentation of not being eligible for Financial Aid funds must be provided.

| Section: General | Policy: Drug and Alcohol Prevention |
|---|---|
| Policy#: 1.11 | Revised 01/03/2014 |

In accordance with the policies of Med Academy is enforcing a zero-tolerance policy relative to the use and/or possession of illicit drugs and alcohol. This policy will apply to enrolling and existing students. Students are prohibited from reporting to class or clinical assignments under the influence of alcohol, illegal drugs, or controlled substances not prescribed to them by a physician or other licensed healthcare practitioner.

**Procedure**

Indicators for suspecting that a student is under the influence of alcohol, unauthorized narcotics or controlled substances or illegal drugs include, but are not limited to:
- Bizarre of unusual behavior
- Repeated mistakes or accidents to other factors
- Incoherent or irrational mental state
- Deteriorating clinical performance or attendance problems not attributable to other factors
- Apparent physical state of intoxication or drug-induced impairment or motor function

If it is determined that a drug or alcohol screen may be necessary, the Program Director will:
1. Take the student to a quiet and private area and express concern that the student does not appear to be able to perform his/her duties at this time. The student is suspected to be under the influence of some substance.
2. The students will be sent home after the Program Director has arranged transportation with the student's relative. If a relative is not available, The Program Director will arrange for a cab to take the student home.

The Program Director will document the observed behavior. Documentation will be maintained in the student's file. If the student continues having the same problem, disciplinary action may result, including suspension or program dismissal. Suppose a drug and alcohol screen is performed, and the results show the student was under the influence. In that case, the issue will be brought before an emergency Advisory Committee meeting for discussion and for an appropriate course of action to be determined.

| Section: General | Policy: Disciplinary Action |
|---|---|
| Policy#: 1.12 | Revised 09/17/2019 |

It is the expectation that students comply with the policies and procedures as stated in this student handbook. As per the student's acknowledgment, by signing the attestation form during orientation, it is understood that violation of these policies will lead to disciplinary actions implemented by program officials/school officials. These actions include verbal warning, written warning, and program dismissal. Students have the right to appeal an action of dismissal as stated in the policy (see Policy #1.11 Student Complaint Process).

**Procedure**

The Program Director, Director of Academic Affairs, clinical instructor/preceptor, or didactic instructor, can initiate a disciplinary action of verbal or written warning. Only the Program Director can determine program dismissal. Violations are inclusive of infractions occurring in academic, clinical, or general policies.

**1st Occurrence:** School official will verbally warn the student and document the violation in the student's permanent school record.

**2nd Occurrence:** School officials will complete a counseling form that includes the specifics of the policy violation. Students will be placed on probation for twelve (12) weeks. This form of counseling must be signed by the student, school official, and program director and placed in the student's permanent school file.

**3rd Occurrence:** The program director will evaluate the history of violations and determine dismissal. This determination will be provided to the student in writing and placed in the student's permanent file.

**Appeal Process**: Students have the right to file a complaint and\or appeal of any disciplinary action within the prescribed period noted in this handbook. See Policy #1.13 Student Compliant Process Procedure.

| Section: General | Policy: Program Withdrawal |
|---|---|
| Policy#: 1.14 | Revised 04/31/2018 |

If student enrollment is terminated, whether by voluntary action or following disciplinary action, written notification must be provided. A copy of all documentation will be permanently maintained in the student's administrative file. Tuition will be refunded according to the schedule included in the Tuition Refund Policy.

Students will be informed that withdrawal from the program does not guarantee a spot in a subsequent class if they decide to return. Furthermore, the application process must be repeated.

Voluntary Withdrawal:

The voluntary (official) withdrawal date is when the student notified the school of their desire to withdraw. The student will submit a letter to the program director or registrar's office indicating their wish to terminate enrollment. The Program Director will schedule a meeting with the student to discuss the reasons for withdrawal and the process for re-application. Written notification of withdrawal will be included in the student's file. The written notification will include reasons for withdrawal and the date of the last day of participation in any school educational activity. Students will also be informed that a slot in a future class is not guaranteed. If applicable, the program director will notify the finance office to initiate the necessary paperwork to request a tuition refund from the accounts payable department.

Involuntary Withdrawal:

Involuntary (unofficial) withdrawal will occur if the student does not attend the Add/Drop period of the term. The student's withdrawal date would be the last date of participation or the end date of the previous term if the student earned a grade in that term. A notice of dismissal will be sent to the student. A copy of the notice of dismissal shall be maintained permanently in the student's administrative file. Copies of the Program policies regarding tuition refund, the application process, and the violated policy will be attached to the notification. The student will also be sent Exit Counseling information to be aware of their Direct Loan Applications.

Re-entrance: Students seeking re-entrance into the program will have to interview the program director, pay the registration fee, and resubmit an enrollment agreement.

| Section: General | Policy: Student Complaint Process Procedure |
|---|---|
| Policy#: 1.15 | Revised 01/03/2014 |

To ensure that students have an adequate and accessible informed guide to follow at the time of filing a complaint

## Procedure
Med Academy has established a student complaint procedure process for the students that have a complaint in any matter related to the faculty.

Student complaint process procedure:
1. Determination of Appropriate Procedure. If students have any questions regarding the application procedure to follow for a particular complaint, they should consult with:
   a. Program Director if the complaint is related to the faculty or faculty member
   b. Clinical Coordinator if the complaint is related to the clinical training site or the clinical Instructor.
   In particular, the program director or clinical coordinator should advise the student if some other procedure applies to the student's type of complaint.
2. Informal Resolution. Students are encouraged to attempt to resolve complaints informally or to seek the assistance of the program director or clinical coordinators to facilitate an informal resolution.
3. Formal Complaint. Suppose the student does not pursue informal resolution or is unsuccessful. In that case, the student may file a written complaint to the program director or clinical coordinator.
4. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.
5. The program director should send a letter to a faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. The program director will name another faculty member as Fact Finder. If either the student or the faculty member has reason to believe that the Fact Finder may be biased or otherwise unable to deal with the complaint fairly and objectively, they may submit to the Program Director a written request stating the reasons for that belief; if the request appears to have merit, the Fact Finder will be replaced by another faculty member.
6. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the program director or other appropriate person to facilitate an informal resolution. If the resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, and the program director. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member, and other persons with relevant knowledge and information and shall also consult with the program director. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative. (student government representative or attorney) present during the initial meeting, the interview, and any post-investigation meeting.
7. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the program director. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.
8. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the school director within 10 calendar days of receiving the report. The school director shall convene and serve as the chairperson of an Appeals Committee, which shall also include the program director, two faculty members elected annually by the faculty council or

senate, and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings.

9. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the program director, and the school director.

10. Subsequent Action. Following the completion of these procedures, the appropriate school official shall decide the appropriate action, if any, to take. For example, the program director may decide to place a report in the faculty member's personnel file, or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the school has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process.

11. If the student does not feel as though the school has adequately addressed a complaint or concern, the student may contact:

- The Commission for Independent Education, Florida Department of Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 U.S.A., Tel: 1 (888) 224-6684.

- The Commission of the Council in Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta GA 30350, tool-free telephone number (800) 917-2081.

| Section: General | Policy: Sexual Harassment |
|---|---|
| Policy#: 1.16 | Revised 01/03/2014 |

It is the policy of Med Academy to promote a learning environment free of sexual harassment and address violations of this policy with swift and corrective action. This policy also governs activities sponsored or sanctioned by Med Academy, but are not conducted in the Med Academy campus, i.e., activities such as meetings, clinical training sessions, recreational activities.

Sexual harassment undermines the integrity of the school environment and prevents its victims and their peers from achieving their full potential. Members of Med Academy who hold positions of authority over others must take particular care to avoid actions that can be considered sexually abusive or harassing. It shall violate the policy on sexual harassment for any faculty member or student to sexually harass, as defined below, any faculty member or student. Any faculty member or student found to be guilty of such misconduct shall be subject to appropriate sanctions, depending on the circumstances, resulting in disciplinary action up to and including termination.

**Definition:**
For the purposes of this policy, sexual harassment is defined as any unsolicited, offensive behavior involving unwelcome sexual advances, request for sexual favors, or any verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis (2) unreasonably interferes with the individuals or performance by creating an intimidating, hostile, or offensive environment. It does not refer to occasional comments of a socially acceptable nature.

Conduct that falls into the definition of sexual harassment includes, but is not limited to:

- Unwelcome physical contact of a sexual nature, such as patting or unnecessary touching.
- Overt or implied threats against an individual to induce him/her to perform sexual favors or engage in an unwelcome sexual relationship.
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his or her appearance.
- Use of sexually suggestive terms or gestures to describe a person's body, or sexual activities
- Displaying or posting offensive sexually suggestive pictures or material in the work place.

This list is not intended to be exhaustive. Any form of sexual harassment of one individual by another is an offense against every Med Academy member.

In order to prevent and eliminate behaviors and conduct within Med Academy, which may be considered sexual harassment, the following responsibilities are required:

1. Each Med Academy employee is responsible for cooperating with Med Academy efforts to prevent sexual harassment and to maintain a working and learning environment free from unlawful discrimination. This includes immediately reporting all incidents of sexual harassment and cooperating with investigations into charges of sexual harassment.
2. Anyone who has suffered sexual harassment or retaliation or observed such conduct is responsible for reporting such violations. A complaint need not be limited to someone who was subjected to the actual harassment.
3. Faculty members are responsible for immediately reporting sexual harassment, cooperating with the investigations, and taking immediate and appropriate corrective action concerning individuals who engage in sexual harassment.
4. The program director is responsible for the investigation of all allegations and for providing consultation, assistance, and support to victims of sexual harassment. It is also responsible for providing consultation to faculty members and students regarding issues or concerns relating to sexual harassment.

## Procedure
Faculty members or students who believe they have been the subject of (or witness to) sexual harassment have the right to file a complaint with the program director. All complaints of sexual harassment will be investigated to determine whether the allegations are well-founded. If the investigation confirms the existence of sexual harassment, the program director will pursue prompt corrective action, including positive relief for the victim and appropriate disciplinary action against the offender. All complaints and investigations of sexual harassment will be kept confidential as much as possible to the extent allowed by law.

| Section: General | Policy: Student Impairment |
|---|---|
| Policy#: 1.17 | Revised 01/03/2014 |

It is the policy of Med Academy not to discriminate (directly or indirectly) against a person on the grounds of disability or impairment. The school is required to accommodate the impairment-related needs of people with impairments, except where doing so would cause hardship or disruption to an unreasonable or undue extent or cause unreasonable risk of harm to the person or to others. Students with impairments should be neither disadvantaged nor advantaged relative to other students. The principal objective of this policy is to ensure that students' learning is supported and their knowledge, not their impairment, is tested.

## Purpose
Med Academy is committed to providing equal opportunity for all students and to promoting inclusion through valuing diversity. This includes providing support and reasonable accommodations to allow students with impairments to demonstrate their abilities fully participate in school life and achieve their individual goals and potential. This policy implements this commitment.

## Definitions
For purposes of this policy, unless otherwise stated, the following definitions shall apply:
Reasonable Accommodation: A student's impairment is taken into account, and appropriate adjustments are made to the learning environment to lessen the impact of their impairment whenever it is necessary, possible, and reasonable to do so. Reasonable accommodations should not compromise academic standards, the essential nature of the course, or what are deemed to be essential skills or knowledge concerning the course.
Impairment: A temporary or long-term condition, illness, or injury that affects a student's learning, communication, concentration, memory, hearing, mobility, movement, speech and/or vision. This includes the Deaf Community. (Based on the definition of "disability," section 2 of the Human Rights Act 1993)

## Technical Standards:
In order to fulfill the requirements of all our programs, students must be able to:
1. Communicate in a clear, concise manner to patients and staff personnel in the English language.
2. Read and apply appropriate instruction in patient's charts, notes, and records
3. Be able to lift thirty (30) pounds of weight from the floor.

4. Move immobile patient from a stretcher to an imaging table with assistance.
5. Push a patient from the waiting room or holding area to the procedure room.
6. Distinguish equipment and background sounds and hear a variety of pitches.
7. Visually monitor the patient.
8. Utilize a keyboard to input clinical data.
9. Must be able to apply good body mechanics to bend, stretch, stoop, kneel and twist in performance of job duties.

*Responsibilities of Students with Impairments*
a. Any student with impairment should discuss their situation with the program director at the earliest opportunity, generally before commencing the study, at the beginning of the course, or when an injury/illness occurs.
b. All students with impairments seeking support through the program director are required to verify their impairment or medical condition. Where appropriate, the program director may require verification every six months for temporary or changeable conditions such as accident-related conditions or Occupational Overuse Syndrome (OOS) symptoms.
c. Where possible, students should share responsibility for negotiating and developing solutions. Following formal evaluation by the program director, the student should discuss their practical needs with the program director and other staff as appropriate. The program director can provide support, or if necessary, discuss requirements on the student's behalf. Personal details regarding the nature of the impairment remain confidential to the program director and, except where necessary, are not divulged to other staff.
d. The student should advise the program director of any change in their condition or injury that could alter the support or accommodations required.
e. The student should advise program director of any difficulties arising with the support or accommodations provided.

*Responsibilities of Schools and Academic Staff*
a. To ensure an inclusive learning and teaching environment, all courses should be designed in such a way so as to avoid any unnecessary barriers to access, participation and achievement.
b. Where a student's impairment means that the course requirements are more challenging for them than for other students or are not achievable, the following approaches are to be taken:
   • Provide support to allow the student to satisfy the assessments and other requirements stated in the course outline. This might include, but is not limited to, time extensions, adapting the course delivery, the use of a different format (for example, large print or Braille) for handouts, or the use of a reader/writer.
   • Such support alone does not allow the student to meet the course requirements satisfactorily, further accommodations should be implemented. These may include accommodations such as setting different assessment tasks that allow the student an equal opportunity to demonstrate their knowledge and competence of the subject matter. Such adaptations to course requirements should not compromise academic standards, the essential nature of the course, or what are deemed to be essential skills or knowledge.
c. It is unusual for a discipline to be fundamentally incompatible with a particular impairment, but where staff believes this may be the case, the matter should be discussed with the student and with the program director. Where the incompatibilities cannot be resolved, the program director may exclude the student from a course(s), giving due consideration to the following:
   • Section 57 of the Human Rights Act 1993 prohibits educational establishments from refusing entry to a course because of a person's disability;
   • Section 60(2) of the Human Rights Act 1993 allows section 57 to be overridden when the person's disability is such that there would be a risk of harm to them or to others;
   • Section 60(3) states that nothing in subsection two shall apply if the person in charge of the educational establishment could, without unreasonable disruption, take reasonable measures to reduce the risk to a normal level.
d. Each school should encourage inclusive teaching practice and is required to appoint a School Disability Liaison Person (usually an academic staff member) to liaise with the program director and other staff within the School and to be accessible to students as a point of contact within the School for academic advice.

*Resources and Costs*
   a. The program director is responsible for organizing the funding and specialist accommodations. This includes access to specialized equipment and technology (such as voice-activated software) and specialist services such as Braille, sign language interpreting, and reader-writers for terms tests.
   b. The school is responsible for funding the costs and for resourcing the provision of accommodations for tests and other internal assessments.
   c. Physical modifications required to school teaching spaces should be discussed with the school head. Funding may be available through the Access Management Committee.

*Special Examination Facilities*
   a. The school makes special arrangements for examinations for students with an impairment so that all students are provided with an equal opportunity to demonstrate knowledge and competency for assessment purposes.
   b. The program director must authorize all special examination accommodations
   c. A determination of special arrangements for an examination will be based on the following considerations:
      • The nature and onset of the impairment;
      • The type of assessment;
      • The student's usual work method;
      • The effect of long examinations on the student;
      • Information from consultation with the student;
   c. In addition to the above provisions, a student who appears ill or distressed at the time of an examination or has other circumstances requiring a more private or less formal environment may, at the discretion of the Faculty Instructor, be permitted to sit an examination in a separate room. Depending on the circumstances, verification of the student's condition may be required.

*Appeals*
   (a) Any concerns in relation to decisions made under this policy should in the first instance be discussed with the program director, the relevant School Disability Liaison Person, or Head of School.
   (b) If the matter cannot be resolved informally, a formal appeal may be made as following the academic Student Complaint Process Procedure Policy, page 18-19 student catalog.

| Section: General | Policy: Crime Reporting |
|---|---|
| Policy#: 1.18 | Revised 01/03/2014 |

**Crime Statistics**
Each year, by October 1, Med Academy publishes the crime statistics report via individual distribution to students and employees, posting on the bulletin board and the school's internet webpage.
In addition, the school notifies prospective students via a disclosure notice given to prospective students during the enrollment process. A copy of Med Academy's Annual Security Report is available for your review. This report includes statistics for the previous two years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by Med Academy, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting Med Academy Business Office or by accessing the following website www.medacademy.edu

**Reporting Criminal Actions**
In an emergency, students should dial 911 and then report the crime to the campus director. In cases of non-emergencies, students should report all crimes to the campus director.
The campus director will call the appropriate emergency response personnel and report the crime to the students and employees of the institution as appropriate. The campus director keeps a log of all crimes reported.
We encourage students and employees to report crimes promptly. Crimes can be reported confidentially. While on campus or in their daily lives, we encourage our students to be vigilant of their surroundings and be responsible for their security and the security of others.

## Preparing the Annual Crime Report

Annually the campus director will accumulate all crimes reported to their office and, along with crime reported to the police for the school area and the immediate area surrounding the school where students visit, will accumulate crime statistics and report annually, no later than October 1, to the U.S. DOE. Access to the Campus

The campus is open from 10 a.m. to 10 p.m. Monday through Friday. Med Academy is private property and is maintained for the use of the students. Only authorized individuals are allowed on campus. The school reserves the right to ask anyone to vacate the premises at any time.

## Law Enforcement Authority

Local law enforcement has full authority to take any actions on our campus it deems reasonable.

## Programs to Prevent Crimes

To help prevent crimes, Med Academy advises all incoming students and/or parents of its crime policy by providing them with a crime report, including policies. The report includes information regarding reporting and preventing crime. For your security, we suggest you take specific actions to help prevent crime, including:

- Lock your doors
- Do not drink or do illegal drugs
- Never walk in the parking lot alone
- Be aware of your surroundings

## Evacuation in Cases of Emergency

Med Academy will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Med Academy maintains evacuation routes at each office and classroom on campus. In case of an emergency, a school official will make an announcement requiring the evacuation of all personnel from campus. In the event of an evacuation, students and employees should pick up their personal belongings (keys and purses) and make their way off of campus into the parking lot immediately. More guidance will be provided in the parking lot of the campus.

## Emergency on Campus

In the event of an emergency on or near campus where an evacuation is not possible, a school official will announce and provide instructions. Students and personnel should close the classroom door and wait for further instructions from school personnel or law enforcement.

All incidents require an incident report to be completed by a staff member. The incident report should include the date, time, location, and brief description of the incident. This report should be provided immediately (at least within 24 hours) of the incident. Students should report any physical injury, equipment failure, safety issues, the threat of harm, or environmental concerns to their instructor or available staff member. The staff member is required to complete an incident report. If the incident warrants immediate attention, the staff member should contact a senior school official (school director, academic dean, or business officer) to determine how to address the issue immediately. An incident report is written by the person reporting the initial incident.

If the incident is an obvious emergency, the appropriate emergency agency should be contacted by dialing 911 (i.e., fire, paramedics, police). Ideally, this call should be placed by the senior school official on campus, but if not readily available, this call should be placed by any staff member so that the agencies can arrive as expeditiously as possible. An incident report should be generated in this case as well.

## Procedures

In the case of any incident involving physical injury, equipment failure, safety issues, the feeling of threat, or harm, students should:

1. Report the incident immediately to a school official or faculty member. Students may be asked to provide a written summary of the events to provide clarification and documentation.
2. Report the incident no more than 24 hours after its occurrence.
   When necessary, such as in the event of harassment or other personal safety issues, the student will be provided with a follow-up response within 72 hours (business days) after appropriate investigation and/or actions have been taken.

| Section: General | Policy: Signing and Filing of Official School Documents |
|---|---|
| Policy#: 1.189 | Revised Date: 10/16/2020 |

The official documents that serve as correspondence to students, prospective students, employees, or agencies supporting Med Academy (i.e., accreditation bodies, contact service vendors, other professional services) must be signed and filed in their appropriate location. This policy includes digital and hard copy files.  These files include (but are not limited to):

- Letters of Involuntary Student Withdrawal/Dismissal
- Letter of Voluntary Withdrawal
- Approval of Leave of Absence
- Correspondence Requesting Information
- Tuition Refund Correspondence
- Professional Contract Correspondence
- Correspondence with Accrediting Bodies

## ATTENDANCE POLICIES

| Section: Attendance | Policy: School Attendance |
|---|---|
| Policy#: 2.1 | Revised 04/30/2018 |

### Policy
Med Academy places a high value on the classroom participation of all students.  Students are encouraged to attend all scheduled classes; class participation will be monitored instead of attendance for all classes except for clinical. They must follow all clinical hours to complete the associate degree program successfully. Students will be given a schedule of didactic courses and clinical rotations.  If a student is absent from class, it is his/her responsibility to obtain all class notes and assignments upon return to class from their instructor. Students absent from clinical sessions are responsible for making up the time.

Clinical hours must be made-up accordingly before completion of the programs.  All clinical hours missed will be scheduled at a clinical setting determined by the clinical coordinator.  The student will be given specific days and times so that this make-up time does not interfere with other students' clinical time, the site's schedule, or the student's didactic schedule. Clinical hours will be retrieved from the clinical sites and maintained by the registrar's office at the school.

### Add/Drop Period (apply to 2.1 and 2.1a)
Students may drop a course within their quarter's ADD/DROP period without incurring an academic penalty or financial obligation. The ADD/DROP period is defined as the quarter's first week (three class days).

**Purpose:** To define the standard for class attendance/participation and make students accountable for missed materials when absent.

| Section: Attendance | Policy: Attendance Recording |
|---|---|
| Policy#: 2.2 | Revised 04/13/2016 |

Students are to be at their clinical areas when scheduled. Students will sign in and out at the designated clinical site using the timesheet provided by the clinical coordinator. The clinical instructor will initialize the timesheet daily. The clinical coordinator will collect the attendance log weekly and become a permanent part of the student's record.

### Procedure
The procedure for recording attendance will be as follows:
Timesheet signed by clinical instructors is utilized by the program to track attendance.
Students are to sign in and out when attending clinical training. The clinical instructor will initialize a timesheet every time students participate in clinical sites.

Students are to be on time at the clinical sites. Disciplinary actions will be taken for students who are tardy or leave before the end of the clinical shift unless permission from the Program Director/Clinical Coordinator has been obtained. For students anticipating a late arrival, the procedure for calling must be followed (see Tardiness Policy page 27, student catalog).

Each student will only sign in and/or out for themselves. **Any student caught signing in or out for another student will be subject to immediate dismissal.**

Didactic instructors will take attendance at the beginning of each scheduled class.

| Section: Attendance | Policy: Holidays |
|---|---|
| Policy#: 2.3 | Revised 01/03/2014 |

Is the policy of Med Academy to grant enrolled students time off for the following holidays:

| | |
|---|---|
| New Year's Day | Labor Day |
| Martin Luther King Jr. Day | Veterans Day |
| Memorial Day | Thanksgiving and Day after |
| Fourth of July | Christmas Day |

| Section: Attendance | Policy: Clinical Externship Lunch Breaks |
|---|---|
| Policy#: 2.4 | Revised 01/03/2014 |

Students attending to clinical externship (8 hours a day) will be allocated a thirty-minute (30) period for lunch each day in addition to two fifteen-minute (15) break periods. If it is not possible to take the two breaks, this time might be combined to allow for a sixty-minute (60) lunch break. The clinical instructor will schedule the actual meal period with consideration given to the workload in the assigned area.
Lunch breaks may **not** be taken during the first or last hour of the scheduled day. **Students may not leave the clinical site for lunch while signed in.  If you leave the site, you must sign out and sign in when you return.**

## Procedure
The clinical Instructor will assign lunch breaks. Lunch times may vary according to workloads.
Students are expected to closely observe the meal period time considering other students and staff technologists in their assigned areas. Tardiness in returning from the meal period will result in disciplinary action.

**Definitions:** Lunch breaks mean when the student is not in patient care areas and is relieved of all clinical and classroom responsibilities.

| Section: Attendance | Policy: Excessive Absenteeism |
|---|---|
| Policy#: 2.5 | Revised 04/29/2016 |

Regular attendance in class and clinical is required and is expected of all students. Students are expected to maintain an acceptable standard of attendance. Excessive absenteeism will not be tolerated.
Absenteeism, for whatever reason, is not acceptable continuingly. Unplanned (unexcused) absences may be used to determine a pattern of absenteeism.
A student's ability to learn and obtain the necessary experience to gain competency is acquired only by regular class and clinical attendance. Students with excessive absenteeism shall be subject to disciplinary action up to, and including, program dismissal.

## Procedure
If excessive absenteeism occurs without cause (unexcused absences), the student will be dismissed for excessive absences. Students must make up anytime that they are absent as instructed by school officials.  Failure to make up this time will result in program dismissal.

**Definitions:** Excessive absenteeism is defined as absences that exceed 25% of each course hour. Review each course syllabus for specifics.

| Section: Attendance | Policy: Excused Absentee |
|---|---|
| Policy#: 2.6 | Revised 04/29/2016 |

Planned (excused), pre-approved leave time will be considered Excused absences. These include Military Leaves, Court Orders, Jury Duty, and Leaves of Absence. Unplanned (excused), such as medical emergencies, accidents, or any other related unpredictable situation, will also be considered Excused absences.

**Procedure**
In case of any excused absence, the student must submit proper documentation as proof of these occurrences. (i.e., court documents, medical documentation, military orders, police reports)
It is suggested the students make up the time for the excused absences, but it is not mandatory. If excused absences go over the limit, the student must make up anytime they are absent as instructed by school officials.

**General Guidelines**
Students absent for three consecutive school days are required to submit a physician's statement indicating the dates the student was advised not to attend classes or clinical and the date the student can resume educational activities. This statement must be submitted to the Program Director on the return date, and a copy will be placed in the student's administrative file. The statement doesn't need to include specifics of the nature of the student's illness or condition.
Students who are excessively absent from classes and or clinical activities for medical reasons should be evaluated as to whether they can perform essential educational-related functions.

**Definitions**
Excused absences must not exceed 10% of each payment period. For example, if the payment period is 450 clock hours in length. Students are not to exceed 45 days per pay period. After the payment period closed the count reset and starts from zero "0" again.

| Section: Attendance | Policy: Tardiness / Excessive Tardiness |
|---|---|
| Policy#: 2.7 | Revised 01/03/2014 |

Regular attendance with prompt arrival in class and clinical is required and expected of all students. Students are expected to maintain an acceptable standard of attendance. Excessive tardiness will not be tolerated.

**Procedure**
If excessive tardiness occurs during the first 12-weeks of the program enrollment, the student will be subject to disciplinary actions.

**Definitions**
Tardiness is defined as arriving at the assigned clinical area or class after the scheduled start time.
Excessive tardiness is defined as three occurrences within two weeks.

| Section: Attendance | Policy: Leave of Absence |
|---|---|
| Policy#: 2.8 | Revised 01/03/2014 |

Med Academy may grant a leave of absence to enrolled students for medical, educational, military, and personal reasons. Leave requests are limited to 180 days within 12 months.
Students may return to clinical activities and will resume classes as each course begins. Students returning from a Leave of Absence will not be permitted to enroll in classes already in progress. Before program completion, the student must complete each academic course and all clinical hours.

**Procedure:** Students seeking a Leave of Absence must submit in writing a request to the Program Director stating the reason for the request and the beginning and end dates of the requested leave of absence.

# ACADEMIC POLICIES

| Section: Academic Policies | Policy: Grading Scale/GPA |
|---|---|
| Policy#: 3.1 | Revised 01/01/2020 |

Med Academy utilizes the following scale for all didactic courses and clinical competencies throughout all programs offered:

| Score / Final Average: | Letter Grade: |
|---|---|
| 94% - 100% | A |
| 85% - 93% | B |
| 75% - 84% | C |
| Below 75% | F |
| Incomplete | I |
| Withdraw | W |

The grade point average (**GPA)** is a standard way of measuring academic achievement. The GPA is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. The grade point average may range from 0.0 to 4.0.

Students not achieving a minimum passing score of 75% will receive a failing grade of "F on their transcript. Students will be given one opportunity to retake a course that they fail. If they fail the same course on the second attempt, they will be dismissed from the program.

Note that repeat of courses could affect financial aid funding and or eligibility. In some cases, students may be required to pay for courses that they are required to repeat.
Repeating courses could extend the anticipated graduation date. Students cannot exceed the length of program enrollment of 150%.

| Section: Academic Policies | Policy: Satisfactory Academic Progress (SAP) |
|---|---|
| Policy#: 3.2 | Revised 06/12/19 |

## Standards of Academic Progress
Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma or degree at Med Academy. Students will be evaluated for academic progress at the end of each term. The satisfactory academic progress policy measures two factors:

### *1. Qualitative Measure (Cumulative GPA)*
Students must maintain a cumulative grade point average of 2.0 or higher for all credit hours attempted to remain compliant with SAP Policy. This amounts to a "C" average. The grade of "W" has no effect on the student's cumulative grade point average.

### *2. Quantitative Measure (Credit Hour Progression)*
You must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolls for 12 term credit hours, the student is required to successfully complete a minimum of 8 term credit hours (12 x 67% = 8) for the term.

## Maximum Timeframe to Complete (150%)
The maximum allowable timeframe for receiving aid is equal to 150% of the length of the program. For example, if you are pursuing a program that requires 105 credits for graduation, you would reach the maximum timeframe at 105 X 150% = 157.50 credits attempted. The student will be withdrawn once it is determined that they have exceeded the allowable maximum time frame.
If you are a transfer student, your accepted transfer coursework will be counted in the maximum timeframe. You can repeat a course, but the credits will also be applied toward the maximum timeframe.

**SAP Terminology**

"Attempted" means all credit hours for which a student is enrolled and has attended after the drop/add date for class enrollment.

Successful completion of a course is defined as a passing grade. Grades of "W" (withdrawn), "F" (failing), are not considered successful completion. A grade of "I" (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded.

A grade of "W" is given when a student drops from a course after it begins and has attended.

An Incomplete "I" is a temporary grade that may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the student's control prevent completion of course requirements by the end of the academic term. Students will have two weeks from the term's end date to complete course work. Otherwise, the grade will convert to an F.

Pass/fail grades count as both attempted and completed hours.

Transfer credits are counted toward the student's current program count as both attempted and completed hours.

The Institution does not provide for proficiency credits or non-credit courses and, therefore, are not considered part of the student's satisfactory academic progress.

**Repeat coursework**

The Institute allows students to repeat a failed course once and allows only the last grade to count in the grade point average. A failed course is a course in which a student received an "F." The policy does not remove the previous grade but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted credit hours in calculating the maximum timeframe to complete the course.

**Categories of Academic Progress:**

**SAP Warning** - A student will be placed on SAP Warning at the end of a term for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior term.

Title IV students will be placed on a Financial Aid warning, which is valid for one term and allows the student to remain eligible for Title IV (financial aid) funds for one term. If after one term the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.   If the student is still not making SAP after the FA warning term, then they will be placed on probation.

**SAP Probation** - A student will be placed on academic probation for not meeting the standards outlined above for a second payment period. A student placed on academic probation is ineligible for Title IV Funds unless a successful appeal is filed with the school director. The student appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on Financial Aid probation until the next payment period and regain eligibility for Title IV (financial aid) funds. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor that must be followed. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. If after one term, the student is again meeting satisfactory academic progress, the student will be removed from SAP probation.

**Academic Suspension -** A student will be placed on suspension for not meeting the academic standards outlined above after a term of probation and lose eligibility for Title IV (financial aid) funds as a result.

**Conditions for Reinstatement**

To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated cumulated grade point average and maximum time frame levels meet or exceed the minimum requirements. Financial aid eligibility resumes only after the student returns to satisfactory recalculated qualitative and quantitative standards.

| Section: Academic Policies | Policy: Examination |
|---|---|
| Policy#: 3.3 | Revised 01/03/2014 |

Med Academy expects that all enrolled students maintain acceptable attendance standards *(see Absenteeism and Tardiness Policy page 26)*. Suppose a student is absent on the day of a scheduled test, quiz, or examination. In that case, the missed assignment must be completed on the day of return. Failure to make up the missed exam on the day of return will result in a grade of "0" being assigned.

### Procedure
All tests, quizzes, and examinations are announced in advance. It is the responsibility of the student to be present to take the exam. The following procedures will be followed for all students absent on the day of a scheduled exam. The student must take the missed exam on the day of return, or a score of zero (0) will be awarded. All missed exams will be made up at the end of the school day of return.

| Section: Academic Policies | Policy: Academic Dishonesty |
|---|---|
| Policy#: 3.4 | Revised 01/03/2014 |

Adherence to academic integrity is an expectation of all enrolled students. Suppose a student is caught cheating or displaying any form of academic dishonesty. In that case, they will be immediately dismissed from the program.

### Procedure
Students displaying behaviors consistent with academic dishonesty will be immediately dismissed from the program.
Following the Student Complaint Process Procedure, the student has the right to appeal the disciplinary action *(see Student Complaint Process Procedure- Policy s 18-19)*.
If the disciplinary action is appealed to the Advisory Committee and upheld, the student will not be considered eligible to re-apply for re-enrollment.

### Definition
For clarification, academic dishonesty shall be defined as:
- Cheating on a test, quiz, examination, or another assignment, plagiarism of any kind.
- Falsifying attendance records or signing in or out for someone else.
- Passing information about a test, quiz, or examination to a student absent the day of the exam.
- Plagiarism
- Removing any test material from the school without permission of the instructor.

| Section: Academic Policies | Policy: Confidentiality of Student Records |
|---|---|
| Policy#: 3.5 | Revised 01/03/2014 |

Med Academy adheres to the requirements of the **Buckley Amendment** (Family Education Right & Privacy Act of 1974; Public Law 93.38.1). Any student wishing to do so may inspect and review all official records, files, and data directly related to them. The Buckley Amendment denies access to this information to individuals other than the Program Director without the student's written consent. For good administration, all requests to review records must be submitted in writing to the Program Director.
Every effort to maintain the security and confidentiality of student records shall be undertaken. All student records shall be maintained under lock and key in the school. Only the Program Director or other appointed individual shall have access to these records. School records, examinations, application materials including transcripts, test scores, and reference letters shall be secured, preventing unauthorized access. The school's office shall be locked and secured.
Access to education records of a student who is a dependent of a parent or legal guardian will be granted to the parent or guardian unless the student has provided documentation certifying that he or she is not the dependent. Suppose students challenge the information contained within their files. In that case, they have a right to a hearing before the Program Advisory Committee, which will be arranged by the Program Director.

Under the Buckley Amendment, the following records are not available for student review:
- Parent's financial records
- Confidential letters of recommendations
- Personal notes
- Law enforcement maintained by Med Academy
- Employment records of students employed at Med Academy
- The school maintains medical and psychiatric records.

Students are not allowed to remove any written information from the school without the permission of the Program Director. All examinations, tests, quizzes, etc., taken by the student shall be maintained in the student's academic file in the school office. Unauthorized removal of such material shall constitute academic dishonesty (see Academic Dishonesty Policy page 31-32 student catalog).

No records will be released without the written consent of the student. This includes discussing academic or clinical performance with anyone outside of the program faculty or clinical instructors. **Request for the release of the transcript must be submitted in writing to the Program Director.**

**Procedure**
A student wishing to receive their academic or clinical records must submit a request, in writing, to the Program Director. Upon receiving the written request, the Program Director shall schedule a meeting at the earliest convenience for the student to review the records.

Students wishing to challenge the integrity of their records are entitled to do so as previously described. Request for a transcript must be submitted in writing to the Program Director. The request should include the student's name at the time of graduation, the year of program completion (if applicable), the student's address where the transcript is to be sent, and the signature of the requesting individual.

**No records or student information shall be released without written permission from the student except as described previously.**

| Section: Academic Policies | Policy: Academic Counseling |
|---|---|
| Policy#: 3.6 | Revised 06/12/19 |

**Policy**
Med Academy provides formal academic counseling after each quarter. During academic counseling sessions, the student shall receive a copy of their current transcript, analysis and review of clinical evaluation, and a summary of their attendance. For students of all counseling sessions will be maintained in the student's permanent administrative file.

**Procedure**
After each quarter, a formal counseling session will be scheduled between the Program Director or instructor and each student.
During academic counseling sessions, the student shall receive a copy of their current transcript. Students will also have the opportunity to discuss all didactic and clinical evaluations. Students will also be advised of the number of clinical competencies completed and received on file and their attendance.

A copy of the transcript will be maintained on file and will record the formal counseling session.
Grade point averages will be calculated and will be included on the transcript.
Students experiencing academic or clinical difficulties will be counseled on a more frequent basis, as necessary, to assist in meeting standards.
A student may request an academic counseling session at any time by submitting a written request to the Program Director. A meeting will be scheduled following receipt of the written request.

| Section: Academic Policies | Policy: Transcript Request |
|---|---|
| Policy#: 3.7 | Revised 01/03/2014 |

Med Academy provides the first official transcripts at no cost. Additional official transcripts after the first will have a cost of $15.00 per request. The faculty shall observe the Buckley Amendment about the release of information (see Confidentiality of Student Records Policy page 32 student catalog). All requests for a transcript must be submitted in writing (Form 107). Requests for transcripts will be processed expediently. The Program Director shall serve as the custodian of student records.

### Procedure
Request for a transcript must be submitted in writing to the Program Director (Form 107). The request should include the student's name at the time of graduation, the year of program completion (if applicable), the student's address where the transcript is to be sent, and the signature of the requesting individual. No request for transcripts will be processed without a written request.
The school seal will be affixed to all mailed transcripts.

| Section: Academic Policies | Policy: Classroom Environment |
|---|---|
| Policy#: 3.8 | Revised 01/03/2014 |

It is the policy of Med Academy to maintain a classroom environment conducive to learning. The following guidelines apply to the classroom environment during didactic classes and are designed to maintain an appropriate setting. Students violating these policies will be asked to leave the classroom and will be subject to disciplinary action.

**Smoking:** Smoking is prohibited in the classroom; the entire medical center is smoke-free. Smoking will only be permitted in clearly marked, designated areas.

**Class Breaks:** Class periods will be scheduled with a ten-minute break given every 50 minutes of lecture.
**Class Cancellation:** Students will be informed before the beginning of class if a scheduled class is canceled or rescheduled. Any material missed will be covered by the instructor.
**Disruptive & Inappropriate Behavior:** Students should be seated when the instructor arrives for class.
Disruptive behavior of any nature will not be tolerated as it interferes with the rights of other students. Disruptive behavior will be met with appropriate disciplinary action, including a note in the student record, suspension, and possible dismissal from the program depending on the severity of the behavior.
Sleeping in class shall be considered inappropriate behavior. Students sleeping in class will be asked to leave with subsequent disciplinary actions.
**Missed Class**: Students are required to attend all scheduled classes and laboratory sessions. A weekly class schedule is distributed by the end of the previous week. Suppose a student is absent from a scheduled class. In that case, it is their responsibility to obtain all class notes and assignments upon their return to class. **Students absent from lectures are still responsible for material missed.**
**School Property:** Students are forbidden to write on and or deface any school or clinical site property.
**Textbooks & Computer Access Requirement:** All students must purchase the required textbooks and
bring them to class during each scheduled session. Students should have access to a computer/laptop device with internet access. The student can use the school computer lab during hours of operation if they do not have such access.
**Photo I.D. Badge**: For security reasons, students must wear their hospital photo identification badge at all times while on hospital property, including the classroom building and all clinical sites. The front of the badge denoting the individual as a student must be **prominently displayed at all times.** Failure to do so will result in disciplinary actions, including suspension for excessive warnings, as the identification badge is considered a part of the student uniform.
**Cellular Telephones and Pagers:** Because of the distraction caused, all telephones and pagers must either be turned off during class or switched to silent mode. Uses of cellular telephones are not allowed in the clinical site or in class. There are **no exceptions**. Disciplinary actions will result if this policy is not followed.

| Section: Academic Policies | Policy: Counseling / Guidance Services |
|---|---|
| Policy#: 3.9 | Revised 01/03/2014 |

Med Academy's policy is to provide students with occasional motivational counseling, advisement, recommendations, or disciplinary counseling. Services are maintained to address a variety of situations as they arise. Formal counseling sessions will be scheduled after each quarter. *(see Academic Counseling Policy page 33).* The Program Director will make every effort possible to initiate discussion and recommend an appropriate course of action to remedy the situation to benefit the student. Suppose the issue is beyond the expertise of the Program Director. In that case, recommendations will be made to refer the student to the appropriate resource.

*During Initial Orientation:* The program's Student Handbook will be distributed and reviewed with students, including policies related to counseling.

*Disciplinary Actions:* The Program Director is responsible for counseling students for relative disciplinary problems, poor attendance patterns, and violations of school policies, unsatisfactory didactic or clinical performance, and any other occurrences, which may arise and that may need corrective action. Disciplinary actions utilize progressive counseling. All counseling, regardless of the nature of the offense, will result in written documentation permanently maintained in the student's administrative file.
Students receiving any disciplinary action have a right to Due Process whereby they can request an appeal of the action in progressive steps, including a hearing before an impartial committee extraneous to the program *(see Student Complaint Process Procedure Policy, page 18-19).*

| Section: Academic | Policy: Learning Resources |
|---|---|
| Policy#: 3.10 | Revised: 11/25/2020 |

Med Academy is committed to providing students from diverse backgrounds, high-quality education opportunities consistent with its role and mission. Academics' policies and procedures adhere to established best practices. Med Academy will employ appropriate learning resources to ensure desired student learning and program objectives following these best practices.

**Purpose:** This policy describes how Med Academy provides adequate learning resources to students to achieve program goals.

**Procedure:** Med Academy has developed plans to ensure the proper use, administration, distribution, and support for the learning resources. Each plan includes inventory, responsible person, roles and responsibilities, user orientation, annual budgetary support, emergency purchasing, and evaluation.

**Learning Materials:** The school offers hard copy books, e-books, videos, software applications, journals, CDs, publications, and references. All these materials are accessible to the students at their request. All learning resources will be listed in the class syllabus and distributed at the beginning of each course.

**Resource Center:** The resource center is equipped with four personal computers with internet access and Microsoft Office 365 account to do independent study and research. The computers are connected to a printer in case the students need to print any school-related material. The students have access to two additional laptops and seven tablets that can be requested to do school work. Students need to use the resource center during school office hours, Monday – Friday 10:00 am-6:00 pm.

**School email Account:** The school will provide the students with a Microsoft Office 365 account. Students will have their own Med Academy email account. The account will provide free access to PowerPoint, word, excel, teams, and many other features for school activities.
**School Management System:** Assigned Readings, recorded lectures, class discussions, video demonstrations, collaborative activities, computer assignments, student projects, and presentations are all assigned through the Populi Campus Management System. Students will receive an orientation on the school management system during the school orientation section. Students are required to have an electronic device with the internet to access the school management system.

# CLINICAL POLICIES

| Section: Clinical Policies | Policy: Clinical Assigned Sites |
|---|---|
| Policy#: 4.1 | Revised 01/03/2014 |

In order to ensure that all clinical activities are educationally valid and sound, it is the policy of the Med Academy to assign students to clinical sites. A clinical site schedule will be distributed to each student, clinical coordinator, and clinical instructor before clinical activities. Clinical training schedules will define the start and end dates and the students' site. The Program Director must approve any changes to clinical assignments before implementation.

Students must rotate through assigned sites only and are not permitted to be "pulled" by clinical instructors to cover other, non-assigned sites. Students are never to be utilized to supplement paid technical staff. Furthermore, students are not permitted to "visit" in areas other than their assigned area.

| Section: Clinical Policies | Policy: CPR Certification |
|---|---|
| Policy#: 4.2 | Revised 01/01/2022 |

Med Academy's policy is that all students hold an active CPR/BLS for Healthcare Providers certification before starting the clinical externship.

1. Students must have an active Basic Live Support (BLS) certificate to start the clinical externship.
2. The Patient Care course will include the Cardio Pulmonary Resuscitation (CPR)/BLS classes and training.

| Section: Clinical Policies | Policy: Student Supervision |
|---|---|
| Policy#: 4.3 | Revised 01/03/2014 |

The clinical education portion of the curriculum is a structured competency-based program interrelated with the didactic portion of the program. Through the interaction between students, the clinical instructors and staff, and the patients to be imaged, students have an opportunity to complete mandatory and elective competencies and to achieve the program's mission and goals.
The presence of students in the clinical areas is not intended to supplement or replace staff. Clinical education opportunities are provided under the supervision of qualified, licensed health care professionals, clinical instructors, and clinical supervisors.

**Direct Supervision** defined:
Until a student demonstrates clinical competency for a specific procedure, all medical procedures must be performed under a licensed health care professional (Clinical Preceptor).
The clinical preceptor will review the examination request about the student's achievement relative to obtaining a passing score on the clinical competency evaluation. The student possesses the necessary knowledge and skill level required to perform the examination. The clinical preceptor must remain in the room observing the student's performance. The clinical preceptor will complete a competency evaluation form to document the student's ability level relative to the examination performed. All students must work under direct supervision until they have completed a competency evaluation as described above.

**Indirect Supervision** defined:
When a student completes a competency evaluation for a particular examination, they are permitted to perform only those examinations under the indirect supervision of a qualified clinical preceptor. Indirect supervision is defined as a clinical preceptor being immediately available to the student in an adjacent room or a nearby area to assist the student should the need arise. The clinical preceptor can also answer any student's questions relative to the procedure and patient condition.

The student's ability to work under indirect supervision following successful completion of a competency evaluation shall be at the discretion of the supervising clinical preceptor or clinical instructor. It may vary according to the clinical site.

Suppose a student feels that the supervision policies described above are not being adhered to. In that case, written notification must be immediately submitted to the Program Director to take the necessary corrective actions. No student retaliation will be permitted following notification of policy violations.

| Section: Clinical Policies | Policy: Leaving Clinical Sites |
|---|---|
| Policy#: 4.4 | Revised 01/03/2014 |

Students cannot leave their assigned clinical areas during the scheduled clinical time without the clinical coordinator, clinical instructor, or program director's permission. Students will be assigned a lunch break of 30 minutes by the clinical instructor *(see Lunch Break policy page 25 student catalog)* according to each site workload. Disciplinary action will be taken if a student leaves an assigned clinical site without the clinical coordinator, clinical instructor, or program director's permission.

This disciplinary action will include:
- First Offense: Verbal warning (It will be documented in Student File)
- Second Offense: Counseling Form
- Third Offense: Dismissal from the Program

Students are not to leave their clinical areas at the end of the day until all work in progress is completed, including necessary clerical functions.

| Section: Clinical Policies | Policy: Examination Room and Clinical Area Environment |
|---|---|
| Policy#: 4.5 | Revised 01/03/2014 |

Students are required to maintain a clean environment in their assigned clinical area/examination room. This may also include stocking of rooms and replenishment of the room linen supply. Students must exercise care and fully comply with all established safety standards when working in a patient care area.

Students are responsible for all technical, clerical, and other duties relative to the performance of their clinical duties. This includes, but is not limited to, all necessary exam paperwork and computer functions. All students will perform patient examinations and studies according to their skill level and will assist staff technologists with the following:
  a. Patient identification
  b. Caring for the needs of patients
  c. Lifting and moving patients as necessary
  d. Cleaning examination rooms and equipment
  e. Emptying laundry hampers in examination rooms if necessary
  f. Recording the procedure in the site system and completing associated paperwork.

Under no circumstances may a student eat or drink in inpatient areas, including examination rooms. Food and beverage consumption must be done only in designated areas. Each site supervisor will inform students of the designated area.

| Section: Clinical Policies | Policy: School-Issued Identification Badge |
|---|---|
| Policy#: 4.6 | Revised 01/03/2014 |

**Policy**
During the orientation for new students, appointments will be scheduled for obtaining school-issued identification badges. Students must wear their school identification badge for security reasons, including the classroom building and all clinical areas. The front of the badge denoting the individual as a student must be prominently displayed at all times. Failure to do so will result in the student being sent home. The identification badge is

considered part of the student uniform, and they will have to make up the time. If a student loses their identification badge, they must notify the Program Director immediately.

In the event a school-issued identification badge is lost:
1. The student must contact the program director immediately.
2. The program director will supply the student with a memorandum on school letterhead to take with them to obtain a replacement badge.
3. The school charges a $25 fee for the issuance of a replacement badge.  In addition, the student must present valid photo identification such as a driver's license before the replacement badge will be issued.

| Section: Clinical Policies | Policy: Clinical Uniform Accessories |
|---|---|
| Policy#: 4.7 | Revised 01/03/2014 |

While assigned to clinical areas, students must, at all times, wear the required school uniform.  Students are required to wear clean, neatly pressed uniforms and display appropriate grooming and hygiene at all times. Failure to do so will result in the student being sent home and counted as absent for missed days. In addition to blue scrubs, a school-issued identification badge is also considered part of the student uniform.

| Section: Clinical Policies | Policy: : Professional Demeanor |
|---|---|
| Policy#: 4.8 | Revised 01/03/2014 |

It is Med Academy's policy to expect each student to conduct themselves professionally at all times.  Failure to do so will result in the appropriate disciplinary action, including program suspension and/or program dismissal. The corrective action taken will be at the discretion of the Program Director. It will reflect the inappropriate action displayed by the student.
School policies, procedures, and rules are to be followed at all times.  Any questions regarding these rules should be directed to the Program Director for clarification

| Section: Clinical Policies | Policy: : Clinical Site Equipment & Supplies |
|---|---|
| Policy#: 4.9 | Revised 01/03/2014 |

Clinical site equipment and supplies are to be used only for the purpose intended.  Students are not permitted to remove any clinical site equipment or supplies from the site premises.  Students in violation of this policy are subject to disciplinary action, including program dismissal and possible criminal prosecution.  Furthermore, clinical site equipment and supplies should be cleaned and returned to their proper location following the procedure they are being used for.

| Section: Clinical Policies | Policy: : Clinical Performance Evaluation |
|---|---|
| Policy#: 4.10 | Revised 01/03/2014 |

It is the policy of Med Academy that all students are evaluated concerning clinical performance every three months. The clinical evaluation form will be given to the clinical instructor for each student.  The clinical instructors will either complete the evaluation or elect to have the staff technologist(s) complete it. The clinical coordinator will countersign all completed evaluations.

Every three months:
1. The clinical coordinator will forward a Clinical Evaluation form for each student to the clinical instructors.
2. The clinical coordinator and Clinical Instructor may either complete the evaluation or forward it to the staff technologist(s) working with the individual student during most of the rotation.
3. Upon completion, the clinical instructor will sign the evaluation and forward it to the clinical coordinator for scoring.
4. The clinical coordinator will meet with each student individually. At that time, the student will be allowed to review the evaluation and sign acknowledging they have had an opportunity to discuss its contents.
5. Clinical evaluations will be filed, and a student may request an additional conference (in writing) to review clinical evaluations.

| Section: Clinical Policies | Policy: Clinical Competencies Requirements |
|---|---|
| Policy#: 4.11 | Revised 01/03/2014 |

It is the policy of Med Academy that a student completes all required competency evaluations before they are considered to have completed the program of study. Students will be given a list of all required clinical competencies during the week of orientation. A signed, completed competency evaluation form must be on file with the student's clinical records for all required examination competencies and general patient care competencies to complete their program of study. Furthermore, the completed competency evaluation form must be in the student's clinical file to perform an examination under indirect supervision. Students are not permitted to complete a competency evaluation on an examination until after the examination has been covered in class and the student has successfully passed a written examination on the procedure. No exceptions to this rule will be permitted.

In the event all competencies are not complete, additional clinical training will be scheduled until such time that all competencies are passed. The Program Director cannot confirm program completion until all requirements are met.

| Section: Clinical Policies | Policy: Clinical Attendance |
|---|---|
| Policy#: 4.12 | Revised 01/03/2014 |

All students are expected to maintain acceptable attendance patterns during classes and clinical activities *(see Excessive Absenteeism and Tardiness policies page 26-27 student catalog)*. Excessive absenteeism and tardiness will not be tolerated. All students are expected to sign in and out each day. Failure for a student to sign in and out for the day will result in an absence being recorded for the day, as attendance cannot be verified.

| Section: Clinical Policies | Policy: Clinical Make-Up Time |
|---|---|
| Policy#: 4.13 | Revised 01/03/2014 |

Med Academy's policy is that all students must complete the number of clinical hours listed in the enrollment agreement to graduate. Students that miss clinical hours during the clinical year must make them up.

The following criteria must be observed with regards to making up hours missed:
1. Time may be made up any day that there is no other student scheduled on the clinical site.
2. Time may be made upon scheduled school holidays or other scheduled days off.
3. Time may also be made up during the school breaks, during which no classes or clinical are scheduled.
4. The remaining time owed may be made up following the scheduled graduation date before program completion can be certified by the Program Director.

Students are not permitted to make up time if prior approval from clinical coordinator or clinical instructor is not granted.

## Procedure
Once approval has been granted to make up time:
The clinical instructor will sign a make-up time verification form. This signature will verify that the sign in-and-out times are accurate. This signed form must be given to the clinical coordinator before credit will be assigned for hours.

The rationale behind students making uptime is to provide them with an opportunity to spend sufficient time in all clinical areas to gain maximum clinical experience and develop the expertise required to function as an entry-level technologist. Furthermore, this policy will ensure that all students receive an equitable clinical experience.

# Educational Programs

**Magnetic Resonance Imaging Programs**
1. MRI Technology
2. Associate of Science in MRI Technology

**Radiology Technology Programs**
1. Radiology Technology
2. Associate of Science in Radiology Technology

## Magnetic Resonance Imaging Programs

**MRI Certifications Disclosure:** Upon graduation from your perspective MRI program, all students are expected to sit for an MRI certification examination.  Although in some states, MRI certification may not be required, it is highly recommended that all persons considering a career as an MRI Technologist take an MRI certification examination to be more marketable and have more employment opportunities.  Graduates who earned the Associates Degree in MRI Technology from Med Academy will be eligible to apply for the American Registry of Radiologic Technologists (ARRT) MRI certification examination.  The ARRT requires that applicants who sit for their certification exams hold an associate degree (or higher) in any discipline.  Med Academy has had successful placement rates with graduates that hold certifications.  The graduate's responsibility is to research the market and employment requirements in the region they wish to practice before choosing the certification exam they want to take.

**Program Director**

Juan Revuelta, RT, (R), (MR), ARRT, ARMRIT, PARCA
Radiographer, (Jackson School of Radiologic Science)
Magnetic Resonance Imaging Technologist (ARRT)

**Clinical Coordinator/Faculty**

Andro Perez MD, RT, (MR) ARRT, ARMRIT
Doctor in Medicine (Bachelor), (ISCM Villa Clara, Cuba)
MRI Technologist (Med Academy)

**Faculty**

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MRI Technologist (Med Academy)

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Master's of Science in Education (Nova Southeastern University),
Radiographer, (Jackson School of Radiologic Sciences)

Michel Fuentes, RT, (R), (MR), (CT)
Bachelor in Health Services Administration (Barry University)
Radiographer (Florida National University)

Jobeth Eson MS, BA. Certified in English education
Master's of Science in Reading Education (Nova Southeastern University)

Marlen Jovert MS, BA, Educator Preparation Institute, Math Certification
Master's of Science Math Education (Nova Southeastern University)

Meyling Wong BS, AA
Bachelor of Science in Psychology (Florida National University)

Livan Amaro, MD, RT, R, CT, ARMRIT
Doctor in Medicine, (Bachelors), (ISCM Villa Clara, Cuba)
Radiographer, (Florida National University)
MRI Technologist (Med Academy)

Jesus J Venereo MD.
Doctor in Medicine (Bachelor), (ISCM Havana, Cuba)

# MRI Technology

The MRI Technology program offered by Med Academy is a 96 credits diploma. It includes didactic classes and clinical training in the discipline of MRI.

**Program Mission & Goals**
The mission of the MRI Technology program is to provide a premier, career-focused educational experience that combines academic training, technical expertise, and professional ethics to those seeking to launch or advance into careers as MRI Technologists. The goal of this program is to provide quality education to a diverse student population that reaches beyond the classrooms. The foundation of our curriculum is based on the strong network of partnerships that we have with community hospitals, clinics, diagnostic centers, and various industry leaders in medical imaging technology.

Our goal is to provide our students with the entry-level skills required for employment as technologists. The program will provide an enhanced curriculum that combines didactic studies and clinical externships at facilities that follow best practices in patient care, professional ethics, and the most current fundamental methodology of quality imaging. In addition, we will strive to meet or exceed institutional benchmarks by continuously reviewing strategic plans and student outcomes and modifying the program as necessary. The faculty and staff of our institution are committed to providing superior service and an exceptional learning environment that is necessary to achieve these goals.

**Program Objectives**
After completing the MRI Technology program, our graduates will have gained the entry-level skills required for employment as MRI Technologists, including the cognitive and psychomotor knowledge to take and pass the MRI board examination.

Upon program completion, graduates will also be able to:
- Demonstrate critical thinking and communication skills as responsible members of the health care team.
- Demonstrate ethical behaviors necessary for professional success
- Apply knowledge of anatomy and physiology, pathology, positioning, and MRI sequence parameters to demonstrate anatomical structures accurately.
- Determine imaging parameters to achieve optimum imaging.
- Evaluate images for appropriate positioning, coil selection, and image quality.
- Apply the principles of ferromagnetic safety and contrast application to protect the patient, technologist, and others.
- Recognize emergency patient conditions and initiate life-saving first aid and basic life-support procedures.
- Evaluate the performance of MRI systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
- Participate in MRI quality assurance programs.
- Provide patient education related to MRI procedures.

**Didactic Classes (78 Quarter Credit Hours/930 Clock Hours)**
Candidates must complete coursework addressing the topics listed in the America Registry of Radiologic Technologist (ARRT) Content Specifications for the Examination in Magnetic Resonance Imaging. These topics may also be covered in curricula published by organizations such as the American Society of Radiologic Technologists (ASRT) or Section for Magnetic Resonance Technologist (SMRT).

**Clinical Externship (18 Quarter Credit Hours/540 Clock Hours)**
As part of their educational program, candidates must demonstrate competence in the clinical activities identified in this document. Demonstration of clinical competence means that the program director or designee has observed the candidate performing the procedure and that the candidate performed the procedure independently, consistently, and effectively. The school uses the ASRT curricula, and the clinical competency requirements are those stated by the ARRT specifications.

**Program Outline**

| Class Number | Class Title | Clock Hours | Credit Hours |
|---|---|---|---|
| HC101 | Medical Terminology | 30 | 3 |
| HC102 | Introduction to Patient Care & Health Professions | 80 | 6 |
| HC103 | Medical Ethics, Law, & Cultural Diversities | 30 | 3 |
| GC104 | General Survey of Human Anatomy & Physiology I | 75 | 6 |
| GC105 | General Survey of Human Anatomy & Physiology II | 75 | 6 |
| GC106 | English Composition | 30 | 3 |
| MR101 | MR Fundamentals | 60 | 6 |
| MR102 | MR Image Formation | 60 | 6 |
| MR103 | Instrumentation and Equipment | 90 | 6 |
| MR104 | MR Procedures I | 75 | 6 |
| MR105 | MR Procedures II | 75 | 6 |
| MR201 | Introduction to Imaging Science | 30 | 3 |
| MR202 | Digital Radiography and PACS | 30 | 3 |
| MR203 | MR Safety | 30 | 3 |
| MR204 | MR Clinical Externship I | 90 | 3 |
| MR205 | MR Advanced Techniques | 40 | 3 |
| MR206 | MR Clinical Externship II | 90 | 3 |
| MR207 | MR Clinical Applications | 90 | 6 |
| MR208 | MR Clinical Externship III | 180 | 6 |
| MR209 | MR Clinical Externship IV | 180 | 6 |
| MR210 | MR Registry Review | 30 | 3 |
| **Total** | | **1470** | **96** |

**Definitions:**

- The class numbers are made up of numbers and letters that represent the course title and sequence
- One quarter credit hour equals 10 clock hours of instructions, or 20 clock hours of Laboratory activities, or 30 clock hours of clinical externship.

**Program Delivery Method:** The MRI Technology (Diploma) program offered by Med Academy uses a hybrid education method. The hybrid delivery method consists of traditional (onsite classes) and distance education (online) classes. 70% of the program is delivered via traditional, and 30% of the program is distance.

<u>**Tuition and Fees:**</u> This list represents a summary of the cost associated with program enrollment:

| | |
|---|---|
| <u>Application Fee:</u> | $100.00, To be paid at Application |
| <u>Uniform:</u> | $50.00 per set. An estimated two (2) sets for the entire program. |
| <u>Textbooks/Supplies:</u> | $100.00, The Language of Medicine, 12th Edition |
| | $100.00, Introduction to Radiologic Sciences and Patient Care, 5th Edition |
| | $100.00, Visible Body |
| | $300.00, MRI Procedures Handout |
| | $300.00, MRI Fundamentals Handbook |
| | $100.00, Digital Radiography and PACS, 3rd Edition |
| | $250.00 MRI Simulators Software |
| | $100.00 College Writing Skills |
| <u>Liability Insurance:</u> | $250.00, per year of coverage it must be paid before Clinical Education |
| <u>FDLE:</u> | $75.00. if required by the clinical site (fingerprint background check) |
| <u>Drug Test:</u> | $30.00. if required by the clinical site |
| <u>Graduation Fee:</u> | $150.00. Expenses generated by graduation. Do not include Cap & Gown. |
| <u>Technical Fee:</u> | $150.00 per term for the use of the school management system program. |
| <u>Program Tuition:</u> | |

| Cost per Credit | 96 Credit Hours |
|---|---|
| $395.00 | $37,920.00 |

# Program Curriculum

**Course Name**: Medical Terminology
**Course Abbreviation**: HC 101
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: An introduction to the essential medical roots, prefixes and suffixes, commonly encountered medical abbreviations, and a survey of medical vocabulary is presented, including terms relative to anatomy, physiology, radiology, and pathology.

**Course Name**: Introduction to Patient Care & Health Professions
**Course Abbreviation**: HC 102
**Credit Hours:** 6
**Clock Hours:** 80
**Description**: This course introduces patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is an instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergencies, an overview of pharmacology, allergic reactions, and emergency equipment.

**Course Name**: Medical Ethics, Law & Cultural Diversities
**Course Abbreviation**: HC 103
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: An overview of the concept of medical ethics in the healthcare environment is provided, including patient needs and rights, patient interactions, and protection. Medico-legal concepts are addressed relative to patient care and patient information. Also, the discussion of working with diverse populations will be discussed.

**Course Name**: General Survey of Human Anatomy & Physiology I
**Course Abbreviation**: GC 104
**Credit Hours:** 6
**Clock Hours:** 75
**Description**: This course covers the basics of human anatomy and physiology, including anatomical terminology, introduction to the structure and function of the body, mechanism of disease, basic biochemistry, cells and tissues, and an introduction to the integumentary, lymphatic/immune systems. Prepares non-science majors and allied-health profession students to take advanced anatomy and physiology courses.

**Course Name**: General Survey of Human Anatomy & Physiology II
**Course Abbreviation**: GC 105
**Credit Hours:** 6
**Clock Hours:** 75
**Description**: This section of anatomy and physiology will focus on the fundamentals of the heart and circulatory system with a correlation of blood components and their necessity to human organisms. Following will be a general discussion of the lymphatic and the respiratory system and their integral role in homeostasis. Students will also be introduced to the process of input and output through the function of the digestive and urinary systems. We will also explore the role of the nervous system and the senses. Finally, this section will end with an evaluation of the reproductive system and growth and development.

**Course Name**: English Composition
**Course Abbreviation**: GC 106
**Credit Hours:** 3
**Description**: This course helps students develop their writing skills by explaining and identifying the writing process steps. Seven writing types are examined: argumentative, compare/contrast, descriptive, narrative, persuasive, summary, and research. Students will write a minimum of 20 pages as a requirement for the course. The importance of both global and sentence-level revision is highlighted throughout the course, as students are encouraged to consider revising for content and organization and editing for grammar, punctuation, and spelling. Students also learn effective and ethical research techniques, utilizing Modern Language Association (MLA) style.

**Course Name**: MR Fundamentals
**Course Abbreviation**: MR 101
**Credit Hours:** 6
**Clock Hours:** 60
**Description**: This course provides the student with a comprehensive overview of MR physical principles. Content of this course covers topics such as hydrogen atom, alignment, magnetization, precession, processional frequency, resonance, T1 and T2 relaxation, free induction decay, the MR signal, dephasing mechanisms, introduction to pulse sequences. Participants will be introduced to the component of an MRI scanner, including primary magnet, shim coils, shielding coils, gradient coils, radiofrequency coils, examination table, Faraday cage, and Computer systems. In addition, students will be introduced to image weighted and imaging parameters that control it.

**Course Name**: MR Image Formation
**Course Abbreviation**: MR 102
**Credit Hours:** 6
**Clock Hours:** 60
**Description**: This course provides the student with a comprehensive overview of image encoding and data collection. Gradients function in slice selection, phase, and frequency encoding will be explained. Students will learn the process of signal sampling, K space-filling and its characteristics, Fast Fourier transformation, and K space filing options will be presented. In addition, participants will be introduced to the pulse sequences, Spin Echo and Gradient Echo pulse sequences will be discussed. Advantages and disadvantages of pulse sequences will be discussed

**Course Name**: MR Instrumentation and Equipment
**Course Abbreviation**: MR 103
**Credit Hours:** 6
**Clock Hours:** 90
**Description**: This course's content will emphasize the different MRI components. The MRI examination room will be described. The different types of magnets and their characteristics will be explained. The MRI scanner components include the primary magnet, shielding, shim, and the gradients system will be introduced. Computer systems assisting the MRI unit will be discussed. The Radiofrequency coils will be presented. Students will be able to understand the RF shielding importance and how it is achieved. The patients' table will be described.

**Course Name**: MR Procedures I
**Course Abbreviation**: MR 104
**Credit Hours:** 6
**Clock Hours:** 75
**Description**: The course content is inclusive of all commonly imaged body systems and areas. This course content provides the student with an understanding of procedure indications, protocol selection, patient position, coil selection, immobilization techniques, slice position, imaging planes, and coverage area for every MRI examination.  Participants will be introduced to imaging procedures of the head, neck, and spine. Anatomical structures and the plane that best demonstrates anatomy are discussed, and signal characteristics of normal and abnormal structures.

**Course Name**: MR Procedures II
**Course Abbreviation**: MR 105
**Credit Hours:** 6
**Clock Hours:** 75
**Description**: The course content is inclusive of all commonly imaged body systems and areas. This course content provides the student with an understanding of procedure indications, protocol selection, patient position, coil selection, immobilization techniques, slice position, imaging planes, and coverage area for every MRI examination. Participants will be introduced to imaging procedures of the thorax, abdomen, pelvis, and musculoskeletal. Anatomical structures and the plane that best demonstrates anatomy are discussed and signal characteristics of normal and abnormal structures.

**Course Name**: Introduction to Imaging Sciences
**Course Abbreviation**: MR 201
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: This course provides an introduction to the art and science of medical radiography. Included is a discussion of the history of radiography, introduction to diagnostic imaging and radiologic sciences; participants will be introduced to professional organizations that regulate diagnostic imaging. Education survival and critical thinking will be discussed. In addition, the students will be introduced to the importance of clinical education and diagnostic imaging administration and their role in managing an imaging department.

**Course Name**: Digital Radiography and PACS
**Course Abbreviation**: MR 202
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: This course involves the study of digital radiographic systems. This course will review imaging equipment and related accessories, computerized processing, and digital and PACS systems components. A brief introduction to basic computer hardware, software, and computer applications will also be discussed. The course concludes with an overview of quality control and systems management. There will also be a brief overview of traditional radiographic exposure and film processing.

**Course Name**: MR Safety
**Course Abbreviation**: MR 203
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: The content of this course covers the safety aspects of MRI. Students will learn about government guidelines, safety terminology, the main magnetic field, projectile effects, radiofrequency field, time-varying magnetic field (TVMF), sitting considerations for a magnet, MR Zones, MR Personnel, Fringe filed, implants and prosthesis, metal foreign bodies, patient monitoring, medical emergencies, and patient conditions. Furthermore, participants will be introduced to the safety aspects of contrast media, allergic reactions, extravasations, NSF, Renal function, gadolinium and pregnancy, and medications used to prevent and treat allergic reactions.

**Course Name**: MR Clinical Externship I
**Course Abbreviation**: MR 204
**Credit Hours:** 3
**Clock Hours:** 90
**Description**: During this course, the students will be assigned to a Hospital or Diagnostic Imaging Facility. This course aims to develop the technical and practical knowledge of student technologists in the clinical environment. Emphasis is placed on patient care and assessment, environmental and department safety, effective oral and written communication, and professional and ethical behavior, including patient privacy and the legalities of medical records management. During this term, students can expect to be introduced to the workflow of the radiology department or diagnostic center. Students will be assigned to participate and observe all facility functions and imaging modalities to gain this knowledge. The students will be introduced to the practice of MRI safety. Students will be under the direct supervision of an MR technologist at all times. Students must demonstrate competencies in three mandatory safety requirements and seven mandatory quality control Procedures.

**Course Name**: MR Advanced Techniques
**Course Abbreviation**: MR 205
**Credit Hours:** 3
**Clock Hours:** 40
**Description**: The content of this course is designed to provide a comprehensive explanation of the flow phenomena. This class will be instructed on the advanced MRI techniques, including perfusion, diffusion, fMRI, spectroscopy, and interventional MRI. Vascular and Cardiac imaging techniques will be covered.

**Course Name**: MR Clinical Externship II
**Course Abbreviation**: MR 206

**Credit Hours:** 3
**Clock Hours:** 90
**Description**: The goal of this course is to enhance the problem-solving and technical skills of students, making them capable of handling and resolving situations of appropriate patient care, environmental and department safety, effective communication, and professional and ethical behavior. Students will be trained in patient positioning, coil selection, image plane selections, slice position, motion suppression techniques, and contrast administration. Content is presented progressively in competency levels through clinical performance objectives and competency exams. Students will be evaluated inpatient position, coil selection, image plane selection, slice position, motion suppression techniques, and contrast administration. In this section, students are expected to perform MRI Procedures under the indirect supervision of an MRI Technologist. Students must demonstrate competence in four mandatory safety requirements and seven mandatory general patient care activities.

**Course Name**: MR Clinical Applications
**Course Abbreviation**: MR 207
**Credit Hours:** 6
**Course hours:** 90
**Description**: This course gives the student a comprehensive overview of the technical factors and their clinical applications in an MRI procedure. The content of this course emphasizes basic principles of image formation and the imaging options available that control image contrast, signal to noise, spatial resolution, and scan time. Clinical applications of K space filing and encoding will be discussed. Students will also review the different pulse sequences and their proper use when imaging the body areas. As part of this course, participants will use an MRI Simulator to review MRI images, perform MRI procedures, interact with imaging parameters, recognize imaging artifacts and differentiate them from pathologic conditions. These simulations will be done at the school, guided by a clinical instructor.

**Course Name**: MR Clinical Externship III
**Course Abbreviation**: MR 208
**Credit Hours:** 6
**Course hours:** 180
**Description**: This course is a continuation of the Clinical Externship II. Students will continue developing Patient Care and MRI skill.  In this section, students are expected to perform MRI Procedures under the indirect supervision of an MRI Technologist. Students must demonstrate competence in 17 mandatory MRI Procedures.

**Course Name**: MR Clinical Externship IV
**Course Abbreviation**: MR 209
**Credit Hours:** 6
**Clock Hours:** 180
**Description**: This course is a continuation of the Clinical Externship III. Students will continue developing Patient Care and MRI skill.  In this section, students are expected to perform MRI Procedures under the indirect supervision of an MRI Technologist. Students must demonstrate competence in  10 elective procedures to be selected from a list of 24 MRI procedures.

**Course Name**: MR Registry Review
**Course Abbreviation**: MR 210
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: The objective of this course is to provide a general overview of the most important topics of the MRI Board Examination. As a part of this course, students will complete mock exams to evaluate their base of overall knowledge before applying for the certification examination. This course will cover patient care, MR safety, Image Production, and MR Procedures. Participants must complete all listed activities each week. These activities include reading assigned chapters in their course textbooks, reviewing lectures, and conducting mock examinations. Students must complete a minimum of two mock tests every week.

# Associate of Science in MRI Technology

The Associate of Science in MRI Technology program offered by Med Academy is scheduled for 105 credits and includes didactic classes and clinical training in the discipline of MRI.

**Program Mission & Goals**

The mission of the Associate of Science in MRI Technology program is to provide a premier, career-focused educational experience that combines academic training, technical expertise, and professional ethics to those individuals seeking to launch or advance into careers as MRI Technologists. The goal of this program is to provide quality education to a diverse student population that reaches beyond the classrooms. The foundation of our curriculum is based on the strong network of partnerships that we have with community hospitals, clinics, diagnostic centers, and various industry leaders in medical imaging technology.

Our main goal is to provide our students with the entry-level skills required for employment as technologists. The program will achieve this by providing an enhanced curriculum that combines didactic studies and clinical externships at facilities that follow best practices in patient care, professional ethics and follows the most current fundamental methodology of quality imaging. In addition, we will strive to meet or exceed institutional benchmarks by continuously reviewing strategic plans and student outcomes and modifying the program as necessary. The faculty and staff of our institution are committed to providing superior service and an exceptional learning environment that is necessary to achieve these goals.

**Program Objectives**

After completing the Associate of Science in MRI Technology program, our graduates will have gained the entry-level skills required for employment as MRI Technologists, including the cognitive and psychomotor knowledge to take and pass the MRI examination. Upon program completion, graduates will also be able to:

- Demonstrate critical thinking and communication skills as responsible members of the health care team.
- Demonstrate ethical behaviors necessary for professional success
- Apply knowledge of anatomy and physiology, pathology, positioning, and MRI sequence parameters to accurately demonstrate anatomical structures.
- Determine imaging parameters to achieve optimum imaging.
- Evaluate images for appropriate positioning, coil selection, and image quality.
- Apply the principles of ferromagnetic safety and contrast application for the protection of the patient, technologist, and others.
- Recognize emergency patient conditions and initiate life-saving first aid and basic life-support procedures.
- Evaluate the performance of MRI systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
- Participate in MRI quality assurance programs.
- Provide patient education related to MRI procedures.

**Didactic Classes (87 Quarter Credit Hours)**

Candidates must complete coursework addressing the topics listed in the America Registry of Radiologic Technologist (ARRT) Content Specifications for the Examination in Magnetic Resonance Imaging. These topics may also be covered in curricula published by organizations such as the American Society of Radiologic Technologists (ASRT) or Section for Magnetic Resonance Technologists (SMRT).

**Clinical Education (18 Quarter Credit Hours)**

As part of their educational program, candidates must demonstrate competence in the clinical activities identified in this document. Demonstration of clinical competence means that the program director or designee has observed the candidate performing the procedure and that the candidate performed the procedure independently, consistently, and effectively. The school uses the ASRT curricula and the clinical competency requirements are those stated by the ARRT specifications.

**Program Outline**

| Class Number | Class Title | Credit Hours |
|---|---|---|
| GC101 | Psychology | 4 |
| GC102 | College Algebra | 4 |
| GC103 | English Composition | 4 |
| GC104 | General Survey of Human Anatomy & Physiology I | 6 |
| GC105 | General Survey of Human Anatomy & Physiology II | 6 |
| HC101 | Medical Terminology | 3 |
| HC102 | Introduction to Patient Care & Health Professions | 6 |
| HC103 | Medical Ethics, Law, & Cultural Diversities | 3 |
| MR101 | MR Fundamentals | 6 |
| MR102 | MR Image Formation | 6 |
| MR103 | Instrumentation and Equipment | 6 |
| MR104 | MR Procedures I | 6 |
| MR105 | MR Procedures II | 6 |
| MR201 | Introduction to Imaging Science | 3 |
| MR202 | Digital Radiography and PACS | 3 |
| MR203 | MR Safety | 3 |
| MR204 | MR Clinical Externship I | 3 |
| MR205 | MR Advanced Techniques | 3 |
| MR206 | MR Clinical Externship II | 3 |
| MR207 | MR Clinical Applications | 6 |
| MR208 | MR Clinical Externship III | 6 |
| MR209 | MR Clinical Externship IV | 6 |
| MR210 | MR Registry Review | 3 |
| **Total** | | **105** |

**Definitions:**
- The class numbers are made up of numbers and letters that represent the course title and sequence
- One quarter credit hour equals 10 clock hours of instructions, or 20 clock hours of Laboratory activities, or 30 clock hours of clinical externship.

**Program Delivery Method**

The MRI Technology Associate degree program offered by Med Academy uses a hybrid method of education. The hybrid delivery method consists of traditional (onsite classes) and distance education (online) classes. 60% of the program is delivered via traditional education, and 40% of the program is delivered via distance education

**Tuition and Fees:** This list represents a summary of the cost associated with program enrollment:

Application Fee:     $75.00, To be paid at Application
Uniform:             $50.00 per set. An estimated two (2) sets for the entire program.

Textbooks/Supplies:   $100.00, The Language of Medicine, 12th Edition
                      $100.00, Introduction to Radiologic Sciences and Patient Care, 5th Edition
                      $100.00, Visible Body
                      $300.00, MRI Procedures Handout
                      $300.00, MRI Fundamentals Handbook
                      $100.00, Digital Radiography and PACS, 3rd Edition
                      $250.00 MRI Simulators Software
                      $100.00 College Writing Skills
                      $100.00, Psychology: An Introduction by Russell A. Dewey, PhD
                      $100.00, Aufmann & Lockwood, Algebra: Beginning and Intermediate, 3rd Ed

Liability Insurance:  $250.00, per year of coverage it must be paid before Clinical Education
FDLE:                 $75.00. if required by the clinical site (fingerprint background check)
Drug Test:            $30.00. if required by the clinical site

| Graduation Fee: | $150.00. Expenses generated by graduation. Do not include Cap & Gown. |
| Technical Fee: | $150.00 per term for the use of the school management system program. |
| Program Tuition: | |

| Cost per Credit | 105 Credit Hours |
| --- | --- |
| $395.00 | $41,475.00 |

## Program Curriculum

**Course Name**: Psychology
**Course Abbreviation**: GC 101
**Credit Hours:** 4
**Description**: This course focuses on individual behavior and why individuals think, feel, and react to certain stimuli. Major emphases will be placed on research methods, stages in childhood and adolescence, how the brain works, altered states of consciousness, psychological testing, and psychological disorders. This is a college-prep course and requires advanced reading and critical thinking skills.

**Course Name**: College Algebra
**Course Abbreviation**: GC 102
**Credit Hours:** 4
**Description**: Rational expressions, integer, rational exponents, quadratic formula, complex numbers, exponential and logarithmic functions, conic sections, trigonometry. In-depth study and applications of polynomial, rational, exponential, logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. This course consists of a textbook chapter study, practices three quizzes, and a final exam. All graded work for this course will be done online using Populi.

**Course Name**: English Composition
**Course Abbreviation**: GC 103
**Credit Hours:** 4
**Description**: This course helps students develop their writing skills by explaining and identifying the writing process steps. Seven writing types are examined: argumentative, compare/contrast, descriptive, narrative, persuasive, summary, and research. Students will write a minimum of 20 pages as a requirement for the course. The importance of both global and sentence-level revision is highlighted throughout the course, as students are encouraged to consider revising for content and organization and editing for grammar, punctuation, and spelling. Students also learn effective and ethical research techniques, utilizing Modern Language Association (MLA) style.

**Course Name**: Medical Terminology
**Course Abbreviation**: HC 101
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: An introduction to the essential medical roots, prefixes and suffixes, commonly encountered medical abbreviations, and a survey of medical vocabulary is presented, including terms relative to anatomy, physiology, radiology, and pathology.

**Course Name**: Introduction to Patient Care & Health Professions
**Course Abbreviation**: HC 102
**Credit Hours:** 6
**Clock Hours:** 80
**Description**: This course introduces patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is an instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergencies, an overview of pharmacology, allergic reactions, and emergency equipment.

**Course Name**: Medical Ethics, Law & Cultural Diversities
**Course Abbreviation**: HC 103
**Credit Hours:** 3

**Clock Hours:** 30
**Description**: An overview of the concept of medical ethics in the healthcare environment is provided, including patient needs and rights, patient interactions, and protection. Medico-legal concepts are addressed relative to patient care and patient information. Also, the discussion of working with diverse populations will be discussed.

**Course Name**: General Survey of Human Anatomy & Physiology I
**Course Abbreviation**: GC 104
**Credit Hours:** 6
**Clock Hours:** 75
**Description**: This course covers the basics of human anatomy and physiology, including anatomical terminology, introduction to the structure and function of the body, mechanism of disease, basic biochemistry, cells and tissues, and an introduction to the integumentary, lymphatic/immune systems. Prepares non-science majors and allied-health profession students to take advanced anatomy and physiology courses.

**Course Name**: General Survey of Human Anatomy & Physiology II
**Course Abbreviation**: GC 105
**Credit Hours:** 6
**Clock Hours:** 75
**Description**: This section of anatomy and physiology will focus on the fundamentals of the heart and circulatory system with a correlation of blood components and their necessity to human organisms.  Following will be a general discussion of the lymphatic and the respiratory system and their integral role in homeostasis.  Students will also be introduced to the process of input and output through the function of the digestive and urinary systems.  We will also explore the role of the nervous system and the senses.  Finally, this section will end with an evaluation of the reproductive system and growth and development.

**Course Name**: English Composition
**Course Abbreviation**: GC 106
**Credit Hours:** 3
**Description**: This course helps students develop their writing skills by explaining and identifying the writing process steps. Seven writing types are examined: argumentative, compare/contrast, descriptive, narrative, persuasive, summary, and research. Students will write a minimum of 20 pages as a requirement for the course. The importance of both global and sentence-level revision is highlighted throughout the course, as students are encouraged to consider revising for content and organization and editing for grammar, punctuation, and spelling. Students also learn effective and ethical research techniques, utilizing Modern Language Association (MLA) style.

**Course Name**: MR Fundamentals
**Course Abbreviation**: MR 101
**Credit Hours:** 6
**Clock Hours:** 60
**Description**: This course provides the student with a comprehensive overview of MR physical principles. Content of this course covers topics such as hydrogen atom, alignment, magnetization, precession, processional frequency, resonance, T1 and T2 relaxation, free induction decay, the MR signal, dephasing mechanisms, introduction to pulse sequences. Participants will be introduced to the component of an MRI scanner, including primary magnet, shim coils, shielding coils, gradient coils, radiofrequency coils, examination table, Faraday cage, and Computer systems. In addition, students will be introduced to image weighted and imaging parameters that control it.

**Course Name**: MR Image Formation
**Course Abbreviation**: MR 102
**Credit Hours:** 6
**Clock Hours:** 60
**Description**: This course provides the student with a comprehensive overview of image encoding and data collection. Gradients function in slice selection, phase, and frequency encoding will be explained. Students will learn the process of signal sampling, K space-filling and its characteristics, Fast Fourier transformation, and K space filing options will be presented. In addition, participants will be introduced to the pulse sequences, Spin Echo and Gradient Echo pulse sequences will be discussed. Advantages and disadvantages of pulse sequences will be discussed

**Course Name**: MR Instrumentation and Equipment
**Course Abbreviation**: MR 103
**Credit Hours:** 6
**Clock Hours:** 90
**Description**: This course's content will emphasize the different MRI components. The MRI examination room will be described. The different types of magnets and their characteristics will be explained. The MRI scanner components include the primary magnet, shielding, shim, and the gradients system will be introduced. Computer systems assisting the MRI unit will be discussed. The Radiofrequency coils will be presented. Students will be able to understand the RF shielding importance and how it is achieved. The patients' table will be described.

**Course Name**: MR Procedures I
**Course Abbreviation**: MR 104
**Credit Hours:** 6
**Clock Hours:** 75
**Description**: The course content is inclusive of all commonly imaged body systems and areas. This course content provides the student with an understanding of procedure indications, protocol selection, patient position, coil selection, immobilization techniques, slice position, imaging planes, and coverage area for every MRI examination.  Participants will be introduced to imaging procedures of the head, neck, and spine. Anatomical structures and the plane that best demonstrates anatomy are discussed, and signal characteristics of normal and abnormal structures.

**Course Name**: MR Procedures II
**Course Abbreviation**: MR 105
**Credit Hours:** 6
**Clock Hours:** 75
**Description**: The course content is inclusive of all commonly imaged body systems and areas. This course content provides the student with an understanding of procedure indications, protocol selection, patient position, coil selection, immobilization techniques, slice position, imaging planes, and coverage area for every MRI examination. Participants will be introduced to imaging procedures of the thorax, abdomen, pelvis, and musculoskeletal. Anatomical structures and the plane that best demonstrates anatomy are discussed and signal characteristics of normal and abnormal structures.

**Course Name**: Introduction to Imaging Sciences
**Course Abbreviation**: MR 201
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: This course provides an introduction to the art and science of medical radiography.  Included is a discussion of the history of radiography, introduction to diagnostic imaging and radiologic sciences; participants will be introduced to professional organizations that regulate diagnostic imaging. Education survival and critical thinking will be discussed. In addition, the students will be introduced to the importance of clinical education and diagnostic imaging administration and their role in managing an imaging department.

**Course Name**: Digital Radiography and PACS
**Course Abbreviation**: MR 202
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: This course involves the study of digital radiographic systems.  This course will review imaging equipment and related accessories, computerized processing, and digital and PACS systems components.  A brief introduction to basic computer hardware, software, and computer applications will also be discussed.  The course concludes with an overview of quality control and systems management. There will also be a brief overview of traditional radiographic exposure and film processing.

**Course Name**: MR Safety
**Course Abbreviation**: MR 203
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: The content of this course covers the safety aspects of MRI. Students will learn about government guidelines, safety terminology, the main magnetic field, projectile effects, radiofrequency field, time-varying magnetic field (TVMF), sitting considerations for a magnet, MR Zones, MR Personnel, Fringe filed, implants and prosthesis, metal foreign bodies, patient monitoring, medical emergencies, and patient conditions. Furthermore, participants will be introduced to the safety aspects of contrast media, allergic reactions, extravasations, NSF, Renal function, gadolinium and pregnancy, and medications used to prevent and treat allergic reactions.

**Course Name**: MR Clinical Externship I
**Course Abbreviation**: MR 204
**Credit Hours:** 3
**Clock Hours:** 90
**Description**: During this course, the students will be assigned to a Hospital or Diagnostic Imaging Facility. This course aims to develop the technical and practical knowledge of student technologists in the clinical environment. Emphasis is placed on patient care and assessment, environmental and department safety, effective oral and written communication, and professional and ethical behavior, including patient privacy and the legalities of medical records management. During this term, students can expect to be introduced to the workflow of the radiology department or diagnostic center. Students will be assigned to participate and observe all facility functions and imaging modalities to gain this knowledge. The students will be introduced to the practice of MRI safety. Students will be under the direct supervision of an MR technologist at all times. Students must demonstrate competencies in three mandatory safety requirements and seven mandatory quality control Procedures.

**Course Name**: MR Advanced Techniques
**Course Abbreviation**: MR 205
**Credit Hours:** 3
**Clock Hours:** 40
**Description**: The content of this course is designed to provide a comprehensive explanation of the flow phenomena. This class will be instructed on the advanced MRI techniques, including perfusion, diffusion, fMRI, spectroscopy, and interventional MRI. Vascular and Cardiac imaging techniques will be covered.

**Course Name**: MR Clinical Externship II
**Course Abbreviation**: MR 206
**Credit Hours:** 3
**Clock Hours:** 90
**Description**: The goal of this course is to enhance the problem-solving and technical skills of students, making them capable of handling and resolving situations of appropriate patient care, environmental and department safety, effective communication, and professional and ethical behavior. Students will be trained in patient positioning, coil selection, image plane selections, slice position, motion suppression techniques, and contrast administration. Content is presented progressively in competency levels through clinical performance objectives and competency exams. Students will be evaluated inpatient position, coil selection, image plane selection, slice position, motion suppression techniques, and contrast administration. In this section, students are expected to perform MRI Procedures under the indirect supervision of an MRI Technologist. Students must demonstrate competence in four mandatory safety requirements and seven mandatory general patient care activities.

**Course Name**: MR Clinical Applications
**Course Abbreviation**: MR 207
**Credit Hours:** 6
**Course hours:** 90
**Description**: This course gives the student a comprehensive overview of the technical factors and their clinical applications in an MRI procedure. The content of this course emphasizes basic principles of image formation and the imaging options available that control image contrast, signal to noise, spatial resolution, and scan time. Clinical

applications of K space filing and encoding will be discussed. Students will also review the different pulse sequences and their proper use when imaging the body areas. As part of this course, participants will use an MRI Simulator to review MRI images, perform MRI procedures, interact with imaging parameters, recognize imaging artifacts and differentiate them from pathologic conditions. These simulations will be done at the school, guided by a clinical instructor.

**Course Name**: MR Clinical Externship III
**Course Abbreviation**: MR 208
**Credit Hours:** 6
**Course hours:** 180
**Description**: This course is a continuation of the Clinical Externship II. Students will continue developing Patient Care and MRI skill.  In this section, students are expected to perform MRI Procedures under the indirect supervision of an MRI Technologist. Students must demonstrate competence in 17 mandatory MRI Procedures.

**Course Name**: MR Clinical Externship IV
**Course Abbreviation**: MR 209
**Credit Hours:** 6
**Clock Hours:** 180
**Description**: This course is a continuation of the Clinical Externship III. Students will continue developing Patient Care and MRI skill.  In this section, students are expected to perform MRI Procedures under the indirect supervision of an MRI Technologist. Students must demonstrate competence in  10 elective procedures to be selected from a list of 24 MRI procedures.

**Course Name**: MR Registry Review
**Course Abbreviation**: MR 210
**Credit Hours:** 3
**Clock Hours:** 30
**Description**: The objective of this course is to provide a general overview of the most important topics of the MRI Board Examination. As a part of this course, students will complete mock exams to evaluate their base of overall knowledge before applying for the certification examination. This course will cover patient care, MR safety, Image Production, and MR Procedures. Participants must complete all listed activities each week. These activities include reading assigned chapters in their course textbooks, reviewing lectures, and conducting mock examinations. Students must complete a minimum of two mock tests every week.

# Radiology Technology Programs

**Radiographer Certification Disclosure:** Upon graduation from your perspective Radiology Technology program, it is expected that all students sit for a certification or state licensure examination. Although in some states, radiography certification and/or licensure may not be required, it is highly recommended that all persons considering a career as a Radiologic Technologist take a radiography certification examination so that they are more marketable and have more employment opportunities. Graduates who earned the Associate of Science Degree in Radiology Technology from Med Academy will be eligible to apply for the American Registry of Radiologic Technologists (ARRT) Radiography certification examination. The ARRT requires that applicants who sit for their certification exams hold at least an associate degree (or higher) in any discipline. Those who complete the diploma program in Radiology Technology and who do not hold an associate degree (or higher) will only be eligible to apply for licensure by examination as a General Radiographer in the State of Florida. Even though it is possible for graduates to gain employment as radiographers with only the Florida license, employment opportunities will be limited without holding the national certification. It is the responsibility of the graduate to research the market and employment requirements in the region in which they wish to practice prior to choosing the certification or licensure exam they wish to take.

## Radiology Technology Program Officials

**Program Director**
Tometra Meadows, MS, RT, (R), ARRT
Master's of Science in Education (Nova Southeastern University),
Bachelor of Arts in Health Service (St. Thomas University,
General Radiographer, (Jackson School of Radiologic Sciences)

**Clinical Coordinator/Faculty**
Andro Perez MD, RT, (MR), ARRT, ARMRIT
Doctor in Medicine (Bachelor), (ISCM Villa Clara, Cuba)
MRI Technologist (Med Academy)

**Faculty**
Juan Revuelta, RT, (R), (MR), ARRT, ARMRIT, PARCA
Radiographer, (Jackson School of Radiologic Science)
MRI Technologist (Med Academy)

Michel Fuentes, RT, (R), (MR), (CT), ARRT
Bachelor in Health Services Administration (Barry University)
Radiographer (Florida National University)

Jobeth Eson MS, BA. Certified in English education
Master's of Science in Reading Education (Nova Southeastern University)

Marlen Jovert MS, BA, Educator Preparation Institute, Math Certification
Master's of Science Math Education (Nova Southeastern University)

Meyling Wong BS, AA
Bachelor of Science in Psychology (Florida National University)

Jesus J Venereo MD.
Doctor in Medicine (Bachelor), (ISCM Havana, Cuba)

Keyla Linares, RT, (R), (MR), ARRT
Associate of Science in Radiology Technology
Radiographer (Florida National University)

Ana Rivera RT, (R), ARRT
Bachelors in Health Service Administration (Ana G. Mendez)
Radiographer (Florida National University)

# Radiology Technology

The Radiology Technology program offered by Med Academy is an 84 credits diploma program. It includes didactic classes and clinical training in the discipline of Radiology. This diploma program is intended for individuals who hold an associate's degree in any discipline or intend to only pursue state licensure that does not require applicants to have an associate's degree for examination eligibility.

## Program Mission & Goals

The mission is to provide our students with the entry-level skills required for employment as Radiologic technologists. The program will achieve this by providing an enhanced curriculum that combines didactic studies and clinical externships at facilities that follow best practices in patient care, professional ethics and follows the most current fundamental methodology of quality imaging. In addition, we will strive to meet or exceed institutional benchmarks by continuously reviewing strategic plans and student outcomes and modifying the program as necessary. The faculty and staff of our institution are committed to providing superior service and an exceptional learning environment that is necessary to achieve this mission.

The goal of this program is to provide quality education to a diverse student population that reaches beyond the classrooms. The foundation of our curriculum is based on the strong network of partnerships that we have with community hospitals, clinics, diagnostic centers, and various industry leaders in medical imaging technology.

## Program Objectives

After completion of the Radiology Technology program, our graduates will have gained the entry-level skills required for employment as Radiographers, including the cognitive and psychomotor knowledge take and pass the American Registry of Radiologic Technologists (ARRT) examinations if they have an associate degree in any discipline, and/or the State of Florida Licensure examination as Certified General Radiographers. Upon program completion, graduates will also be able to:

- Demonstrate critical thinking and communication skills as responsible members of the health care team.
- Demonstrate ethical behaviors necessary for professional success
- Apply knowledge of anatomy and physiology, pathology, positioning, radiation safety, patient care, and image production.
- Determine imaging parameters to achieve optimum imaging.
- Evaluate images for appropriate positioning, anatomical presentation, and image quality.
- Recognize emergency patient conditions and initiate life-saving first aid and basic life-support procedures.
- Evaluate the performance of imaging systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
- Participate in quality assurance programs.
- Provide patient education related to radiographic procedures.

## Delivery Method

The Radiology Technology program offered by Med Academy uses a hybrid method of education. The hybrid delivery method consists of traditional (onsite classes) and distance education (online) classes. 60% of the program is delivered via traditional education, and 40% of the program is delivered via distance education

## Didactic Classes (67 Credit Hours)

Candidates must complete coursework addressing the topics listed in the America Registry of Radiologic Technologist (ARRT) Content Specifications for the Examination in Radiography. These topics may also be covered in curricula published by organizations such as the American Society of Radiologic Technologists (ASRT).

## Clinical Education (17 Credit Hours)

As part of their educational program, candidates must demonstrate competence in the clinical activities identified in this document. Demonstration of clinical competence means that the program director or designee has observed the candidate performing the procedure and that the candidate performed the procedure independently, consistently, and effectively. The school uses the ASRT curricula, and the clinical competency requirements are those stated by the ARRT specifications.

**Program Outline**

| Class Number | Class Title | Credit Hours |
|---|---|---|
| HC101 | Medical Terminology | 3 |
| HC102 | Introduction to Patient Care & Health Professions | 6 |
| HC103 | Medical Ethics, Law & Cultural Diversities | 3 |
| GC104 | General Survey Human Anatomy & Physiology I | 6 |
| GC105 | General Survey Human Anatomy & Physiology II | 6 |
| RAD101 | Introduction to Imaging Sciences | 3 |
| RAD102 | Radiation Physics and Radiobiology | 3 |
| RAD103 | Radiation Protection | 6 |
| RAD201 | Image Production and Evaluation | 6 |
| RAD202 | Radiographic Procedures and Positioning I | 6 |
| RAD203 | Clinical Orientation | 1 |
| RAD204 | Radiographic Procedures and Positioning II | 6 |
| RAD205 | Special Imaging Procedures and Advanced Modalities | 5 |
| RAD206C | Clinical Rotation I | 8 |
| RAD207 | Equipment Operations and Quality Assurance | 4 |
| RAD208 | ARRT Registry Review | 4 |
| RAD209C | Clinical Rotation II | 8 |
| **Total** | | **84** |

**Definitions:**
- The class numbers are made up of numbers and letters that represent the course title and sequence
- One quarter credit hour equals 10 clock hours of instructions, or 20 clock hours of Laboratory activities, or 30 clock hours of clinical externship.

**Tuition and Fees**

To provide a written summary of the total costs associated with program application and enrollment. This information will be made known to prospective and enrolled students by publication in the program informational brochure and Student Handbook.

The following list represents a summary of the cost associated with program application and enrollment:

Application Fee:     $100.00, To be paid at Application
Uniform:            $50.00 per set. An estimated of two (2) sets for the entire program.
Books & Supplies:   $75.00, Medical Terminology- A Short Course, 6th Edition
                    $75.00, Introduction to Radiologic Sciences and Patient Care, 5th Edition
                    $150.00, The Human Body in Health & Disease, 5th Edition
                    $100.00, Radiographic Image Analysis, 4th Edition
                    $175.00, Bontrager's Textbook of Radiographic Positioning and Related Anatomy, 9th
                    $75.00, Bontrager's Textbook of Radiographic Positioning Workbook, 9th Ed.
                    $175.00, Principles of Radiographic Imaging, 5th Edition
                    $85.00, Mosby's Comprehensive Review of Radiography, 7th Edition
                    $75.00, Radiation Protection in Medical Radiography, 7th Edition
                    $100.00, Radiographic Pathology for Technologists, 7th Edition
                    $300.00, Samsung Galaxy Tablet A 10.1"(Optional)
Liability Insurance: $250.00, per year of coverage it must be paid prior to Clinical Education
Immunization:       $100.00. A student with up-to-date immunizations does not have to pay this fee.
Graduation Fee:     $150.00 Expenses generated by graduation. Do not include Cap & Gown.
Technical Fee:      $150.00 per term for the use of the school management system program
Program Tuition:

| Cost per Credit | 84 Credit Hours |
|---|---|
| $395.00 | $33,180.00 |

**Program Curriculum**

**Course Name**: Medical Terminology
**Course Abbreviation**: HC 101
**Credit Hours:** 3
**Description**: An introduction to the essential medical roots, prefixes and suffixes, commonly encountered medical abbreviations, and a survey of medical vocabulary is presented, including terms relative to anatomy, physiology, radiology, and pathology.

**Course Name**: Introduction to Patient Care & Health Professions
**Course Abbreviation**: HC 102
**Credit Hours:** 6
**Description**: This course introduces patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is an instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergencies, an overview of pharmacology, allergic reactions, and emergency equipment.

**Course Name**: Medical Ethics, Law & Cultural Diversities
**Course Abbreviation**: HC 103
**Credit Hours:** 3
**Description**: An overview of the concept of medical ethics in the healthcare environment is provided, including patient needs and rights, patient interactions, and protection. Medico-legal concepts are addressed relative to patient care and patient information. Also, the discussion of working with diverse populations will be discussed.
**Course Name**: General Survey of Human Anatomy & Physiology I
**Course Abbreviation**: GC 104
**Credit Hours:** 6
**Description**: This course covers the basics of human anatomy and physiology, including anatomical terminology, introduction to the structure and function of the body, mechanism of disease, basic biochemistry, cells and tissues, and an introduction to the integumentary, lymphatic/immune systems. Prepares non-science majors and allied-health profession students to take advanced anatomy and physiology courses.

**Course Name**: General Survey of Human Anatomy & Physiology II
**Course Abbreviation**: GC 105
**Credit Hours:** 6
**Description**: This section of anatomy and physiology will focus on the fundamentals of the heart and circulatory system with a correlation of blood components and their necessity to human organisms.  Following will be a general discussion of the lymphatic and the respiratory system and their integral role in homeostasis.  Students will also be introduced to the process of input and output through the function of the digestive and urinary systems.  We will also explore the role of the nervous system and the senses.  Finally, this section will end with an evaluation of the reproductive system and growth and development.

**Course Name:** Introduction to Imaging Sciences
**Course Abbreviation:** RAD 101
**Credit hours:** 3
**Description:** This course includes an overview of diagnostic imaging, the roles of the various health care professionals, and the health care environment. A review of organizational structure, accrediting bodies, and regulatory agencies will also be reviewed. Also included will be an overview of professional organizations, credentialing, and education requirements.

**Course Name:** Radiation Physics and Biology
**Course Abbreviation:** RAD 102
**Credit hours:** 3
**Description:** The content of this course establishes a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon

interactions with matter. This course also provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are offered, including acute and chronic effects of radiation.

**Course Name:** Radiation Protection
**Course Abbreviation:** RAD 103
**Credit hours:** 6
**Description:** This course presents to learners an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

**Course Name:** Image Production and Evaluation
**Course Abbreviation:** RAD 201
**Credit hours:** 6
**Description:** Students will learn the technical factors that control and influence the image production process in diagnostic imaging in this course. Also discussed will be the various types of image receptors and imaging accessories that play a role in image production. This course will also cover the fundamentals of image evaluation, including spatial resolution, image distortion, brightness, and image contrast. Digital imaging acquisition and the display will also be covered.

**Course Name**: Radiographic Procedures & Positioning I and Lab
**Course Abbreviation:** RAD 202
**Credit hours:** 6
**Description:** In this section of radiographic procedures and positioning, students will learn anatomy and physiology, general considerations, positioning techniques, and pathologic indications involving the chest, abdomen, upper extremity, including the shoulder girdle, and the lower extremity, including the pelvic girdle. Students will also learn general positioning considerations and radiographic terminology. Students will participate in corresponding laboratory practice for each section.
**Prerequisite: GC104; GC105**

**Course Name**: Clinical Orientation
**Course Abbreviation:** RAD 203
**Credit hours:** 1
**Description:** This course prepares the student for the clinical environment by orientation to the clinical rotations. An overview of radiation safety and protection policies and procedures, patient privacy and confidentiality laws, professionalism, and a review of ethical and legal requirements will also be reviewed. Students will be provided the opportunity to submit the required documentation for clinical rotation clearance.

**Course Name**: Radiographic Procedures & Positioning II and Lab
**Course Abbreviation:** RAD 204
**Credit hours:** 6
**Description:** In this section of radiographic procedures and positioning, students will learn anatomy and physiology, general considerations, positioning techniques, and pathologic indications involving the skull, spine, and fluoroscopic GI and GU procedures. Students will also learn general positioning considerations and radiographic terminology. Students will participate in corresponding laboratory practice for each section.
**Prerequisite: GC104; GC105**

**Course Name**: Special Imaging Procedures and Advanced Modalities
**Course Abbreviation:** RAD 205
**Credit hours:** 5
Students will be introduced to special imaging procedures and advanced modalities in this course, including mammography, CT, MRI, and interventional procedures.

**Course Name**: Clinical Rotation I
**Course Abbreviation:** RAD 206C
**Credit hours:** 8
**Description:** The clinical practice experience should be designed to develop, apply sequentially, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated.
Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient before, during, and following the radiologic procedure

**Course Name**: Equipment Operations & Quality Assurance
**Course Abbreviation:** RAD 207
**Credit hours:** 4
**Description:** This course will establish a knowledge base in radiographic, fluoroscopic, and mobile imaging equipment and design. Students will learn about the proper use of such equipment and the quality control measures used to ensure their operations' safety.

**Course Name**: ARRT Registry Review
**Course Abbreviation:** RAD 208
**Credit hours:** 4
In this course, students will be presented with test-taking and study skills needed to successfully pass the ARRT certification examination in Radiology. Students will also be provided with access to an online registry review software that covers all of the content-specific sections of the certification examination.
**Prerequisites: RAD101; RAD102; RAD103; RAD201; RAD202; RAD204; RAD205, RAD207**

**Course Name**: Clinical Rotation II
**Course Abbreviation:** RAD 209C
**Credit hours:** 8
**Description:** The clinical practice experience is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Students will demonstrate and gain competence in the delivery of patient care and assessment, performance of radiologic imaging, and quality management. Clinical instructors and the clinical coordinator will assess levels of competency and outcomes measurement. Students will complete clinical competency assessments in the GI and GU systems' skull, spine, and fluoroscopic procedures. Students must also demonstrate competency in the operation of mobile and c-arm equipment.
**Prerequisites: RAD203; RAD206C**

# Associate of Science in Radiology Technology

The Associate of Science in Radiology Technology program offered by Med Academy is scheduled for 96 credits and includes didactic classes and clinical training in Radiology.

**Program Mission & Goals**

The mission is to provide our students with the entry-level skills required for employment as Radiologic technologists. The program will provide an enhanced curriculum that combines didactic studies and clinical externships at facilities that follow best practices in patient care, professional ethics, and the most current fundamental methodology of quality imaging. In addition, we will strive to meet or exceed institutional benchmarks by continuously reviewing strategic plans and student outcomes and modifying the program as necessary. The faculty and staff of our institution are committed to providing superior service and an exceptional learning environment that is necessary to achieve this mission.

This program aims to provide quality education to a diverse student population that reaches beyond the classrooms. The foundation of our curriculum is based on the strong network of partnerships that we have with community hospitals, clinics, diagnostic centers, and various industry leaders in medical imaging technology.

**Program Objectives**

After completion of the Associate of Science in Radiology Technology, our graduates will have gained the entry-level skills required for employment as Radiographers, including the cognitive and psychomotor knowledge take and pass the American Registry of Radiologic Technologists (ARRT) examinations and/or the State of Florida Licensure examination as Certified General Radiographers. Upon program completion, graduates will also be able to:

- Demonstrate critical thinking and communication skills as responsible members of the health care team.
- Demonstrate ethical behaviors necessary for professional success
- Apply knowledge of anatomy and physiology, pathology, positioning, radiation safety, patient care, and image production.
- Determine imaging parameters to achieve optimum imaging.
- Evaluate images for appropriate positioning, anatomical presentation, and image quality.
- Recognize emergency patient conditions and initiate life-saving first aid and basic life-support procedures.
- Evaluate the performance of imaging systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
- Participate in quality assurance programs.
- Provide patient education related to radiographic procedures.

**Delivery Method**

The Associate in Science in Radiology Technology diploma program offered by Med Academy uses a hybrid method of education. The hybrid delivery method consists of traditional (onsite classes) and distance education (online) classes. 60% of the program is delivered via traditional education, and 40% of the program is delivered via distance education

**Didactic Classes (79 Credit Hours)**

Candidates must successfully complete coursework addressing the topics listed in the America Registry of Radiologic Technologist (ARRT) Content Specifications for the Examination in Radiography. These topics may also be covered in curricula published by organizations such as the American Society of Radiologic Technologists (ASRT).

**Clinical Education (17 Credit Hours)**

As part of their educational program, candidates must demonstrate competence in the clinical activities identified in this document. Demonstration of clinical competence means that the program director or designee has observed the candidate performing the procedure and that the candidate performed the procedure independently, consistently, and effectively. The school uses the ASRT curricula, and the clinical competency requirements are those stated by the ARRT specifications.

**Program Outline**

| Class Number | Class Title | Credit Hours |
|---|---|---|
| HC101 | Medical Terminology | 3 |
| HC102 | Introduction to Patient Care & Health Professions | 6 |
| HC103 | Medical Ethics, Law & Cultural Diversities | 3 |
| GC101 | Psychology | 4 |
| GC102 | College Algebra | 4 |
| GC103 | English Composition | 4 |
| GC104 | General Survey Human Anatomy & Physiology I | 6 |
| GC105 | General Survey Human Anatomy & Physiology II | 6 |
| RAD101 | Introduction to Imaging Sciences | 3 |
| RAD102 | Radietion Physics and Radiobiology | 3 |
| RAD103 | Radiation Protection | 6 |
| RAD201 | Image Production and Evaluation | 6 |
| RAD202 | Radiographic Procedures and Positioning I | 6 |
| RAD203 | Clinical Orientation | 1 |
| RAD204 | Radiographic Procedures and Positioning II | 6 |
| RAD205 | Special Imaging Procedures and Advanced Modalities | 5 |
| RAD206C | Clinical Rotation I | 8 |
| RAD207 | Equipment Operations and Quality Assurance | 4 |
| RAD208 | ARRT Registry Review | 4 |
| RAD209C | Clinical Rotation II | 8 |
| **Total** | | **96** |

**Definitions:**
- The class numbers are made up of numbers and letters that represent the course title and sequence
- One quarter credit hour equals 10 clock hours of instructions, or 20 clock hours of Laboratory activities, or 30 clock hours of clinical externship.

## Tuition and Fees

To provide a written summary of the total costs associated with program application and enrollment. This information will be made known to prospective and enrolled students by publication in the program informational brochure and Student Handbook.

The following list represents a summary of the cost associated with program application and enrollment:

| | |
|---|---|
| Application Fee: | $100.00, To be paid at Application |
| Uniform: | $50.00 per set. An estimated two (2) sets for the entire program. |
| Books & Supplies: | $75.00, Medical Terminology- A Short Course, 6th Edition |
| | $75.00, Introduction to Radiologic Sciences and Patient Care, 5th Edition |
| | $150.00, The Human Body in Health & Disease, 5th Edition |
| | $100.00, Radiographic Image Analysis, 4th Edition |
| | $175.00, Bontrager's Textbook of Radiographic Positioning and Related Anatomy, 9th |
| | $75.00, Bontrager's Textbook of Radiographic Positioning Workbook, 9th Ed. |
| | $175.00, Principles of Radiographic Imaging, 5th Edition |
| | $85.00, Mosby's Comprehensive Review of Radiography, 7th Edition |
| | $75.00, Radiation Protection in Medical Radiography, 7th Edition |
| | $100.00, Radiographic Pathology for Technologists, 7th Edition |
| | $100.00, Psychology: An Introduction by Russell A. Dewey, PhD |
| | $100.00, Signs of Life in the USA: Readings on Popular Culture for Writers. 8 Ed |
| | $100.00, Aufmann & Lockwood, Algebra: Beginning and Intermediate, 3rd Ed |
| | $300.00, Samsung Galaxy Tablet A 10.1"(Optional) |
| Liability Insurance: | $250.00, per year of coverage it must be paid prior Clinical Education |
| Immunization: | $100.00. Student with up to date immunizations, do not have to pay this fee. |
| Graduation Fee: | $150.00 Expenses generated by graduation. Do not include Cap & Gown. |
| Technical Fee: | $150.00 per term for the use of the school management system program |

Program Tuition:

| Cost per Credit | 96 Credit Hours |
|---|---|
| $395.00 | $37,920.00 |

## **Program Curriculum**

**Course Name**: Psychology
**Course Abbreviation**: GC 101
**Credit Hours:** 4
**Description**: This course focuses on individual behavior and why individuals think, feel, and react to certain stimuli. Major emphases will be placed on research methods, stages in childhood and adolescence, how the brain works, altered states of consciousness, psychological testing, and psychological disorders. This is a college-prep course and requires advanced reading and critical thinking skills.

**Course Name**: College Algebra
**Course Abbreviation**: GC 102
**Credit Hours:** 4
**Description**: Rational expressions, integer, rational exponents, quadratic formula, complex numbers, exponential and logarithmic functions, conic sections, trigonometry. In-depth study and applications of polynomial, rational, exponential, logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. This course consists of a textbook chapter study, practices three quizzes, and a final exam. All graded work for this course will be done online using Populi.

**Course Name**: English Composition
**Course Abbreviation**: GC 103
**Credit Hours:** 4
**Description**: This course helps students develop their writing skills by explaining and identifying the writing process steps. Seven writing types are examined: argumentative, compare/contrast, descriptive, narrative, persuasive, summary, and research. Students will write a minimum of 20 pages as a requirement for the course. The importance of both global and sentence-level revision is highlighted throughout the course. Students are encouraged to consider revising for content and organization and editing grammar, punctuation, and spelling. Students also learn effective and ethical research techniques, utilizing Modern Language Association (MLA) style.

**Course Name**: Medical Terminology
**Course Abbreviation**: HC 101
**Credit Hours:** 3
**Description**: An introduction to the essential medical roots, prefixes and suffixes, commonly encountered medical abbreviations, and a survey of medical vocabulary is presented, including terms relative to anatomy, physiology, radiology, and pathology.

**Course Name**: Introduction to Patient Care & Health Professions
**Course Abbreviation**: HC 102
**Credit Hours:** 6
**Description**: This course introduces patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is an instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergencies, an overview of pharmacology, allergic reactions, and emergency equipment.

**Course Name**: Medical Ethics, Law & Cultural Diversities
**Course Abbreviation**: HC 103
**Credit Hours:** 3
**Description**: An overview of the concept of medical ethics in the healthcare environment is provided, including patient needs and rights, patient interactions, and protection. Medico-legal concepts are addressed relative to patient care and patient information. Also, the discussion of working with diverse populations will be discussed.

**Course Name**: General Survey of Human Anatomy & Physiology I
**Course Abbreviation**: GC 104
**Credit Hours:** 6
**Description**: This course covers the basics of human anatomy and physiology, including anatomical terminology, introduction to the structure and function of the body, mechanism of disease, basic biochemistry, cells and tissues, and an introduction to the integumentary, lymphatic/immune systems. Prepares non-science majors and allied-health profession students to take advanced anatomy and physiology courses.

**Course Name**: General Survey of Human Anatomy & Physiology II
**Course Abbreviation**: GC 105
**Credit Hours:** 6
**Description**: This section of anatomy and physiology will focus on the fundamentals of the heart and circulatory system with a correlation of blood components and their necessity to human organisms. Following will be a general discussion of the lymphatic and the respiratory system and their integral role in homeostasis. Students will also be introduced to the process of input and output through the function of the digestive and urinary systems. We will also explore the role of the nervous system and the senses. Finally, this section will end with an evaluation of the reproductive system and growth and development.

**Course Name:** Introduction to Imaging Sciences
**Course Abbreviation:** RAD 101
**Credit hours:** 3
**Description:** This course includes an overview of diagnostic imaging, the roles of the various health care professionals, and the health care environment. A review of organizational structure, accrediting bodies, and regulatory agencies will also be reviewed. Also included will be an overview of professional organizations, credentialing, and education requirements.

**Course Name:** Radiation Physics and Biology
**Course Abbreviation:** RAD 102
**Credit hours:** 3
**Description:** The content of this course establishes a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter. This course also provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are offered, including acute and chronic effects of radiation.

**Course Name:** Radiation Protection
**Course Abbreviation:** RAD 103
**Credit hours:** 6
**Description:** This course presents to learners an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

**Course Name:** Image Production and Evaluation
**Course Abbreviation:** RAD 201
**Credit hours:** 6
**Description:** Students will learn the technical factors that control and influence the image production process in diagnostic imaging in this course. Also discussed will be the various types of image receptors and imaging accessories that play a role in image production. This course will also cover the fundamentals of image evaluation, including spatial resolution, image distortion, brightness, and image contrast. Digital imaging acquisition and the display will also be covered.

**Course Name**: Radiographic Procedures & Positioning I and Lab
**Course Abbreviation:** RAD 202
**Credit hours:** 6

**Description:** In this section of radiographic procedures and positioning, students will learn anatomy and physiology, general considerations, positioning techniques, and pathologic indications involving the chest, abdomen, upper extremity, including the shoulder girdle, and the lower extremity, including the pelvic girdle. Students will also learn general positioning considerations and radiographic terminology. Students will participate in corresponding laboratory practice for each section.
**Prerequisite: GC104; GC105**

**Course Name**: Clinical Orientation
**Course Abbreviation:** RAD 203
**Credit hours:** 1
**Description:** This course prepares the student for the clinical environment by orientation to the clinical rotations. An overview of radiation safety and protection policies and procedures, patient privacy and confidentiality laws, professionalism, and a review of ethical and legal requirements will also be reviewed. Students will be provided the opportunity to submit the required documentation for clinical rotation clearance.

**Course Name**: Radiographic Procedures & Positioning II and Lab
**Course Abbreviation:** RAD 204
**Credit hours:** 6
**Description:** In this section of radiographic procedures and positioning, students will learn anatomy and physiology, general considerations, positioning techniques, and pathologic indications involving the skull, spine, and fluoroscopic GI and GU procedures. Students will also learn general positioning considerations and radiographic terminology. Students will participate in corresponding laboratory practice for each section.
**Prerequisite: GC104; GC105**

**Course Name**: Special Imaging Procedures and Advanced Modalities
**Course Abbreviation:** RAD 205
**Credit hours:** 5
Students will be introduced to special imaging procedures and advanced modalities in this course, including mammography, CT, MRI, and interventional procedures.

**Course Name**: Clinical Rotation I
**Course Abbreviation:** RAD 206C
**Credit hours:** 8
**Description:** The clinical practice experience should be designed to develop, apply sequentially, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated.
Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient before, during, and following the radiologic procedure

**Course Name**: Equipment Operations & Quality Assurance
**Course Abbreviation:** RAD 207
**Credit hours:** 4
**Description:** This course will establish a knowledge base in radiographic, fluoroscopic, and mobile imaging equipment and design. Students will learn about the proper use of such equipment and the quality control measures used to ensure their operations' safety.

**Course Name**: ARRT Registry Review
**Course Abbreviation:** RAD 208
**Credit hours:** 4

In this course, students will be presented with test-taking and study skills needed to successfully pass the ARRT certification examination in Radiology. Students will also be provided with access to an online registry review software that covers all of the content-specific sections of the certification examination. **Prerequisites: RAD101; RAD102; RAD103; RAD201; RAD202; RAD204; RAD205, RAD207**

**Course Name**: Clinical Rotation II
**Course Abbreviation:** RAD 209C
**Credit hours:** 8
**Description:** The clinical practice experience is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Students will demonstrate and gain competence in the delivery of patient care and assessment, performance of radiologic imaging, and quality management. Clinical instructors and the clinical coordinator will assess levels of competency and outcomes measurement. Students will complete clinical competency assessments in the GI and GU systems' skull, spine, and fluoroscopic procedures. Students must also demonstrate competency in the operation of mobile and c-arm equipment.
 **Prerequisites: RAD203; RAD206C**