MED ACADEMY

Student Catalog
2021
Volume # 11

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Florida Department of Education
325 West Gaines, Suite 1414
Tallahassee, Fl 32399
License # 4218

Med Academy
3418 W 84th Street, 106
Hialeah, FL 33018
(786) 792-3350
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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 with 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 grant 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 and 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 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 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 is composed of a lobby-reception area, several administrative offices (Admissions, Financial Aid, Education, Student Services, School Director, and School Manager), a lounge room, four classrooms, an auditorium, a resource center, two laboratories, and six restrooms. The classroom consists of overhead projectors and laptops for lecture and audio-visual presentations, blackboards and pertinent anatomical models.
In the student resource center there are six computers with internet access, a multifunctional (copy/scan/printer) unit for students to use as need it. The books and study material are kept in the students services office, there are several books and magazines about Magnetic Resonance Imaging, Anatomy, Physiology, Pathology, Patient Care, Radiography, Safety and other MRI related topics. In addition, the library also includes MRI hardware such as MRI coils, cardiac defibrillators, anti-noise devises, and monitoring equipment for the students to practice.

Institutional Administrative Staff

School Director   Juan Revuelta, RT, (R), (MR) 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

Admissions Director   Sergio Wong

Career Services   Yamani Lopez

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, PARCA
             Radiographer, (Jackson School of Radiologic Science)
             Magnetic Resonance Imaging Technologist (ARRT)

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

Clinical Coordinator   Jesus J Venereo Ph.D.
             Doctor in Medicine (Bachelor), (ISCM Havana, Cuba)

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

2021	Winter Term
January 4, 2021	Quarter Begins
January 18, 2021	Martin Luther King Holiday – No Classes/Clinical Scheduled
March 26, 2021	Quarter Ends
March 29-April 2, 2021	Spring Break – No Classes/Clinicals Scheduled

2021	Spring Term
April 5, 2021	Quarter Begins
May 31, 2021	Memorial Day – No Classes/Clinical Scheduled
June 25, 2021	Quarter Ends
June 28-July 2, 2021	Summer Break – No Classes/Clinicals Scheduled

2021	Summer Term
July 6, 2021	Quarter Begins
September 6, 2021	Labor Day – No Classes/Clinical Scheduled
September 24, 2021	Quarter Ends

2021	Fall Term
September 27, 2021	Quarter Begins
November 11, 2021	Veterans Day – No Classes/Clinical Scheduled
November 25, 2021	Thanksgiving Day – No Classes/Clinicals Scheduled
November 26, 2021	Day After Thanksgiving – No Classes/Clinical Scheduled
December 17, 2021	Quarter Ends
Dec. 20-31, 2021	Winter Break – No Classes/Clinicals Scheduled

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 10, 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

Institutional Vision and Mission Statements

Institutional Mission Statement

It is the mission of Med Academy 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 medical industry. The faculty and staff at Med Academy are committed providing a 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 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 in reference to patient care;
- Develop students' competence in the diverse nature of patient care when dealing with cross-cultural populations with 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 take certification and licensure examinations, when applicable;
- 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 in 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.

(Revised 02/29/2020)

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 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 in payment options available for tuition. Also, processes credit card payments; deposits all fees, processes cancellations and refunds, generates invoices for any attendees with outstanding balances.

Scheduling Services: Scheduling services provides 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 they students need to print any school related material. The school also offers a variety of hard copy books, journals, CD, 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 instructor in person or via e-mail, to clarify and explain class material in which the student need assistance.

Counseling Services: Students will be counsel 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 PROGRAM POLICIES

Section: General	Policy: Admission Requirements
Policy#: 1.1	Reviewed 02/29/2020

Policy

All incoming students must meet the following requirements to be accepted in our programs:
- Applicants must be at least eighteen (18) years of age.
- 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)
- Background Check Required.
- Successfully pass 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 who present. 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 degree's 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 directly from the evaluation service. The School Director or Program Director will make the final determination if the student can be enrolled by exception. This policy applies to admissions to all of 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 $75.00 Application fee; all these forms must be review and approved by the registrar's office and or program director.

Upon provisional acceptance, applicants must agree to have a Level I background check through the State of Florida. In cases that result in a negative criminal record, a more detailed report of the record will be requested. The program director and business office director, and educational affairs will determine if the student is eligible to be accepted in the program. Med Academy will not be responsible if the student is not allowed to 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 a 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 special 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, and an exact determination as to how education will be verified will be discussed and accepted by the applicant.

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

Policy

For students to graduate from our programs, they must successfully 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.
- Demonstrate competency in all clinical procedures covered in the length of the course.

- Complete the program within 150% of the program duration.
- Fulfill all financial obligations.

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 depending on program of completion.

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

Policy

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 who are 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

Policy

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 (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 attempt 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 11/01/2020

Policy

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 and passed with a grade of "C" or higher. No courses with a final grade below "C" will be considered. The decision of which courses to accept for transfer credits will depend on the similarity of the courses attempted to be transferred and ours. In order for credit to be accepted as 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 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 credits will be accepted by another institution.

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 request in writing to the program director of current program in which the student is enrolled 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. Review of these requirements will be completed by the program director of the program to which the student wishes to transfer.
4. Transfer of credits will be granted after evaluation of the students official transcripts based on the school's transfer of credit policy. Med Academy will only transfer 75% of program credits earned from other accredited institutions. Only courses passed with a grade of "C" or higher will be considered for transfer. Students that have already taken and passed credit courses that are required courses in the new program in which they are applying will not automatically be transferred/accepted, nor will this make the student eligible for graduation. The school will adhere to its published transfer of credit policy.
5. A contract addendum must be completed and signed by the student prior to the start of the new program.
6. Student must receive a recalculation of financial aid obligations and eligibility prior to start of the new program, if applicable.

Transfer of Students from Other Institutions

1. The applicant must submit an application and meet all eligibility requirements for school and program acceptance. (see Eligibility Requirements Policy)
2. Student 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)

Purpose: To provide a mechanism by which students may transfer credits for courses previously taken.

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

Med Academy is committed to providing students from diverse backgrounds high quality education opportunities that are 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 conduct 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. School will conduct random verifications to students while they are in the process of 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 exam 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 the 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 account. 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 to be 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: a regularly scheduled course that includes a combination of online and face to face meetings.

Proctored Exams: A proctored exam is one where the student is monitored by an approved individual during the testing period. The proctor is used to verify the identity of the student taking the exam and to ensure that specified testing procedures are followed.

Section: General	Policy: Institutional Refund
Policy#: 1.7	Revised 2/1/2021

Policy

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 cancel 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 ($75).
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:
    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.

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

Section: General	Policy: Tuition Fee Schedule / Payment Method
Policy#: 1.9	Reviewed: 02/29/2020

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

Procedure
Tuition may be paid by money order, personal check, cash, or credit card made payable to Med Academy.

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:
Payment plans are available for the students. Selection of a payment plan will be determined by the students and the schools business office prior to the start of the program.
Monthly payments will be required on the first of the month. A $25.00 late fee will be added to payments made after the 10th of the month. Failure to make payment may lead to cancellation of the student's class schedule and participation in the program.

All students not paying tuition by the due date will be informed of this policy in writing. Students not making payment by the due date will be given ten calendar days to make payment. If tuition is not paid by the end of this extended period, the student will be suspended from all program activities until tuition is paid. In the event a student does not make tuition payment by the tenth day of suspension, they will be dismissed from the program. Students must fulfill all financial obligations to the school.

Purpose
Define the installment plan for tuition payments due to the school, and outline the recourse for non-payment by current students.

Disclosure: Students who complete courses, but do not successfully complete the entire program; will not receive a diploma, but a transcript showing all courses taken.

Section: General	Policy: Drug and Alcohol Prevention
Policy#: 1.10	Revised 01/03/2014

Policy
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 substance 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 and 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. This 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. If a drug and alcohol screens are performed and the results show the student was under the influence, the issue will be brought before an emergency Advisory Committee meeting for discussion and for an appropriate course of action to be determined.

Purpose
Clarify the sponsoring institution's position on the use and possession of alcohol and/or illicit drugs, in clinical or classroom areas.

Section: General	Policy: Disciplinary Action
Policy#: 1.11	Revised 09/17/2019

Policy

It is the expectation that students comply with the policies and procedures as stated in this student handbook. As per the students own acknowledgement, 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 school's 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 make the determination of program dismissal. Violations are inclusive of infractions occurring in academic, clinical, or general polices.

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

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

3rd Occurrence: Program director will evaluate the history of violations and make final determination of 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: Probation
Policy#: 1.12	Revised 09/17/2019

Policy:

Students may be placed on probation at any time during their academic career when academic performance, clinical performance, or attendance patterns fall below established standards.

Procedure:

Probation may be reinstated for three categories, as described under the appropriate policies contained in this student handbook:
- Academic Probation
- Clinical Probation
- Attendance Probation

A counseling session will be scheduled by the Program Director when a student fails to meet established standards.

The Program Director will present the student with a written notice of probation during the counseling session. The written notice shall contain the reason(s) for the probation, and the penalty for violation. A copy of this notice will be maintained in the student's administrative file.

Depending on the situation, probation duration will vary and will be at the discretion of the Program Director. The minimum term for attendance probation shall be 12-weeks.

Failure of the students to comply with the terms of probation will result in further disciplinary action including program dismissal.

Students will be notified when probation has been successfully completed.

Section: General	Policy: Program Withdrawal
Policy#: 1.13	Revised 04/31/2018

Policy

In the event 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.

Procedure

Voluntary Withdrawal:

Voluntary (official) withdrawal dates are the day the student notified the school of their desire to withdraw. 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. A written notification of withdrawal will be included in the student's file. The written notification will include reasons for withdrawal and date of last day of participation in any school educational activity. Students will also be informed that a slot in a future class is not guaranteed. The Program Director will initiate the necessary paperwork to request a tuition refund from accounts payable department, if applicable.

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 will be the last date of participation of the prior term or the end date of the prior 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, application process and the violated policy will be attached to the notification. The student will also be sent Exit Counseling information so that they are aware of their Direct Loan Applications.

Re-entrance: Students seeking re-entrance into the program will have to go through an interview with Program Director, pay registration fee, and resubmit an enrollment agreement

Section: General	Policy: Student Complaint Process Procedure
Policy#: 1.14	Revised 01/03/2014

Policy

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 applicable procedure to follow for a particular complaint, they should consult with:
   a. Program Director if complaint is related to the faculty or faculty member
   b. Clinical Coordinator if 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 is applicable to the type of complaint the student has.
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 informal resolution.
3. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, 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 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 in a fair and objective manner, he or she 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 informal resolution. If 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.

Policy

It is the policy of Med Academy to promote a learning environment free of sexual harassment and to address violations of this policy with swift and corrective action. This policy also governs activities that are 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 not only undermines the integrity of the school environment, but also 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 are or can be considered sexually abusive or harassing. It shall be a violation of 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, which may result 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 which 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 who has 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 with respect to 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, 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#: 1.16	Revised 01/03/2014

Policy
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 provide equal opportunity for all students and to promoting inclusion through valuing diversity. This includes the provision of support and reasonable accommodations to allow students with impairments to demonstrate their abilities fully participate in school life and realize 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 in relation to 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 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 key board 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 program director at the earliest opportunity, normally before commencing study, or at the beginning of the course, or when an injury/illness occurs.
b. All students with impairments seeking support through program director are required to provide verification of their impairment or medical condition. Where appropriate, program director may require verification each six month 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, and following formal evaluation by program director, the student should discuss their practical needs with the program director and other staff as appropriate. 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 program director and except where necessary, are not divulged to other staff.
d. The student should advise 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 as 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 use of a reader/writer.

- Where such support alone does not allow the student to satisfactorily meet the course requirements, further accommodations should be implemented. These may include accommodations such as setting different assessment tasks that allow the student comparable 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 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 by reason 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 2 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 (normally an academic staff member) to liaise with 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. 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. School is responsible for funding the costs, and for the resourcing the provision of accommodations for tests and other internal assessment.

c. Physical modifications required to school teaching spaces should be discussed with 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 a comparable opportunity to demonstrate knowledge and competency for assessment purposes.

b. All special examination accommodations must be authorized by program director

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#: 1.17	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 posting on the school's internet webpage.

In addition, the school notifies prospective students via a disclosure notice given to the 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 web site www.medacademy.education

Reporting Criminal Actions

In case of 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 your daily lives we encourage our students to be vigilant of their surroundings and be responsible for their own 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 own security, we suggest you take certain 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 make an announcement and provide instructions. Students and personnel should close the door of the classroom and wait for further instructions from school personnel or law enforcement.

Policy

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 issues concerning a physical injury, equipment failure, safety issues, 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) who will determine how to immediately address the issue. 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 (ie. 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, feeling of threat or harm students should:

1. Report the incident immediately to a school official or faculty member. Student 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 of 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.

Purpose

The purpose of this policy is to ensure that Med Academy provides a safe environment that is conducive to learning and supports our educational standards and institutional mission.

Section: General	Policy: Signing and Filing of Official School Documents
Policy#: 1.18	Revised Date: 10/16/2020

Policy:

The official documents that serve as correspondence to students, prospective students, employees, or agencies that support Med Academy (i.e. accreditation bodies, contact service vendors, other professional services) must be signed and then filed in its 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 classroom participation of all students. Students are encouraged to attend all scheduled classes; class participation will be monitored in lieu of attendance for all classes except for clinical. They must attend all clinical hours in order to successfully complete the associate degree program. 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 the clinical time of other students, the schedule of the site, or the students own 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 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 (three class days) of their quarter.

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

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

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

Procedure
The procedure for recording attendance will be as follows:
Time sheet signed by clinical instructors is utilized by the program to track attendance.
Students are to sign in and out when attending clinical training. Clinical instructor will initialize time sheet every time students attend to 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

Policy:
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

Policy
Students attending to clinical externship (8 hours 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 actual meal period will be schedule by the clinical instructor with consideration given to the work load in the assigned area.

Lunch breaks may **not** be taken during the first or last hour of the schedule 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
Clinical Instructor will assign lunch breaks. Lunch times may vary according to workloads.

Students are expected to closely observe the time of their meal period in consideration of other students and staff technologist in their assigned areas. Tardiness in returning from the meal period will result in disciplinary action.

Definitions
Lunch breaks means a period of time during which the student is not in-patient care areas and it relieved of all clinical and classroom responsibilities.

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

Policy
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 on a continuing basis. Unplanned (unexcused) absences may be used for the purpose of determining 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 hours. Review each course syllabus for specifics.

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

Policy
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 excuse 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 student's 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 is able to resume educational activities. This statement must be submitted to the Program Director the date of return and a copy will be placed in the student's administrative file. It is not necessary for the statement 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 or not they are capable of performing essential educational related functions.

Definitions
Excused absences must not exceed 10% of each payment period. Example; if the payment periods is 450 clock hours in length. Students are not to exceed 45 days per payment 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

Policy
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 a two-week period.

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

Policy
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 a 12-month period.
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. Prior to program completion, the student must successfully 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

Policy

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 a 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 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 they have attended.

An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student 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, non-credit courses, and, therefore are not considered part of the student's satisfactory academy progress.

Repeat coursework

The Institute allows a student to repeat a failed course once and allow only the last grade to count in the grade point average. A failed course is a course in which a student received a "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 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 student returns to satisfactory recalculated qualitative and quantitative standards

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

Policy

It is the expectation of Med Academy that all enrolled students maintain acceptable standards of attendance *(see Absenteeism and Tardiness Policy page 26)*. If a student is absent the day of a scheduled test, quiz or examination, the missed assignment must be completed the day of return. Failure to make up the missed exam 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 in order to take the exam. The following procedures will be followed for all students absent the day of a scheduled exam. The student is required to take the missed exam 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

Policy

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

Procedure

Students displaying behaviors consistent with academic dishonesty will be immediately dismissed from the program.

In accordance with 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 up held, the student will not be considered eligible to re-apply for re-enrollment.

Definition

For the purpose of clarification, academic dishonesty shall be defined as:

- Cheating on a test, quiz, examination or other 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

Policy

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 written consent of the student. For the purpose of 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. If

students challenge the information contained within their files, 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 student employed at Med Academy
- Medical and psychiatric records maintained by the school.

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 of 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 transcript must be submitted in writing to the Program Director.**

Procedure
Student wishing to receive their academic or clinical records must submit a request, in writing, to the Program Director. The Program Director, upon receipt of the written request, shall schedule a meeting at the earliest convenience for the student to review the records.

Students wishing to challenge the veracity of their records are entitled to do so as previously describe. Request for transcript must be submitted in writing to the Program Director. 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 at the completion of each quarter. During academic counseling sessions, student shall receive a copy of their current transcript, an 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
At the completion of each quarter period, a formal counseling session will be scheduled between the Program Director or instructor and each student.
During academic counseling sessions, 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 serve as a record of 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

Policy

Med Academy provides transcripts at no cost. The faculty shall observe the Buckley Amendment with regard to the release of information (see Confidentiality of Student Records Policy page 32 student catalog). All requests for transcript must be submitted in writing (Form 107). Requests for transcript will be processed in an expedient manner. The Program Director shall serve as the custodian of student records.

Procedure

Request for transcript must be submitted in writing to the Program Director (Form 107). 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

Policy

It is the policy of Med Academy to maintain a classroom environment conducive to learning. The following policies apply to the classroom environment during didactic classes and are designed to maintain an appropriate environment. 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: In the event that a scheduled class is cancelled or rescheduled, students will be informed before the beginning of class. 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 of 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 classed and laboratory sessions. A weekly class schedule is distributed by the end of the previous week. If a student is absent from a scheduled class, it is their responsibility to obtain all class notes and assignments upon their return to class. **Students absent from lecture 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 are required to 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 is allowed to 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

Policy

It is the policy of Med Academy to provide students with occasional motivational counseling, advisement, recommendations, or disciplinary counseling. Services are maintained to address variety of situations as they arise. Formal counseling sessions will be scheduled at the completion of 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. If the issue is beyond the expertise of the Program Director, 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 that will be 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

Policy

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. Following these best practices, Med Academy will employ appropriate learning resources to ensure desired student learning and program objectives.

Purpose: This policy aims to describe 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, orientation for users, 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 who need to use the resource center may do so during school office hours, Monday – Friday 10:00am-6:00pm.

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 internet to access the school management system.

CLINICAL POLICIES

Section: Clinical Policies	Policy: CPR Certification
Policy#: 4.1	Revised 01/03/2014

Policy
It is the policy of Med Academy that all students hold an active CPR/BLS for Healthcare Providers certification prior to start the clinical externship.

Procedure
1. Students must have an active BLS certificate in order to start the clinical externship.
2. The Patient Care course will include the CPR/BLS classes and training.

Section: Clinical Policies	Policy: Clinical Assigned Sites
Policy#: 4.2	Revised 01/03/2014

Policy
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 instructors prior to the commencement of clinical activities. Clinical training schedules will define the start and end dates and the site that the students are assigned to. Any changes to clinical assignments must be approved by the Program Director prior to implementation.

Students are required to 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: Student Supervision
Policy#: 4.3	Revised 01/03/2014

Policy
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 heallth 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 the direct supervision of a licensed helath care professional (Clinical Preceptor).
The clinical preceptor will review the examination request in relation to 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 as documentation of the student's ability level relative to the examination performed. All students must work under direct supervision until such time that they have successfully completed a competency evaluation as described above.

Indirect Supervision defined:
When a student successfully 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 is immediately available to the student in an adjacent room or in a nearby area to assist the student should the need arise. Clinical preceptor is also available to answer any questions the student may have 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 and may vary according to the clinical site.

If a student feels that the supervision policies described above are not being adhered to, written notification must be immediately submitted to the Program Director so that the necessary corrective actions may be taken. 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

Policy
Students are not allowed to leave their assigned clinical areas during the scheduled clinical time without permission of the clinical coordinator, clinical instructor or the Program Director. 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 permission of the clinical coordinator clinical instructor or Program Director.

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

Policy
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 patient areas including examination rooms. Food and beverage consumption must be done only in designated areas within the site. 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. For security reasons, students must wear their school identification badge at all times 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, as 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.

Procedure

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 in order 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

Policy

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 the day missed. In addition to blue scrubs, school-issued identification badge is also considered as part of the student uniform.

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

Policy

It is Med Academy's policy to expect each student to conduct themselves in a professional manner at all times. Failure to do so will result in the appropriate disciplinary action including program suspension and/or program dismissal. The disciplinary action taken will be at the discretion of the Program Director and will reflect the in appropriate 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

Policy

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 up to and including program dismissal and possible criminal prosecution. Furthermore, clinical site equipment and supplies should be cleaned and returned to their proper location following completion of the procedure they are being used for.

Section: Clinical Policies	Policy: : Uniform Requirements & Restrictions
Policy#: 4.10	Revised 01/03/2014

Policy

It is the policy of Med Academy that all students conform to uniform requirements at all times.
The **uniform requirements** are as follows:

- Blue scrub tops and blue scrub pants
- If a student wishes to wear an undershirt beneath the uniform top, it must be white in color.
  For the purpose of clarification, **uniform restrictions** will be defined as follows:
- No clogs, sandals, ankle-laced, platform, open-toe, or open-backed shoes are allowed.

Students not conforming to uniform requirements will be sent home.

Section: Clinical Policies	Policy: : Clinical Performance Evaluation
Policy#: 4.11	Revised 01/03/2014

Policy

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

Procedure

Every three months period:
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 a majority of the rotation.
3. Upon completion, the evaluation will be signed by the clinical instructor and forwarded to the clinical coordinator for scoring.
4. The clinical coordinator will meet with each student individually, at which time the student will be given an opportunity 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#: 4.12	Revised 01/03/2014

Policy

It is the policy of Med Academy that a student successfully 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 successfully complete their program of study. Furthermore, in order to perform an examination under indirect supervision, the completed competency evaluation form must be in the student's clinical file. Students are not permitted to complete a competency evaluation on a 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#: 4.13	Revised 01/03/2014

Policy

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.

Procedure

- For students with clinical activities scheduled students are expected to arrive at their assigned areas ready 47 didactic studies. Timely reporting for clinical and classes is of optimal importance.

No student may sign in or out for another student *(see Academic Dishonesty policy page 31)*, student catalog)

Section: Clinical Policies	Policy: Clinical Make-Up Time
Policy#: 4.14	Revised 01/03/2014

Policy

It is the policy of Med Academy 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 up on scheduled school holidays or other scheduled days off.
3. Time may also be made up during the school breaks during which time no classes or clinical are scheduled.
4. Remaining time owed may be made up following the scheduled date of graduation, 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 the hours.

The rationale behind students making up time 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, it is expected that all students 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 a MRI Technologist take a MRI certification examination so that they are 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 at least an associate degree (or higher) in any discipline. Med Academy has had successful placement rates with graduates that hold certifications. 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 exam they wish to take.

Program Director	Juan Revuelta, RT, (R), (MR), ARRT, PARCA Radiographer, (Jackson School of Radiologic Science) Magnetic Resonance Imaging Technologist (ARRT)
Clinical Coordinator/Faculty	Jesus J Venereo PhD. Doctor in Medicine (Bachelor), (ISCM Havana, Cuba)
Faculty	Juan Revuelta, RT, (R), (MR), ARRT, PARCA Radiographer, (Jackson School of Radiologic Science) Magnetic Resonance Imaging Technologist (ARRT) Tometra Meadows, MS, BA, RT, (R), ARRT Master's in 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 in Science in Reading Education (Nova Southeastern University) Marlen Jovert MS, BA, Educator Preparation Institute, Math Professional Certification Master's Science Math Education (Nova Southeastern University) Meyling Wong BS, AA Bachelor is Science in Psychology (Florida National University) Livan Amaro, MD, RT, R, CT, ARMRIT Doctor in Medicine, (ISCM Villa Clara, Cuba) Radiographer, (Florida National University) MRI (Med Academy)

MRI Technology

The MRI Technology program offered by Med Academy is a 96 credits diploma and 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 individuals seeking to launch or advance into careers as MRI Technologists. The goal of this program is to provide a 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.

With focus on the program mission, 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 completion of 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 take and pass the American Registry of Radiologic Technologists (ARRT) 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 (78 Quarter Credit Hours/930 Clock Hours)
Candidates must successfully 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 America Society of Radiologic Technologist (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
GC104	General Survey of Human Anatomy & Physiology I	120	8
GC105	General Survey of Human Anatomy & Physiology II	120	8
HC101	Medical Terminology	60	4
HC102	Introduction to Patient Care & Health Professions	60	4
HC103	Medical Ethics, Law, & Cultural Diversities	30	3
MR101	MR Fundamentals	40	4
MR102	MR Image Formation	40	4
MR103	Parameters and Options	40	4
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	30	3
MR206	MR Clinical Externship II	90	3
MR207	MR Clinical Applications I	60	6
MR208	MR Clinical Externship III	180	6
MR209	MR Clinical Applications II	60	6
MR210	MR Clinical Externship IV	180	6
MR211	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 is equal to 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 method of education. Hybrid delivery method consist of traditional (onsite classes) and distance education (online) classes. 70% of the program is delivered via traditional education and 30% of the program is delivered via distance education

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

Application Fee: $75.00, To be paid at Application
Uniform: $50.00 per set. An estimated of two (2) sets for the entire program.
Textbooks & Supplies: $75.00, Medical Terminology- A Short Course, 6th Edition
                                $75.00, Introduction to Radiologic Sciences and Patient Care, 5th Edition
                                $100.00, Visible Body
                                $150.00, Sectional Anatomy for Imaging Professionals, 5th Edition
                                $150.00, MRI in Practice, 5th Edition
                                $150.00, Handbook of MRI Techniques, 4th Edition
                                $100.00, Digital Radiography and PACS, 3rd Edition
                                $250.00 MRI Simulators Software
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: $1,200.00 for the use of the school management system program.
Program Tuition:

Cost per Credit	96 Credit Hours
$340.00	$32,640.00

Program Curriculum

Course Name: General Survey of Human Anatomy & Physiology I
Course Abbreviation: GC 104
Credit Hours: 8
Clock Hours: 120
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: 8
Clock Hours: 120
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 its necessity to human organisms. Following will be a general discussion of lymphatic and the respiratory system and their integral role 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: Medical Terminology
Course Abbreviation: HC 101
Credit Hours: 4
Clock Hours: 60
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: 4
Clock Hours: 60
Description: This course in an introduction to patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergency situations, 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, discussion of working with diverse populations will be discussed.

Course Name: MR Fundamentals
Course Abbreviation: MR 101
Credit Hours: 4
Clock Hours: 40
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 a MRI scanner, including primary magnet, shim

coils, shielding coils, gradient coils, radio frequency 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: 4
Clock Hours: 40
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 it's characteristics, Fast Fourier transformation and K space filing options will be explained. In addition, participants will be introduce 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 Parameters and Options
Course Abbreviation: MR 103
Credit Hours: 4
Clock Hours: 40
Description: Content of this course will emphasize the different imaging options that affect signal to noise, and how to improve it for the different examinations and conditions. In addition, this course will covered the imaging parameters that affect the Scan Time, trade-off of image quality and scan time will be discussed. Spatial Resolution will be explained, Trade -off of spatial resolution and image quality will be discussed. Furthermore, flow phenomena will be introduced, Time of flight, entry slice and intra-voxel dephasing will be discussed. Imaging parameters affecting flow phenomena will be reviewed. This course will review the image artifacts present on MRI. Magnetic susceptibility, chemical shift, cross talk, cross excitation, aliasing, Zipper are some of the artifacts discussed on this section.

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 area of coverage 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 as well as 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 area of coverage 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 as well as 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 introduce to the importance of clinical education and diagnostic imaging administration and their role in management of 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 radiographic digital systems. This course will review imaging equipment and related accessories, computerized processing, and components of digital and PACS systems. 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: 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 introduce 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. The goal of this course is 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 work flow of the radiology department or diagnostic center. In order to gain this knowledge, students will be assigned to participate and observe all facility functions and imaging modalities. The students will be introduced to practice of MRI safety. Students will under the direct supervision of an MR technologist at all time. Students must demonstrate competences in three mandatory safety requirements, and seven mandatory quality control Procedures.

Course Name: MR Advance Techniques
Course Abbreviation: MR 205
Credit Hours: 3
Clock Hours: 30
Description: Content of this course is designed to provide a comprehensive explanation of the flow phenomena. Participants in this class will be instructed to the advance MRI techniques including perfusion, diffusion, fMRI, spectroscopy and interventional MRI. Vascular and Cardiac imaging techniques will be cover.

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 suitable 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 in patient 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 a MRI Technologist. Students must demonstrate competence in four mandatory safety requirements and seven mandatory general patient care activities.

Course Name: MR Clinical Applications I
Course Abbreviation: MR 207
Credit Hours: 6
Description: This course provides the student with a comprehensive overview of the technical factors and their clinical applications in a 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 different 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. This 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
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 a MRI Technologist. Students must demonstrate competence in 17 mandatory MRI Procedures.

Course Name: MR Clinical Applications II
Course Abbreviation: MR 209
Credit Hours: 6
Description: **Course Description:** This course familiarizes the student with the specific clinical application for MRI examinations of the different body parts. Content provides the student with an understanding of imaging options and imaging techniques for each body area. In addition, participants will perform MRI procedures of all body parts using an MRI Simulation software. This simulations will be done at the school, guided by a clinical instructor and will provide the students with realistic clinical scenarios to practice. MRI of the head and neck, spine, chest, abdomen, pelvis and musculoskeletal structures will be performed and evaluated.

Course Name: MR Clinical Externship IV
Course Abbreviation: MR 210
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 a 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 211
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. Topics covered in this course will be 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 complete mock examinations. Students must complete a minimum of two mock examinations every week.

Associate of Science in MRI Technology

The Associate of Science in MRI Technology program offered by Med Academy is schedule 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 a 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.

With focus on the program mission, 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 completion of 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 take and pass the American Registry of Radiologic Technologists (ARRT) 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 successfully 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 America Society of Radiologic Technologist (ASRT) or Section for Magnetic Resonance Technologist (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	3
GC102	College Algebra	3
GC103	English Composition	3
GC104	General Survey of Human Anatomy & Physiology I	8
GC105	General Survey of Human Anatomy & Physiology II	8
HC101	Medical Terminology	4
HC102	Introduction to Patient Care & Health Professions	4
HC103	Medical Ethics, Law, & Cultural Diversities	3
MR101	MR Fundamentals	4
MR102	MR Image Formation	4
MR103	Parameters and Options	4
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 I	6
MR208	MR Clinical Externship III	6
MR209	MR Clinical Applications II	6
MR210	MR Clinical Externship IV	6
MR211	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 is equal to 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. Hybrid delivery method consist 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

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: $75.00, To be paid at Application
Uniform: $50.00 per set. An estimated of three (2) sets for the entire program.
Textbooks & Supplies: $75.00, Medical Terminology- A Short Course, 6th Edition
          $75.00, Introduction to Radiologic Sciences and Patient Care, 5th Edition
          $100.00, Visible Body
          $150.00, Sectional Anatomy for Imaging Professionals, 5th Edition
          $150.00, MRI in Practice, 5th Edition
          $150.00, Handbook of MRI Techniques, 4th Edition
          $100.00, Digital Radiography and PACS, 3rd Edition
          $250.00 MRI Simulators Software
          $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
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:	$1,200.00 for the use of the school management system program
Program Tuition:	

Cost per Credit	105 Credit Hours
$340.00	$35,700.00

Program Curriculum

Course Name: Psychology
Course Abbreviation: GC 101
Credit Hours: 3
Description: This course focuses on individual behavior and why an individual think, feels, and reacts 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: 3
Description: Rational expressions, integer and 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 textbook's 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: 3
Description: This course helps students develop their writing skills by explaining and identifying the steps involved in the writing process. Seven types of writing 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 as well editing for grammar, punctuation, and spelling. Students also learn effective and ethical research techniques, utilizing Modern Language Association (MLA) style.

Course Name: General Survey of Human Anatomy & Physiology I
Course Abbreviation: GC 104
Credit Hours: 8
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: 8
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 its necessity to human organisms. Following will be a general discussion of lymphatic and the respiratory system and their integral role 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: Medical Terminology
Course Abbreviation: HC 101
Credit Hours: 4
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: 4
Description: This course in an introduction to patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergency situations, 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, discussion of working with diverse populations will be discussed.

Course Name: MR Fundamentals
Course Abbreviation: MR 101
Credit Hours: 4
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 a MRI scanner, including primary magnet, shim coils, shielding coils, gradient coils, radio frequency 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: 4
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 it's characteristics, Fast Fourier transformation and K space filing options will be explained. In addition, participants will be introduce 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 Parameters and Options
Course Abbreviation: MR 103
Credit Hours: 4
Description: Content of this course will emphasize the different imaging options that affect signal to noise, and how to improve it for the different examinations and conditions. In addition, this course will covered the imaging parameters that affect the Scan Time, trade-off of image quality and scan time will be discussed. Spatial Resolution will be explained, Trade -off of spatial resolution and image quality will be discussed. Furthermore, flow phenomena will be introduced, Time of flight, entry slice and intra-voxel dephasing will be discussed. Imaging parameters affecting flow phenomena will be reviewed. This course will review the image artifacts present on MRI. Magnetic susceptibility, chemical shift, cross talk, cross excitation, aliasing, Zipper are some of the artifacts discussed on this section.

Course Name: MR Procedures I
Course Abbreviation: MR 104

Credit Hours: 6

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 area of coverage 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 as well as signal characteristics of normal and abnormal structures.

Course Name: MR Procedures II
Course Abbreviation: MR 105
Credit Hours: 6
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 area of coverage 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 as well as signal characteristics of normal and abnormal structures.

Course Name: Introduction to Imaging Sciences
Course Abbreviation: MR 201
Credit Hours: 3
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 introduce to the importance of clinical education and diagnostic imaging administration and their role in management of an imaging department.

Course Name: Digital Radiography and PACS
Course Abbreviation: MR 202
Credit Hours: 3
Description: This course involves the study of radiographic digital systems. This course will review imaging equipment and related accessories, computerized processing, and components of digital and PACS systems. 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
Description: 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 introduce 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
Description: During this course the students will be assigned to a Hospital or Diagnostic Imaging Facility. The goal of this course is 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 work flow of the radiology department or diagnostic center. In order to gain this knowledge, students will be assigned to participate

and observe all facility functions and imaging modalities. The students will be introduced to practice of MRI safety. Students will under the direct supervision of an MR technologist at all time. Students must demonstrate competences in three mandatory safety requirements, and seven mandatory quality control Procedures.

Course Name: MR Advance Techniques
Course Abbreviation: MR 205
Credit Hours: 3
Description: Content of this course is designed to provide a comprehensive explanation of the flow phenomena. Participants in this class will be instructed to the advance MRI techniques including perfusion, diffusion, fMRI, spectroscopy and interventional MRI. Vascular and Cardiac imaging techniques will be cover.

Course Name: MR Clinical Externship II
Course Abbreviation: MR 206
Credit Hours: 3
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 suitable 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 in patient 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 a MRI Technologist. Students must demonstrate competence in four mandatory safety requirements and seven mandatory general patient care activities.

Course Name: MR Clinical Applications I
Course Abbreviation: MR 207
Credit Hours: 6
Description: This course provides the student with a comprehensive overview of the technical factors and their clinical applications in a 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 different 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. This 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
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 a MRI Technologist. Students must demonstrate competence in 17 mandatory MRI Procedures.

Course Name: MR Clinical Applications II
Course Abbreviation: MR 209
Credit Hours: 6
Description: **Course Description:** This course familiarizes the student with the specific clinical application for MRI examinations of the different body parts. Content provides the student with an understanding of imaging options and imaging techniques for each body area. In addition, participants will perform MRI procedures of all body parts using an MRI Simulation software. This simulations will be done at the school, guided by a clinical instructor and will provide the students with realistic clinical scenarios to practice. MRI of the head and neck, spine, chest, abdomen, pelvis and musculoskeletal structures will be performed and evaluated.

Course Name: MR Clinical Externship IV
Course Abbreviation: MR 210

Credit Hours: 6
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 a 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 211
Credit Hours: 3
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. Topics covered in this course will be 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 complete mock examinations. Students must complete a minimum of two mock examinations 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 in Science in Education (Nova Southeastern University),
Bachelor of Arts in Health Service (St. Thomas University,
General Radiographer, (Jackson School of Radiologic Sciences)

Faculty   Juan Revuelta, MHCA, RT, (R), (MR), ARRT, PARCA
General Radiographer, (Jackson School of Radiologic Sciences)
Magnetic Resonance Imaging Technologist (MRI Educational Group)

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 in Science in Reading Education (Nova Southeastern University)

Marlen Jovert MS, BA, Educator Preparation Institute,
Math Professional Certification
Master's Science Math Education (Nova Southeastern University)
Bachelor's in Arts in Economics Sciences (Havana University)

Jesus J Venereo PhD.
Doctor in Medicine and Pathology Specialization (ISCM Havana, Cuba)

Meyling Wong BS, AA
Bachelor is Science in Psychology (Florida National University)
Associate in Arts ECE (Miami Dade College)

Maite Arteta MPH, BHSA, LHRM, RT, (R)(BD)(CT)(ARRT)
Master in Public Health (University of South Florida)
Bachelor of Health Service Administration (Florida International University)

Radiology Technology

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

Program Mission & Goals
The mission is to provide our students with the entry-level skills required for employment as Radiologic Technologist. 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 a 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. Hybrid delivery method consist 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 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 America Society of Radiologic Technologist (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	4
HC102	Introduction to Patient Care & Health Professions	4
HC103	Medical Ethics, Law & Cultural Diversities	3
HC104	Anatomy for Imaging Professionals	5
GC105	General Survey Human Anatomy & Physiology II	8
RT101	Introduction to Radiology Technology	4
RT102	Principles of Radiologic Exposure	6
RT201	Radiation Biology and Protection	3
RT202	Radiographic Procedures and Positioning I	7
RT203L	Radiographic Procedures and Positioning Lab I	2
RT204	Radiographic Procedures and Positioning II	6
RT205L	Radiographic Procedures and Positioning Lab II	2
RT206	Digital Imaging and Image Acquisition	3
RT207C	Clinical Rotation I	3
RT208	Radiographic Physics & Equipment Operations	3
RT209	Advanced Imaging Procedures	3
RT210C	Clinical Rotation II	6
RT211L	Image Analysis	1
RT212	Registry Review	3
RT213C	Clinical Rotation III	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 is equal to 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: $75.00, 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 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: $1,050.00 for the use of the school management system program

Program Tuition:

Cost per Credit	84 Credit Hours
$340.00	$28,560.00

Program Curriculum

Course Name: Medical Terminology
Course Abbreviation: HC101
Credit Hours: 4
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: HC102
Credit Hours: 4
Description: This course in an introduction to patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergency situations, 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, discussion of working with diverse populations will be discussed.

Course Name: Anatomy for Imaging Professionals
Course Abbreviation: HC104
Credit Hours: 5
Description: This will coursework will introduce the students to the human anatomy. It will introduce the structure and function of the body, cells, tissues, and organ systems; the endocrine system, the respiratory system, the digestive system, the urinary system, and the reproductive system, will be covered.

Course Name: General Survey of Human Anatomy & Physiology II
Course Abbreviation: GC105
Credit Hours: 8
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 its necessity to human organisms. Following will be a general discussion of lymphatic and the respiratory system and their integral role 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 Radiology Technology
Course Abbreviation: RT101
Credit Hours: 4
Course Description: This course introduces the art and science of medical radiography. Included is a discussion of the history of radiography, basic radiation safety and protection, equipment, imaging terminology, and an introduction to exposure factors and image formation.

Course Name: Principles of Radiographic Exposure
Course Abbreviation: RT102
Credit Hours: 6
Course Description: Presented in this course are the components of the radiographic tube and the function of each in the production of a radiographic image. Image contrast and density are analyzed in relation to the factors

impacting each. Devices utilized to improve radiographic quality are also discussed with necessary adjusted in technical factors. The use of intensifying image is analyzed and necessary adjustments relative to exposure factors.

Course Name: Radiation Biology and Protection
Course Abbreviation: RT201
Credit Hours: 3
Course Description: This course is an analysis of the biological effects of radiation and the measures that should be taken to minimize ration protection measures to patients, radiation workers, and the public. In this review will be discussion of basic cellular biology, ionizing radiation, effective dose limits, biological effects of radiation, and interactions of radiation with matter. Also included will be a review of the methods and accessories that can be utilized to minimize radiation exposure and radiation monitoring methods

Course Name: Radiographic Procedures and Positioning I
Course Abbreviation: RT202
Credit Hours: 7
Course Description: This course presents the necessary terminology and general considerations relative to positioning and radiographic procedures. Positioning of the chest, abdomen, upper extremity including shoulder girdle, and lower extremity including pelvic girdle are covered. Included in this discussion will be procedural terminology, radiation protection considerations, variations in technique, technical factor selection, and pertinent imaging and positioning accessories that may be used. Evaluation of skeletal anatomy will also be covered.

Course Name: Radiographic Procedures and Positioning Lab I
Course Abbreviation: RT203L
Credit Hours: 2
Course Description: Students will participate in procedures and positioning simulations in a classroom setting. Students are expected to demonstrate competency in the fundamentals of chest, abdomen, upper extremity, shoulder girdle, lower extremity, and pelvic girdle positioning techniques. Included in this discussion will be procedural terminology, radiation protection considerations, variations in technique, technical factor selection, and pertinent imaging and positioning accessories that may be used. Evaluation of skeletal anatomy will also be covered. Co-Requisite: RT202

Course Name: Radiographic Procedures and Positioning II
Course Abbreviation: RT204
Credit Hours: 6
Course Description: This course presents the necessary terminology and general considerations relative to positioning and radiographic procedures including trauma, mobile radiography, pediatrics, geriatric, and surgical techniques. Positioning of the bony thorax, vertebral column, cranium, and facial are covered. Special considerations will also be discussed and well as radiation protection measures and positioning accessories.

Course Name: Radiographic Procedures and Positioning Lab II
Course Abbreviation: RT205L
Credit Hours: 2
Course Description: Students will participate in procedures and positioning simulations in a classroom setting. Students are expected to demonstrate competency in the fundamentals of bony thorax, spine, cranial, and facial positioning techniques. Special considerations of geriatric, pediatric, mobile, and trauma techniques will be covered as well. Co-Requisite: RT204

Course Name: Digital Imaging and Image Acquisition
Course Abbreviation: RT206
Credit Hours: 3
Course Description: This course involves the study of radiographic digital systems. This course will review imaging equipment and related accessories, computerized processing, and components of digital and PACS systems. 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: Clinical Rotation I
Course Abbreviation: RT207C
Credit Hours: 3
Course Description: Students will be assigned to clinical externship sites so that they may observe and participate in imaging procedures of actual patients under the direct supervision of a Radiologic Technologist or a licensed Physician. Completion of specific competency must be demonstrated by students while in this clinical rotation. These procedures will include those basic radiographic imaging procedures of the chest, abdomen, and extremities. Pre-requisites: RT202, RT203L

Course Name: Radiographic Physics & Equipment Operations
Course Abbreviation: RT208
Credit Hours: 3
Course Description: This course includes a review to concepts of energy and matter, atomic structure, and types of radiation. The study of electrostatic and electrodynamics is included in addition to x-ray circuit components and circuitry. The production of x-rays is presented with an overview of electromagnetic spectrum, wave-particle concepts, and x-ray characteristics and properties. There is also a brief overview of radiation biology and radiation protection as related to radiate exposures.

Course Name: Advanced Imaging Procedures
Course Abbreviation: RT209
Credit Hours: 3
Course Description: This course focuses on the advanced imaging techniques that involve: Biliary Tract and Upper Gastrointestinal System, Lower Gastrointestinal System, Urinary System, and Venipuncture. Also introduces Special Radiographic Procedures & Diagnostic and Therapeutic Modalities. Pre-requisites: RT202, RT203L, RT204, RT205L.

Course Name: Clinical Rotation II
Course Abbreviation: RT210C
Credit Hours: 6
Course Description: Students will have to complete competency evaluations of the Upper and Lower Extremities, Chest, Abdomen, Thorax, Cranial, Facial, and Spine. The evaluations must be signed by the technologist(s) and/or the preceptor that monitored the actual completion of the activity. Students will be assigned to a Hospital or Diagnostic Imaging Facility. The goal of this course is 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 work flow of the radiology department or diagnostic center. To gain this knowledge, students will be assigned to participate and observe all facility functions and imaging modalities.. Pre-requisites: RT202, RT203L, RT204, RT205L, RT207C.

Course Name: Image Analysis
Course Abbreviation: RT211L
Credit Hours: 1
Course Description: This course is designed to be a review of radiographic quality with correlation of anatomy and radiographic appearance. Students will be instructed in the importance of image evaluation about positioning, technique, radiation protection, pathology, and proper film identification. Primary attention is given to how to improve radiographic image. Student presentation and participation is a vital part of this course.

Course Name: Registry Review
Course Abbreviation: RT212
Credit Hours: 3

Course Description: The purpose of this class is to review and highlight important materials necessary for successful completion of the ARRT examination in radiography. Mock registry examinations will be administered throughout this course.

Course Name: Clinical Rotation III
Course Abbreviation: RT213C
Credit Hours: 8
Course Description: Students will have to complete competency evaluations of the Upper and Lower Extremities, Chest, Abdomen, Thorax, Cranial, Facial, Spine, GI Studies and GU Studies. The evaluations must be signed by the technologist(s) and/or the preceptor that monitored the actual completion of the activity. Students will be assigned to a Hospital or Diagnostic Imaging Facility. The goal of this course is 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 work flow of the radiology department or diagnostic center. To gain this knowledge, students will be assigned to participate and observe all facility functions and imaging modalities. Prerequisites RT102, RT203L, RT201 and RT205L

Associate of Science in Radiology Technology

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

Program Mission & Goals
The mission is to provide our students with the entry-level skills required for employment as Radiologic Technologist. 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 a 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. Hybrid delivery method consist 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 America Society of Radiologic Technologist (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
GC101	Psychology	3
GC102	College Algebra	3
GC103	English Composition	3
GC104	General Survey Human Anatomy & Physiology I	8
GC105	General Survey Human Anatomy & Physiology II	8
HC101	Medical Terminology	4
HC102	Introduction to Patient Care & Health Professions	4
HC103	Medical Ethics, Law, & Cultural Diversity	3
RT101	Introduction to Radiology Technology	4
RT102	Principles of Radiologic Exposure	6
RT201	Radiation Biology and Protection	3
RT202	Radiographic Procedures and Positioning I	7
RT203L	Radiographic Procedures and Positioning Lab I	2
RT204	Radiographic Procedures and Positioning II	6
RT205L	Radiographic Procedures and Positioning Lab II	2
RT206	Digital Imaging and Image Acquisition	3
RT207C	Clinical Rotation I	3
RT208	Radiographic Physics & Equipment Operations	3
RT209	Advanced Imaging Procedures	3
RT210C	Clinical Rotation II	6
RT211L	Image Analysis	1
RT212	Registry Review	3
RT213C	Clinical Rotation III	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 is equal to 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.

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$100.00, Radiographic Image Analysis, 4th Edition

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$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: $1,200.00 for the use of the school management system program

Program Tuition: $32,640.00

Cost per Credit	96 Credit Hours
$340.00	$32,640.00

Program Curriculum

Course Name: Psychology
Course Abbreviation: GC 101
Credit Hours: 3
Description: This course focuses on individual behavior and why an individual think, feels, and reacts 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: 3
Description: Rational expressions, integer and 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 textbook's 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: 3
Description: This course helps students develop their writing skills by explaining and identifying the steps involved in the writing process. Seven types of writing 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 as well editing for grammar, punctuation, and spelling. Students also learn effective and ethical research techniques, utilizing Modern Language Association (MLA) style.

Course Name: General Survey of Human Anatomy & Physiology I
Course Abbreviation: GC104
Credit Hours: 8
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: GC105
Credit Hours: 8
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 its necessity to human organisms. Following will be a general discussion of lymphatic and the respiratory system and their integral role 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: Medical Terminology
Course Abbreviation: HC101
Credit Hours: 4
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: HC102
Credit Hours: 4
Description: This course in an introduction to patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergency situations, 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, discussion of working with diverse populations will be discussed.

Course Name: Introduction to Radiology Technology
Course Abbreviation: RT101
Credit Hours: 4
Course Description: This course introduces the art and science of medical radiography. Included is a discussion of the history of radiography, basic radiation safety and protection, equipment, imaging terminology, and an introduction to exposure factors and image formation.

Course Name: Principles of Radiographic Exposure
Course Abbreviation: RT102
Credit Hours: 6
Course Description: Presented in this course are the components of the radiographic tube and the function of each in the production of a radiographic image. Image contrast and density are analyzed in relation to the factors

impacting each. Devices utilized to improve radiographic quality are also discussed with necessary adjusted in technical factors. The use of intensifying image is analyzed and necessary adjustments relative to exposure factors.

Course Name: Radiation Biology and Protection
Course Abbreviation: RT201
Credit Hours: 3
Course Description: This course is an analysis of the biological effects of radiation and the measures that should be taken to minimize ration protection measures to patients, radiation workers, and the public. In this review will be discussion of basic cellular biology, ionizing radiation, effective dose limits, biological effects of radiation, and interactions of radiation with matter. Also included will be a review of the methods and accessories that can be utilized to minimize radiation exposure and radiation monitoring methods

Course Name: Radiographic Procedures and Positioning I
Course Abbreviation: RT202
Credit Hours: 7
Course Description: This course presents the necessary terminology and general considerations relative to positioning and radiographic procedures. Positioning of the chest, abdomen, upper extremity including shoulder girdle, and lower extremity including pelvic girdle are covered. Included in this discussion will be procedural terminology, radiation protection considerations, variations in technique, technical factor selection, and pertinent imaging and positioning accessories that may be used. Evaluation of skeletal anatomy will also be covered.

Course Name: Radiographic Procedures and Positioning Lab I
Course Abbreviation: RT203L
Credit Hours: 2
Course Description: Students will participate in procedures and positioning simulations in a classroom setting. Students are expected to demonstrate competency in the fundamentals of chest, abdomen, upper extremity, shoulder girdle, lower extremity, and pelvic girdle positioning techniques. Included in this discussion will be procedural terminology, radiation protection considerations, variations in technique, technical factor selection, and pertinent imaging and positioning accessories that may be used. Evaluation of skeletal anatomy will also be covered. Co-Requisite: RT202

Course Name: Radiographic Procedures and Positioning II
Course Abbreviation: RT204
Credit Hours: 6
Course Description: This course presents the necessary terminology and general considerations relative to positioning and radiographic procedures including trauma, mobile radiography, pediatrics, geriatric, and surgical techniques. Positioning of the bony thorax, vertebral column, cranium, and facial are covered. Special considerations will also be discussed and well as radiation protection measures and positioning accessories.

Course Name: Radiographic Procedures and Positioning Lab II
Course Abbreviation: RT205L
Credit Hours: 2
Course Description: Students will participate in procedures and positioning simulations in a classroom setting. Students are expected to demonstrate competency in the fundamentals of bony thorax, spine, cranial, and facial positioning techniques. Special considerations of geriatric, pediatric, mobile, and trauma techniques will be covered as well. Co-Requisite: RT204

Course Name: Digital Imaging and Image Acquisition
Course Abbreviation: RT206
Credit Hours: 3
Course Description: This course involves the study of radiographic digital systems. This course will review imaging equipment and related accessories, computerized processing, and components of digital and PACS systems. 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: Clinical Rotation I
Course Abbreviation: RT207C
Credit Hours: 3
Course Description: Students will be assigned to clinical externship sites so that they may observe and participate in imaging procedures of actual patients under the direct supervision of a Radiologic Technologist or a licensed Physician. Completion of specific competency must be demonstrated by students while in this clinical rotation. These procedures will include those basic radiographic imaging procedures of the chest, abdomen, and extremities. Pre-requisites: RT202, RT203L

Course Name: Radiographic Physics & Equipment Operations
Course Abbreviation: RT208
Credit Hours: 3
Course Description: This course includes a review to concepts of energy and matter, atomic structure, and types of radiation. The study of electrostatic and electrodynamics is included in addition to x-ray circuit components and circuitry. The production of x-rays is presented with an overview of electromagnetic spectrum, wave-particle concepts, and x-ray characteristics and properties. There is also a brief overview of radiation biology and radiation protection as related to radiate exposures.

Course Name: Advanced Imaging Procedures
Course Abbreviation: RT209
Credit Hours: 3
Course Description: This course focuses on the advanced imaging techniques that involve: Biliary Tract and Upper Gastrointestinal System, Lower Gastrointestinal System, Urinary System, and Venipuncture. Also introduces Special Radiographic Procedures & Diagnostic and Therapeutic Modalities. Pre-requisites: RT202, RT203L, RT204, RT205L.

Course Name: Clinical Rotation II
Course Abbreviation: RT210C
Credit Hours: 6
Course Description: Students will have to complete competency evaluations of the Upper and Lower Extremities, Chest, Abdomen, Thorax, Cranial, Facial, and Spine. The evaluations must be signed by the technologist(s) and/or the preceptor that monitored the actual completion of the activity. Students will be assigned to a Hospital or Diagnostic Imaging Facility. The goal of this course is 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 work flow of the radiology department or diagnostic center. To gain this knowledge, students will be assigned to participate and observe all facility functions and imaging modalities.. Pre-requisites: RT202, RT203L, RT204, RT205L, RT207C.

Course Name: Image Analysis
Course Abbreviation: RT211L
Credit Hours: 1
Course Description: This course is designed to be a review of radiographic quality with correlation of anatomy and radiographic appearance. Students will be instructed in the importance of image evaluation about positioning, technique, radiation protection, pathology, and proper film identification. Primary attention is given to how to improve radiographic image. Student presentation and participation is a vital part of this course.

Course Name: Registry Review
Course Abbreviation: RT212
Credit Hours: 3

Course Description: The purpose of this class is to review and highlight important materials necessary for successful completion of the ARRT examination in radiography. Mock registry examinations will be administered throughout this course.

Course Name: Clinical Rotation III
Course Abbreviation: RT213C
Credit Hours: 8
Course Description: Students will have to complete competency evaluations of the Upper and Lower Extremities, Chest, Abdomen, Thorax, Cranial, Facial, Spine, GI Studies and GU Studies. The evaluations must be signed by the technologist(s) and/or the preceptor that monitored the actual completion of the activity. Students will be assigned to a Hospital or Diagnostic Imaging Facility. The goal of this course is 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 work flow of the radiology department or diagnostic center. To gain this knowledge, students will be assigned to participate and observe all facility functions and imaging modalities. Pre-requisites RT102, RT203L, RT201 and RT205L