



MED ACADEMY

STUDENT CATALOG 2023 VOLUME #13

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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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Table of Contents

Statement of Legal Control.....	3
Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws	3
Facility Description.....	3
Institutional Administrative Staff	4
School Hours of Operation	5
School Calendars.....	6
Institutional Vision and Mission Statements	8
Core Values.....	9
Student Services.....	10
GENERAL POLICIES.....	11
Admission Requirements.....	12
Program Technical Standards	13
Transfer Credits.....	13
Distance Education	14
Institutional Refunds	16
Treatment Of Title IV Aid Upon Program Withdrawal.....	16
Payment Method & Additional Fees.....	18
Scholarships.....	19
Drug And Alcohol Prevention.....	20
Program Withdrawal.....	21
Student Grievances	22
Sexual Harassment	23
Accessibility Resources.....	25
Crime Reporting.....	27
Maintenance Of Official School Documents	29
ATTENDANCE POLICIES	30
Student Attendance	31
Recognized National Holidays.....	31
Excessive Absenteeism	32
Request For Leave of Absence (LOA)	33
ACADEMIC POLICIES.....	34
Grading Scale.....	35
Satisfactory Academic Progress (SAP).....	35
Academic Dishonesty	37

Confidentiality Of Student Records	37
Academic Advisement	38
Transcript Request.....	39
Classroom Environment	39
Counseling	40
Learning Resources.....	40
Revised, Substitution, Modification of Course	41
CLINICAL POLICIES.....	42
Clinical Assignments	43
Clinical Supervision	43
Expectations Of Clinical Duties.....	44
Clinical Site Equipment.....	45
Clinical Performance Evaluation	45
Clinical Attendance	46
VETERANS BENEFITS POLICIES	47
Transfer Credit.....	48
Additional Training, Licensure & Certification	48
Tuition & Fees.....	49
VA Pending Payment Compliance	49
Admissions And Enrollment of VA Students	50
Accommodations For Time-Off Request for Military Duty	50
Graduation Requirements & Timelines	51
Job Placement.....	51
Net Price Calculator	52
Appendix: *COLLEGE FINANCIAL PLAN	53
INTERNATIONAL STUDENT SERVICES.....	55
EDUCATION PROGRAMS	59
Magnetic Resonance Imaging Programs (MRI)	60
MRI Technology Program.....	61
Associate Of Science in MRI Technology	67
Radiology Technology Programs (RT)	74
Radiology Technology Diploma (RT Diploma).....	75
Associate Of Science In Radiology Technology (AS RT)	81
Associate of Science in Nursing (RN)	88

Statement of Legal Control

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

3418 West 84th Street, # 106, Hialeah, FL 33018

Phone : (786) 271-0987

E-mail : jrevuelta@medacademy.edu

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

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

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

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

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

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

Facility Description

Our facility is at 3418 West 84th Street, Hialeah, FL 33018. Med Academy is centrally located in Hialeah Office Park and has an area of 9,120 square feet. Our campus comprises a lobby-reception area, several administrative offices (Admissions, Financial Aid, Education, Student Services, School Director, and School Manager), a lounge room, three classrooms, a resource center, two laboratories, and five restrooms. The classroom consists of overhead projectors and laptops for lecture and audio-visual presentations, blackboards, and pertinent anatomical models. Med Academy counts with over 100 parking spaces.

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

Institutional Administrative Staff

Chief Executive Officer	Juan Revuelta, MHCA
Chief Financial Officer	Rosina Revuelta, MBA
Chief Operational Officer	Edward Gomez, M.S.C
Director of Education	Katherine Abuchaibe, M.Ed.
Financial Aid Director	Maria Alcuria
Registrar	Meyling Wong, BS
Admissions Director/Career Services	Karina Cabrera, MS
Advisory Committee Board	Jorge Alvarez, MBA, RT(R)(ARRT) Janior Perez, RT, (R)(MR) Javier Mena, RT, (R)(MR)(CT)(ARRT) Julio Morejón, RT (R)(MR)(CT)(ARRT) Diana Rodríguez, RT Nelson Rodríguez RT
MRI Program Director	Juan Revuelta, RT (R)(MR)(ARRT) Radiographer (Jackson School of Radiologic Science) Magnetic Resonance Imaging Technologist (ARRT)(ARMRIT)
Radiology Program Director	Tometra Meadows, MS, RT, (R), ARRT Master of Science in Education (Nova Southeastern University) Radiographer (Jackson School of Radiologic Sciences)
Clinical Coordinator	Andro Perez Doctor in Medicine (Bachelor), (ISCM Villa Clara, Cuba) Magnetic Resonance Imaging Technologist (ARRT)(ARMRIT)
Administrative Staff	Yamani Lopez, Financial Aid Assistant Yailen Rivera, Student Accounts Jonathan Amaro, Reception Consuelo Sánchez, Reception Enrique Herdocia, Financial Aid/Student Accounts Assistant Janeth Garcia, Admissions Representative Diana Hurtado, Accounting Maria Fernanda Valero, Registrar Assistant Ariadna Revuelta, Registrar Assistant

School Hours of Operation

Available to the students Monday through Friday

- School Hours: 8:30 am to 9:00 pm
- Media Services Hours: 9:00 am to 9:00 pm
- Admissions Office Hours: 8:30 am to 7:30 pm
- Financial Services Hours: 8:30 am to 7:30 pm
- Registrar's Office: 8:30 am to 7:30 pm
- Clinical Coordinator: By appointment only
- Didactic Instructors: By appointment only

Didactic classes are scheduled Monday to Friday from 6:00 pm to 9:00 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 Calendars

ACADEMIC CALENDAR 2023

JANUARY							FEBRUARY							MARCH						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
APRIL							MAY							JUNE						
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3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
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JULY							AUGUST							SEPTEMBER						
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
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30	31																			

Legend:

ORIENTATION DAY

QUARTER BEGINS

QUARTER ENDS

NO CLASSES / CLINICAL SCHEDULED

MARTIN LUTHER KING / JAN 16

MEMORIAL DAY / MAY 29

LABOR DAY / SEP 4

VETERANS DAY / NOV 11

THANKSGIVING DAY / NOV 23-24

BREAK / NO CLASSES

SPRING BREAK / MAR 20-24

SUMMER BREAK / JUL 3-7

WINTER BREAK / DEC 25-JAN 5

ACADEMIC CALENDAR

2024

JANUARY

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23	24	25	26	27	28	29
30	31					

Legend:

 ORIENTATION DAY

 QUARTER BEGINS

 QUARTER ENDS

 NO CLASSES / CLINICAL SCHEDULED


MARTIN LUTHER KING / JAN 15

MEMORIAL DAY / MAY 27

LABOR DAY / SEP 2

VETERANS DAY / NOV 11

THANKSGIVING DAY / NOV 28-29

 BREAK / NO CLASSES

SPRING BREAK / MAR 25-29

SUMMER BREAK / JUL 1-5

WINTER BREAK / DEC 23-JAN 3

Institutional Vision and Mission Statements

MISSION

It is the mission of Med Academy to provide quality education and training to a diverse student population interested in professional careers in the healthcare field. Our programs are enriched by our strong network of partnerships with community hospitals, physician practices, clinics, diagnostic centers, and various industry leaders in the medical industry.

The faculty and staff at Med Academy are committed to providing superior service and an exceptional learning environment where graduates can earn certificates or degrees in their chosen field of study.

VISION

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

EDUCATIONAL OBJECTIVES

To achieve this goal and meet the needs of our communities of interest, our institutional goals are as follows:

1. The recruitment of individuals who prove to be qualified to train as health care professionals.
2. Provide an educational setting promoting student cognitive, psychomotor, and affective skills.
3. Develop students' knowledge in patient care.
4. Encourage student professional attributes such as compassion, empathy, and dependability in reference to patient care.
5. Develop students' competence in the diverse nature of patient care when dealing with cross-cultural populations with an emphasis on ethics and medical legalities.
6. Encourage students to seek continuous education beyond our programs.
7. Uphold ethical standards of the profession, as stated by the Medical Professional Code of Ethics.
8. Prepare students to successfully take certification and licensure examinations, when applicable.
9. Encourage participation in outreach programs related to health and wellness activities inclusive of all members of the community.
10. To empower students with critical thinking and problem-solving skills, global perspective, clarified values, and creativity that will enable them to make moral choices and ethical decisions in all aspects of their lives.

Core Values

Med Academy strives to uphold the values set forth below:

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.

RESPECT

Med Academy recognizes and values the religious, ethnic, and cultural diversity of its students and staff. We endeavor to provide equal educational opportunity for all students.

INTEGRITY

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

INNOVATION

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

Student Services

Our institution provides diverse services to facilitate the resources for the students to become high-level healthcare professionals. We provide support and services to students in the areas 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, student 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, acting as a liaison between participants and departments, entering program information and enrollment data, maintaining roster, and mailing confirmations.

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

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

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

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

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

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

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

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

*Our services are available to the students from Monday through Friday, 09:00 am to 5:00 pm.



GENERAL POLICIES

Admission Requirements

All incoming students must meet the following requirements to be accepted into our programs:

- Complete an application and pay a non-refundable \$100.00 Application fee.
- Provide a copy of their driver's license or official picture ID (passport).
- Provide proof of a High School diploma or GED. (Foreign credential evaluation and translation must be completed to determine the foreign education equivalency in the United States).
- All applicants transferring credits must provide official transcripts for evaluation. (Foreign transcripts evaluation and translation must be completed to determine the foreign education equivalency in the United States).
- Successfully passed the entrance exam (Wonderlic exam) with a minimum score of 250 combined.
- For 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.

Transcripts must be sealed if presented by the student to be considered official. Evaluation of foreign transcripts completed by a credentialing body recognized by the US Department of Education will also be accepted for evaluation of foreign degrees. Evaluated degrees must be equivalent to an associate degree earned in the United States. It is preferred that transcripts be forwarded directly from the educational facility attended or from the evaluation service. This policy applies to admissions to all the programs at Med Academy.

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

ENTRANCE EXAMINATION

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. Applicants who possess an associate degree or higher must fill out an Entrance Waiver Form and provide the required documentation.

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

REQUIREMENTS FOR GRADUATION

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

Complete all the classes listed in the program curriculum with a grade of "C" or higher for core courses and "D"

for general courses. Complete the program within 150% of the program duration. Fulfill all financial obligations.

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

Program Technical Standards

The programs offered by Med Academy are open to all qualified applicants without regard to political affiliation, race, color, religion, sexual orientation, gender, age, disability, marital status, place of birth, or national origin and with proper regard to their privacy and constitutional rights. 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 an immobile patient from a stretcher to an imaging table with assistance. Push a patient from the waiting room or holding area to the examination room.
5. Distinguish equipment, background sounds, and hear a variety of pitches.
6. Walk and stand for at least 4 hours continuously.
7. Utilize a keyboard to input clinical data.
8. Must be able to apply good body mechanics in the performance of job duties.

Transfer Credits

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

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

- Only courses with a final grade of "C" or higher will be considered for transfer.
- No more than 50% of the total degree credits can be transferred.

The decision of which courses to accept for transfer credits will depend on the similarity of the courses attempted to be transferred and ours. For credit to be accepted as a transfer, courses would have to correspond to those offered by Med Academy directly. This transfer credit will only be conferred after appropriate evaluation of all requested documentation from previous educational institutions has been evaluated for course equivalency. If credits are accepted in the event of a transfer, the tuition will be appropriately adjusted.

Students applying from other institutions and/or programs must follow the application process 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 another institution will accept credits.

Transfer of Students Between Programs Within the Institution

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

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

Transfer of Students from Other Institutions

1. The applicant must apply and meet all school and program acceptance eligibility requirements (see Eligibility Requirements Policy).
2. Students must have official transcripts mailed directly to the school, or the student may present an official, unopened copy of transcripts.
3. Students must pass Med Academy's admissions test (see Admissions Test Policy).

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 50% of total program credits will be accepted for transfer (see Transfer Credit Policy).

Distance Education

Med Academy is committed to providing students from diverse backgrounds with high-quality educational opportunities consistent with its roles and mission. Academic 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 various courses and programs.

Verification of Identity:

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. Students will be assigned an individual secure login and password issued by the school. The school will conduct random verifications for students while they are completing online activities, assignments, and/or exams. All midterm and final exams will be proctored for all online courses and blended courses when the instructors administer the midterm and final exams online. The proctor ensures the security and integrity of the exam process.

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

Privacy:

All methods of verifying student identity in distance education must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they will be indicated in the school catalog, in the semester course offerings booklet, or on the "Tuition and Fees" website.

Secure Login and Password: Each Med Academy student is assigned a unique username and password to log into the school's learning management system (currently Populi). Students are responsible for providing their complete and true identity information in any identification verification process.

Responsibilities:

All users of the school's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against school policy for a user to give someone their password or allow others to use their account. Users are responsible for all users of their accounts. Users are responsible for all activity on their accounts.

Enforcement:

Failure 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 students within the timeline established by the school. The maximum time limit established by the school for faculty to respond to a student is 24 hours. The responses can be synchronous or asynchronous.

Definitions

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

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

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

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

Online Exams: All online exams must be completed individually (different IP addresses); it is only allowed if directed by the instructor as a group activity. Completing exams under the same IP address is considered fraud, and it can incur disciplinary actions, including program termination.

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

Institutional Refunds

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

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

- **Cancellations** can be made in person, by electronic mail, by Certified Mail, or by termination. All monies will be refunded if the school does not accept the applicant or if the class is canceled. Cancellation before the beginning of the class or withdrawal during the term's Add/Drop period results in a refund of all monies paid, except the application fee (\$100). 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. Refunds for withdrawal after class commences each term after the Add/Drop period.
- **Withdrawal** during the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition.
- **Refund Proration** is applied to tuition only. 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. 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, After the first 50% of the financial obligation period, the institution may retain all the tuition. All refunds will be made within thirty (30) days from the withdrawal date.

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 class.

Treatment Of Title IV Aid Upon Program Withdrawal

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

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the

period. If you withdraw during your payment period (Med Academy can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Med Academy or parent received on your behalf) less assistance than the amount that you earned, you might 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 the funds you earned, you might 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 the loan funds so that you do not 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 are 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 are multiplied by the unearned percentage of your funds or the entire amount of excess funds. Med Academy must return this amount even if it did not keep this amount of your Title IV program funds. If Med Academy is not required to return all 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**

You (or your parents for a Direct PLUS Loan) must repay any loan funds that you must return 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 do not 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

Financial Aid Director

Phone: (786) 792-3350 Ext. 1002

Fax: (305) 967-8163

E-mail: malcuria@medacademy.edu

Rosina Revuelta

Chief Financial Officer

Phone: (786) 792-3350 Ext. 1006

Fax: (305) 967-8163

Email: rrevuelta@medacademy.edu

If you have 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.

Process of Withdrawal:

The student will submit an email to notify the Registrar office indicating their wish to terminate enrollment.

The Registrar will schedule a meeting with the student to discuss the reasons for withdrawal and the process for re-application.

Registrar Office Contact Information

Meyling Wong

Ph: 786.792.3350 Ext. 1004

Email: mwong@medacademy.edu

For more detailed information about the withdrawal process, see Withdrawal Policy.

Payment Method & Additional Fees

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

Payment Methods:

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

Payment Plans

Med Academy offers payment plans to those students that require assistance in paying for their education. Med academy does not charge an interest rate or any additional fees for the payment plan offered to the students during the time they are enrolled. Only students who fail to comply with the payment plan will be subject to penalties and incur additional fees. General Guidelines Students are encouraged to select a payment plan based on their balance

and program duration to make sure there is no outstanding balance at the time of graduation.

Students with a payment plan must complete an ACH debit authorization form for the length of the program. The funds will be withdrawn from the student's bank account within the first ten (10) days of the month.

Students with a balance at graduation will not obtain their diplomas and application to take their boards for certification. Payment Plans Penalties and Fees Students with insufficient funds or inactive bank accounts or payment methods will be charged a processing fee of \$50 for each invalid or voided transaction. Students paying after the tenth (10) of the month will be charged a late fee of \$50 per occurrence. Students not paying the agreed monthly amount by the last day of the month will be blocked from classes until payment is completed. These students will be charged a \$300.00 reinstatement fee for the course's reopening.

Additional Fees

The students must be aware of possible additional fees that can be generated in specific situations:

- Additional payment plan origination fee \$150: This fee will be charged to the students when an additional payment plan or revision to the existing one is needed due to the student's inability to pay Med Academy's outstanding balance. The \$150 origination fee is due at the payment plan origination.
- Additional payment plan processing fee \$50: This fee will be charged to the students when an additional payment plan is generated due to the student's inability to pay a Med Academy outstanding balance after graduation/completion time. The \$50 monthly fee will be added to the amount of the payment plan.
- Reinstatement fee \$50: This fee will be charged to students to regain access to a blocked class. A class will be blocked due to lack of payment, communication with the school, or required submission of documentation. This fee must be paid before the restatement of the class.
- Transfer fee \$300: This fee will be charged to the students who request to transfer from one program to another. This fee must be paid when completing the application for program transfer.
- Schedule change fee \$150: This fee will be charged to the students who request a schedule change. This fee must be paid when completing the application for a schedule change.
- Additional Financial Aid funds request \$500: This fee will be charged to the students requesting additional financial aid funds. This fee must be paid when completing the application to request additional funds.
- Disclosure: Students who complete courses but have an outstanding balance will not receive a diploma but a transcript showing all courses taken.

Scholarships

Med Academy offers various scholarship opportunities to those students actively enrolled in any of our programs of study. Students must meet both the general scholarship eligibility requirements and the requirements specific to their application. General requirements for all scholarships:

Students can only apply for one scholarship per program of study.

Educational Scholarship

The Educational Scholarship is available to all students pursuing a Med Academy career with a bachelor's degree or higher level of Education, Alumni of Med Academy, or holding a current certification in a diagnostic imaging profession (DI). Scholarship amount: **\$2,000.00**

To be considered for this scholarship, the candidate must fulfill the following requirements:

- The student must supply proof/documentation of prior education/certification.
- Apply for the scholarship when enrolling in the program of study.
- Be enrolled in approved educational programs only (Not Continuing Education).

Student Performance Scholarship

The Performance Scholarship is available to all students pursuing a Med Academy career and graduating with excellent performance during the program of study. Scholarship amount **\$2,500.00**.

To be considered for this scholarship, the candidate must fulfill the following requirements:

- Students must graduate with a GPA of 3.5 or above.
- Students must not fail any class during the program of study.
- The student must have met all graduation requirements.
- Students must graduate within the period agreed in the enrollment agreement.
- To receive scholarship funding, the student must maintain ethical and professional conduct throughout the program. Any plagiarism or other disciplinary action will automatically disqualify the student from getting the scholarship.
- Apply for the scholarship during the last quarter of the program at least a week before graduation.
- Scholarships will be granted after completing the program.

NOT Eligibility to Title IV Scholarship

The NOT Eligibility to Title IV Scholarship is available to all students pursuing a Med Academy career not eligible for Financial Aid funding at enrollment. Scholarship amount **\$5,000.00**. The student will lose the scholarship if they become eligible for the Title IV funds during the program.

To be considered for this scholarship, the candidate must fulfill the following requirements:

- Documentation of not being eligible for Financial Aid funding must be provided.

NOT Eligibility to Pell Grant Scholarship

The NOT Eligibility to Pell Grant Scholarship is available to all students pursuing a Med Academy career not eligible for Pell Grant funding. Scholarship amount **\$2,500.00**. The student will lose the scholarship if they become eligible for Pell Grant funds during the program.

To be considered for this scholarship, the candidate must fulfill the following requirements:

- Documentation of not being eligible for Pell Grant funding must be provided.

Immediate Family Member Scholarship

The Immediate Family Member Scholarship is available to all students pursuing a Med Academy career who are immediate family members of any full-time Med Academy staff. The immediate family includes a spouse and children. Immediate Family Member Scholarship consists of a 75% tuition discount for degree programs and a 66.6 % discount for diploma programs.

To be considered for this scholarship, the candidate must fulfill the following requirements:

- The student must supply proof/documentation of a direct relationship with a staff member.
- Apply for the scholarship when enrolling in the program of study.
- Be enroll in an approved educational program (Not Continuing Education or ESOL).

Drug And Alcohol Prevention

In accordance with the policies of Med Academy is enforcing a zero-tolerance policy relative to the use and/or possession of illicit drugs and alcohol. This policy will apply to enrolling and existing students. Students are prohibited

from reporting to class or clinical assignments under the influence of alcohol, illegal drugs, or controlled substances not prescribed to them by a physician or other licensed healthcare practitioner.

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 or 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:

Take the student to a quiet and private area and express concern that the student does not appear to be able to perform his/her duties at this time. The student is suspected of being under the influence of some substance.

The students will be sent home after the Program Director has arranged transportation with the student's relatives. If a relative is not available, The Program Director will arrange for a cab to take the student home.

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

Program Withdrawal

If student enrollment is terminated, whether by voluntary action or following disciplinary action, written notification must be provided. A copy of all documentation will be permanently maintained in the student's administrative file. Tuition will be refunded according to the schedule included in the Tuition Refund Policy. Students will be informed that withdrawal from the program does not guarantee a spot in a subsequent class if they decide to return. Furthermore, the application process must be repeated.

Voluntary Withdrawal:

The voluntary (official) withdrawal date is when the student notifies the school of their desire to withdraw. The student will submit a letter to the Program Director and Registrar's Office indicating their wish to terminate enrollment.

The Program Director will schedule a meeting with the student to discuss the reasons for withdrawal and the process for re-application. Written notification of withdrawal will be included in the student's file. The written notification will include reasons for withdrawal and the date of the last day of participation in any school educational activity. Students will also be informed that a slot in a future class is not guaranteed. If applicable, the Program Director will notify the Finance Office to initiate the necessary paperwork to request a tuition refund from the Accounts Payable department.

Involuntary Withdrawal:

Involuntary (unofficial) withdrawal will occur if the student does not attend during the term's Add/Drop period. The student's withdrawal date would be the last date of participation or the end date of the previous term if the student earned a grade in that term. A notice of dismissal will be sent to the student. A copy of the notice of dismissal shall

be maintained permanently in the student's administrative file. Copies of the program policies regarding tuition refund, the application process, and the violated policy will be attached to the notification. The student will also be sent Exit Counseling information to be aware of their Direct Loan Applications.

Re-entry:

Students seeking re-entry into a program will have to interview with the Program Director. Students will need to pay any unpaid balance with the school, the registration fee, and resubmit an enrollment agreement before any course is approved for re-entry.

Student Grievances

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

Student Complaint Process Procedure:

Determination of Appropriate Procedure: If students have any questions regarding the application procedure to follow for a particular complaint, they should consult with:

- Program Director if the complaint is related to the faculty or staff member.
- Clinical Coordinator if the complaint is related to the clinical training site or the Clinical Instructor. In particular, the Program Director or Clinical Coordinator should advise the student if some other procedure applies to the student's type of complaint.

Informal Resolution:

Students are encouraged to attempt to resolve complaints informally or to seek the assistance of the Program Director or Clinical Coordinators to facilitate an informal resolution.

Formal Complaint:

Suppose the student does not pursue an informal resolution or is unsuccessful. In that case, the student may file a written complaint to the Program Director or Clinical Coordinator. 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.

The Program Director should send a letter to a faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. The Program Director will name another faculty member as Fact Finder. If either the student or the faculty member has reason to believe that the Fact Finder may be biased or otherwise unable to deal with the complaint fairly and objectively, they may submit to the Program Director a written request stating the reasons for that belief; if the request appears to have merit, the Fact Finder will be replaced by another faculty member.

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 another appropriate person to facilitate an informal resolution. If a 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.

At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with a particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, and 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.

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 ten 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 a 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. 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.

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. 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 on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350, toll-free telephone number (800) 917-2081

Sexual Harassment

It is the policy of Med Academy to promote a learning environment free of sexual harassment and address violations of this policy with swift and corrective action. This policy also governs activities sponsored or sanctioned by Med

Academy, but are not conducted on the Med Academy campus, i.e., activities such as meetings, clinical training sessions, and recreational activities.

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

Definition:

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

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

Unwelcome physical contact of a sexual nature, such as patting or unnecessary touching.

Overt or implied threats against an individual to induce him/her to perform sexual favors or engage in an unwelcome sexual relationship.

Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his or her appearance. Use of sexually suggestive terms or gestures to describe a person's body or sexual activities.

Displaying or posting offensive sexually suggestive pictures or material in the workplace.

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:

Each Med Academy employee is responsible for cooperating with Med Academy's 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.

Anyone who has suffered sexual harassment or retaliation or observed such conduct is responsible for reporting such violations. A complaint need not be limited to someone who was subjected to the actual harassment.

Faculty members are responsible for immediately reporting sexual harassment, cooperating with the investigations, and taking immediate and appropriate corrective action concerning individuals who engage and/or engage in sexual harassment.

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.

Faculty members or students who believe they have been the subject of (or witness to) sexual harassment have the right to file a complaint with the Program Director. All complaints of sexual harassment will be investigated to

determine whether the allegations are well-founded. If the investigation confirms the existence of sexual harassment, the Program Director will pursue prompt corrective action, including positive relief for the victim and appropriate disciplinary action against the offender. All complaints and investigations of sexual harassment will be kept confidential as much as possible to the extent allowed by law.

Accessibility Resources

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 when 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, and knowledge are supported.

Purpose

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

Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Reasonable Accommodation: Appropriate adjustments are made to the learning environment to lessen the impact of the disability and impairment whenever it is necessary, possible, and reasonable to do so. Reasonable accommodation should not compromise academic standards, the essential nature of the course, or what are deemed to be essential skills or knowledge concerning the course.

Impairment: A temporary or long-term condition, illness, or injury that affects a student's learning, communication, concentration, memory, hearing, mobility, movement, speech and/or vision. This includes the Deaf Community. (Based on the definition of "disability," section 2 of the Human Rights Act 1993)

Technical Standards

In order to fulfill the requirements of all our programs, students must be able to:

- a) Communicate in a clear, concise manner to patients and staff personnel in the English language.
- b) Read and apply appropriate instruction in patients' charts, notes, and records.
- c) Be able to lift thirty (30) pounds of weight from the floor.
- d) Move immobile patient from a stretcher to an imaging table with assistance.
- e) Push a patient from the waiting room or holding area to the procedure room.
- f) Distinguish equipment, background sounds, and hear a variety of pitches.
- g) Visually monitor the patient.
- h) Utilize a keyboard to input clinical data.
- i) Must be able to apply good body mechanics to bend, stretch, stoop, kneel and twist in the performance of job duties.

Responsibilities of Students with Disabilities

Any student with a disability and an impairment should discuss their situation with the Program Director at the earliest opportunity, generally before commencing the study, at the beginning of the course, or when an injury/illness occurs.

All students with impairments seeking support through the Program Director are required to verify their impairment or medical condition. Where appropriate, the Program Director may require verification every six months for temporary or changeable conditions such as accident-related conditions or Occupational Overuse Syndrome (OOS) symptoms.

Where possible, students should share responsibility for negotiating and developing solutions. Following a formal evaluation by the Program Director, the student should discuss their practical needs with the Program Director and other staff as appropriate. The Program Director can provide support or, if necessary, discuss requirements on the student's behalf. Personal details regarding the nature of the disability remain confidential to the Program Director and, except where necessary, are not divulged to other staff. The student should advise the Program Director of any change in their condition or injury that could alter the support or accommodation required. The student should advise the Program Director of any difficulties arising with the support or accommodation provided.

Responsibilities of School and Academic Staff

To ensure an inclusive learning and teaching environment, all courses should be designed to avoid unnecessary barriers to access, participation, and achievement. Where a student's impairment means that the course requirements are more challenging for them than for other students or are not achievable, the following approaches are to be taken:

Provide support to allow the student to satisfy the assessments and other requirements stated in the course outline.

This might include, but is not limited to, time extensions, adapting the course delivery, the use of a different format (for example, large print or Braille) for handouts, or the use of a reader/writer.

Such support alone does not allow the student to meet the course requirements satisfactorily; further accommodations should be implemented. These may include such as setting different assessment tasks that allow the student an equal opportunity to demonstrate their knowledge and competence of the subject matter. Such adaptations to course requirements should not compromise academic standards, the course's essential nature, or essential skills or knowledge.

It is unusual for a discipline to be fundamentally incompatible with a particular impairment, but where staff believes this may be the case, the matter should be discussed with the student and with the Program Director. Where the incompatibilities cannot be resolved, the Program Director may exclude the student from a course(s), giving due consideration to the following:

- Section 57 of the Human Rights Act 1993 prohibits educational establishments from refusing entry to a course because of a person's disability.
- Section 60(2) of the Human Rights Act 1993 allows section 57 to be overridden when the person's disability is such that there would be a risk of harm to them or to others.
- Section 60(3) states that nothing in subsection two shall apply if the person in charge of the educational establishment could, without unreasonable disruption, take reasonable measures to reduce the risk to a normal level.

For further information, please contact the appropriate Accessibility Resources Person within the school for academic advice:

Katherine Abuchaibe

Director of Education

Phone: (786) 792-3350 Ext. 1011

Fax: (305) 821-7362

Email: kabuchaibe@medacademy.edu

Resources and Costs

The Program Director is responsible for organizing the funding and specialist accommodation. 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 tests.

The school is responsible for funding the costs and for resourcing the provision of accommodation for tests and other internal assessments.

Physical modifications required to school teaching spaces should be discussed with the school head. Funding may be available through the Access Management Committee.

Special Examination Facilities

The school makes special arrangements for examinations for students with an impairment so that all students are provided with an equal opportunity to demonstrate knowledge and competency for assessment purposes.

The Program Director must authorize all special examination accommodations.

A determination of special arrangements for an examination will be based on the following considerations:

- a. The nature and onset of the impairment;
- b. The type of assessment;
- c. The student's usual work method;
- d. The effect of long examinations on the student;
- e. Information from consultation with the student;

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

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 the Head of School.

If the matter cannot be resolved informally, a formal appeal may be made following the Academic Student Complaint Process Procedure Policy.

Crime Reporting**Crime Statistics**

Each year, by October 1, Med Academy publishes the crime statistics report via individual distribution to students and employees, posting on the bulletin board and the school's internet webpage.

In addition, the school notifies prospective students via a disclosure notice given to prospective students during the enrollment process. A copy of Med Academy's Annual Security Report is available for your review. This report includes statistics for the previous two years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by Med Academy, and on public property within, or immediately adjacent to, and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as policies concerning sexual assault

and other matters. You can obtain a copy of this report by contacting Med Academy Business Office or by accessing the following website www.medacademy.edu

Reporting Criminal Actions

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

Preparing the Annual Crime Report

Annually the Campus Director will accumulate all crimes reported to their office and, along with crimes 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 8:30 a.m. to 9 p.m., Monday through Thursday and 8:30 a.m. to 5 p.m. on Fridays. Med Academy is a private property and is maintained for the use of the students. Only authorized individuals are allowed on campus. The school reserves the right to ask anyone to vacate the premises at any time.

Law Enforcement Authority

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

Programs to Prevent Crimes

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

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

Evacuation in Cases of Emergency

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

Emergency on Campus

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

All incidents require an incident report to be completed by a staff member. The incident report should include the date, time, location, and brief description of the incident. This report should be provided immediately (at least

within 24 hours) of the incident. Students should report any physical injury, equipment failure, safety issues, the threat of harm, or environmental concerns to their instructor or available staff member.

The staff member is required to complete an incident report. If the incident warrants immediate attention, the staff member should contact a senior school official (School Director, Program Director, or Business Officer) to determine how to address the issue immediately. An incident report is written by the person reporting the initial incident.

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

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

1. Report the incident immediately to a school official or faculty member. Students may be asked to provide a written summary of the events to clarify and document.
2. Report the incident no more than 24 hours after its occurrence.

When necessary, such as in the event of harassment or other personal safety issues, the student will be provided with a follow-up response within 72 hours (business days) after appropriate investigation and/or actions have been taken.

Maintenance Of Official School Documents

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

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



ATTENDANCE POLICIES

Student Attendance

Med Academy places a high value on the classroom participation of all students. Students are encouraged to attend all scheduled classes; class participation will be monitored instead of attendance for all classes except for clinical. They must follow all clinical hours to complete their program of study successfully. Students will be given a schedule of didactic courses and clinical rotations. If a student is absent from class, it is his/her responsibility to obtain all class notes and assignments upon return to class from their instructor. Students absent from clinical sessions are responsible for making up the time (See Clinical Policies). Students who are absent and/or do not engage in educational activities online or on campus for 14 consecutive days will be withdrawn from the program.

Recording Attendance

Instructors will take attendance for those classes that are held on campus. For those classes that are held fully-online, attendance will be confirmed based on course participation. Participation that will count towards online course attendance includes completion of online assignments, quizzes, examinations, or participation in online discussions or chats. Simply logging in to the learning platform does not constitute attendance. Instructor will post on the class syllabus their attendance requirements for each of the classes.

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

For the recording of clinical attendance:

- Students are to sign in and out when attending clinical training.
- 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 late arrival, the procedure for calling must be followed (see Tardiness Policy).
- 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.

Recognized National Holidays

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

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

There will be no classes or clinical scheduled on these days.

Attendance Reporting: Consistent attendance documentation is required following the Med Academy policy. The student's responsibility is to communicate any issues that may cause extensive absences to take appropriate counseling and actions with the school. Students who are absent 14 consecutive days from hybrid or on-campus courses or have those students who have 14 straight days of inactivity for online classes will be withdrawn from the program.

Excessive Absenteeism

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. After 14 consecutive days of absence, students will be withdrawn from the program.

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

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

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

EXCUSED ABSENCES

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.

In case of any excused absence, the student must submit proper documentation as proof of these occurrences. (i.e., court documents, medical documentation, military orders, police reports)

It is suggested the students make up the time for the excused absences, but it is not mandatory. If excused absences go over the limit, the student must make up anytime they are absent as instructed by school officials.

Students absent for three consecutive school days are required to submit a physician's statement indicating the dates the student was advised not to attend classes or clinical and the date the student can resume educational activities. This statement must be submitted to the Program Director on the return date, and a copy will be placed in the student's administrative file. The statement doesn't need to include specifics of the nature of the student's illness or condition.

Students who are excessively absent from classes and or clinical activities for medical reasons should be evaluated as to whether they can perform essential educational-related functions.

EXCESSIVE TARDINESS

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.

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

Definitions

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

Request For Leave of Absence (LOA)

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

Students seeking a Leave of Absence must submit in writing a request to the Registrar office stating the reason for the request and the beginning and end dates of the requested leave of absence. The request will be reviewed and approved by school officials in conjunction with the student. If a student requests to take a Leave of Absence during a term, the student will receive a withdrawal grade and must repeat the class(s) upon returning from the leave of absence. Requests may be accepted at the end of the term or during the ADD/DROP period of each term. Students with Med Academy Payment plans cannot pause or stop monthly payment due to LOA status.



ACADEMIC POLICIES

Grading Scale

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

Score / Final Average:	Letter Grade:	Grade Points
95% - 100%	A	4
90% - 94%	A-	3.5
85% - 89%	B	3
80% - 84%	B-	2.5
70% - 79%	C	2
60% - 69%	D	1
Below 60%	F	0
Incomplete	I	
Withdraw	W	

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

Students who score a minimum of 69% will receive a passing grade of "D" for College Algebra, English Composition, and Psychology courses. However, a minimum passing score of 70% is required for all other courses. If a student falls short of this requirement, they will need to retake the course. Please note that students have only one opportunity to retake a failed course and use federal funds to cover tuition costs, after that tuition cost for repeated course will be out of pocket. Furthermore, an "I" (incomplete) grade is not considered successful completion until the course has been fully finished, and an official grade has been received and recorded.

Note that repeating courses could affect financial aid funding and/or eligibility. Repeating courses could extend the anticipated graduation date. Students cannot exceed the Maximum Time Frame (MTF) of program enrollment of 150%.

Satisfactory Academic Progress (SAP)

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)

Students 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, if a student enrolls for 12 term credit hours, the student is required to successfully complete a minimum of 8 term credit hours ($12 \times 67\% = 8$) for the term.

Maximum Timeframe to Complete (150%)

The maximum allowable time frame 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 time frame at $105 \times 150\% = 157.50$ 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), and “F” (failing), are not considered successful completion. A grade of “I” (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded.

A grade of “W” is given when a student drops from a course after it begins and has attended. An Incomplete “I” is a temporary grade that may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the student’s control prevent completion of course requirements by the end of the academic term. Students will have two weeks from the term’s end date to complete coursework. Otherwise, the grade will convert to an F.

Pass/fail grades count as both attempted and completed hours. Transfer credits are counted towards the student’s current program count as both attempted and completed hours. Med Academy does not provide proficiency credits or non-credit courses and, therefore, are not considered part of the student’s satisfactory academic progress.

Repeat Coursework

Med Academy allows students to repeat a failed course once and allows only the last grade to count in the grade point average. The third time students repeat a course it will be out of pocket, Financial Aid (FA) will not cover it. The repeated course will be included in the attempted credit hours in calculating the maximum timeframe to complete the course.

Categories of Academic Progress:

SAP Warning - A student will be placed on SAP Warning at the end of a term for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior term. Title IV students will be placed on a Financial Aid warning, which is valid for one term and allows the student to remain eligible for Title IV (financial aid) funds for one term. If, after one term, the student is again making satisfactory academic progress, the student will be removed from the 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's appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on Financial Aid probation until the next payment

period and regain eligibility for Title IV (financial aid) funds. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor that must be followed. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. If, after one term, the student is again meeting satisfactory academic progress, the student will be removed from SAP probation.

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

Conditions for Reinstatement

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

Make-Up Assignments Due to Absenteeism

Med Academy expects that all enrolled students maintain acceptable attendance standards (*see Absenteeism and Tardiness Policy*). Students are expected to make up any assignments immediately upon return to school. Students must speak to their instructor about specific days and times when assignments should be made-up. Failure to make up for the missed exam on the day of return or as directed by the instructor will result in a grade of "0" being assigned.

Academic Dishonesty

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

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

Definition

For clarification, academic dishonesty shall be defined as:

- Cheating on a test, quiz, examination, or another assignment, plagiarism of any kind.
- Falsifying attendance records or signing in or out for someone else.
- Passing information about a test, quiz, or examination to a student absent the day of the exam.
- Removing any test material from the school without permission of the instructor.

Confidentiality Of Student Records

Med Academy adheres to the requirements of the Buckley Amendment (Family Education Right & Privacy Act of 1974; Public Law 93.38.1). Any student wishing to do so may inspect and review all official records, files, and data directly related to them. The Buckley Amendment denies access to this information to individuals other than the Program Director without the student's written consent. For good administration, all requests to review records must be submitted in writing to the Program Director.

Every effort to maintain the security and confidentiality of student records shall be undertaken. All student records shall be maintained under lock and key in the school. Only the Program Director or other appointed individual shall have access to these records. School records, examinations, and application materials, including transcripts, test scores, and reference letters, shall be secured, preventing unauthorized access. The school's office shall be locked and secured.

Access to education records of a student who is a dependent of a parent or legal guardian will be granted to the parent or guardian unless the student has provided documentation certifying that he or she is not the dependent. Suppose students challenge the information contained within their files. In that case, they have a right to a hearing before the Program Advisory Committee, which will be arranged by the Program Director.

Under the Buckley Amendment, the following records are not available for student review:

- Parent's financial records
- Confidential letters of recommendations
- Personal notes
- Law enforcement maintained by Med Academy
- Employment records of students employed at Med Academy
- Medical and psychiatric records

Students are not allowed to remove any written information from the school without the permission of the Program Director. All examinations, tests, quizzes, etc., taken by the student shall be maintained in the student's academic file in the school office. Unauthorized removal of such material shall constitute academic dishonesty (see Academic Dishonesty Policy). No records will be released without the written consent of the student. This includes discussing academic or clinical performance with anyone outside of the program faculty or clinical instructors. Requests for the transcript's release must be submitted in writing to the Program Director.

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

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

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

Academic Advisement

Med Academy provides academic advisement at any point of student enrollment. The student may request an academic advising session by submitting an Advising Request Form to the Director of Education. A meeting will be scheduled following receipt of the written request. Faculty/staff can also report on a student struggling with course work, attendance, or any other academic criteria.

During academic advisement sessions, the student shall receive a copy of their current transcript, an analysis and review of clinical evaluation, and a summary of their attendance. All Advising sessions' forms will be maintained in the student's permanent administrative file.

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

A copy of the transcript will be maintained on file and will record the formal counseling session.

Grade point averages will be calculated and will be included on the transcript.

Students experiencing academic or clinical difficulties will be counseled more frequently, as needed, to help meet standards.

Transcript Request

Med Academy provides the first official transcripts and diploma at no cost upon graduation. Additional official transcripts will cost \$15.00 per request and an additional diploma will cost \$100.00. All requests for a transcript must be submitted in writing (Form 107). Requests for transcripts will be processed expediently. The school's registrar shall serve as the custodian of student records. The faculty shall observe the Buckley Amendment about the release of information (see Confidentiality of Student Records Policy).

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

Classroom Environment

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

- **Smoking:** Smoking is prohibited in the classroom; the entire medical center is smoke-free. Smoking will only be permitted in clearly marked, designated areas.
- **Class Breaks:** Class periods will be scheduled with a ten-minute break given every 50 minutes of lecture.
- **Class Cancellation:** Students will be informed before the beginning of class if a scheduled class is canceled or rescheduled. Any material missed will be covered by the instructor.
- **Disruptive & Inappropriate Behavior:** Students should be seated when the instructor arrives for class.
- Disruptive behavior of any nature will not be tolerated as it interferes with the rights of other students. Disruptive behavior will be met with appropriate disciplinary action, including a note in the student record, suspension, and possible dismissal from the program depending on the severity of the behavior. Sleeping in class shall be considered inappropriate behavior. Students sleeping in class will be asked to leave with subsequent disciplinary actions.
- **Missed Class:** Students are required to attend all scheduled classes and laboratory sessions. A weekly class schedule is distributed by the end of the previous week. Suppose a student is absent from a scheduled class. In that case, it is their responsibility to obtain all class notes and assignments upon their return to class. Students absent from lectures are still responsible for missed material.
- **School Property:** Students are forbidden to write on and or deface any school or clinical site property.
- **Textbooks & Computer Access Requirement:** All students must purchase the required textbooks and

bring them to class during each scheduled session. Students should have access to a computer/laptop device with internet access. Students can use the school computer lab during hours of operation if they do not have such access.

- **Photo I.D. Badge:** For security reasons, students must wear their hospital photo identification badge at all times while on hospital property, including the classroom building and all clinical sites. The front of the badge denoting the individual as a student must be prominently always displayed. 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.

Counseling

Med Academy's policy is to provide students with occasional motivational guidance, recommendations, or disciplinary counseling. Services are maintained to address a variety of situations as they arise. Formal counseling sessions will be scheduled after each quarter (*See Academic Advisement Policy*). 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. In the case 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 Student Catalog will be distributed and reviewed with students, including policies related to counseling.

Disciplinary Actions: As per the student's acknowledgment, by signing the attestation form during orientation, it is understood that violation of these policies will lead to disciplinary actions implemented by program officials/school officials.

Disciplinary actions utilize progressive counseling. All counseling, regardless of the offense, will result in written documentation permanently maintained in the student's administrative file. The Program Director is responsible for counseling students for relative disciplinary problems, poor attendance patterns, violations of school policies, unsatisfactory didactic or clinical performance, and any other occurrences which may arise and that may need corrective actions. These actions include verbal warning, written warning, and program dismissal.

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*).

Learning Resources

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

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 a 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 schoolwork. Students need to use the resource center during school office hours, 8:30 a.m. to 6 p.m., Monday through Thursday and 8:30 a.m. to 5 p.m. on Fridays.

School email Account: The school will provide the students with a Microsoft Office 365 account. Students will have their own Med Academy email accounts. The account will provide free access to PowerPoint, word, excel, teams, and many other features for school activities.

School Management System: Assigned Readings, recorded lectures, class discussions, video demonstrations, collaborative activities, computer assignments, student projects, and presentations are all assigned through the Populi Campus Management System. Students will receive an orientation on the school management system during the school orientation section. Students are required to have an electronic device with the internet to access the school management system.

Revised, Substitution, Modification of Course

Definition

Academic administration has the authority to revise or substitute a course if it brings similar value to the program of study. Course revisions could include changes in content, number of credits, course code, or course title. A course substitution occurs when a new course has been created of the same or similar subject matter, and the course it replaces has been retired. Therefore, course substitutions may have different credits, course codes, and titles than the course it replaces. In the case of course revisions or substitutions, students must still meet the total credit requirements for the academic program.

Procedure

1. Director of Education, Program Directors, and School Administrators will perform an annual review of each program's course offerings.
2. Recommendations will be made during our annual advisory board meetings to gain input from our communities of interest.
3. Meetings with key departments, Financial Aid, Business Office, Admissions, Faculty, and Educational Directors will be held. During these meetings, implementation plans will be created, including the date and change, changes made to school catalogs, brochures, enrollment agreements, etc., and an action plan for scheduling current and incoming students.
4. Active students will be notified at least one term before the scheduled change. If these changes affect the student's tuition obligations, tuition schedule, and/or expected graduation date, students will be required to retake the revised version of the course.
5. Any student that is inactive when the change takes place, such as those on a leave of absence, will be informed upon return that they will be enrolled in the revised or substituted course.
6. Students will be required to retake failed courses under the most current version of the course regardless number of credits or class combination.



CLINICAL POLICIES

Clinical Assignments

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

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

Requirements For Clinical Assignments

Each clinical affiliate site has specific requirements in order for students to be placed at their sites. Students will receive specific information about their clinical site requirements during clinical orientation. Most clinical sites may require the following:

- Current CPR Certification
- Background Check
- Drug Screening
- Immunizations, including Covid and Flu Vaccine
- TB Test or Chest X-Ray
- Orientation for Assigned Site

Clinical sites may require the use of online platforms to upload information. Students will be responsible for the completion of these online profiles. These profiles are not maintained or managed by Med Academy.

Clinical Supervision

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 healthcare professionals, clinical instructors, and clinical supervisors.

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

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

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

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

Leaving Clinical Sites Without Approval

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

This disciplinary action will include:

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

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

Expectations Of Clinical Duties

Besides the completion of clinical competencies, students are required to maintain a clean environment in their assigned clinical area/examination room. This may also include stocking rooms and replenishing 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 in patient identification, caring for the needs of patients, lifting, and moving patients as necessary, and cleaning examination rooms and equipment.

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

School-Issued Identification Badge

During the orientation for new students, appointments will be scheduled for obtaining school-issued identification

badges. Students must wear their school identification badge for security reasons, including in the classroom building and clinical areas. The front of the badge denoting the individual as a student must be prominently always displayed. Failure to do so will result in the student being sent home. The identification badge is considered part of the student uniform, and they will have to make up the time. If a student loses their identification badge, they must immediately notify the Program Director.

In the event a school-issued identification badge is lost, the student may contact the registrar, clinical coordinator, or Program Director to schedule an appointment to obtain a new one. The school charges a \$25 fee for the issuance of a replacement badge. In addition, the student must present a valid photo identification, such as a driver's license, before the replacement badge is issued.

Clinical Uniform Accessories

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 always display appropriate grooming and hygiene. Failure to do so will result in the student being sent home and counted as absent for missed days. In addition to blue scrubs, a school-issued identification badge is also considered part of the student uniform.

Professional Demeanor

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

Clinical Site Equipment

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

Clinical Performance Evaluation

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

Every three months:

- The clinical coordinator will forward a clinical evaluation form for each student to the clinical instructors.
- The clinical coordinator and clinical instructor may either complete the evaluation or forward it to the staff technologist(s) working with the individual student during most of the rotation.
- Upon completion, the clinical instructor will sign the evaluation and forward it to the clinical coordinator for scoring.
- The clinical coordinator will meet with each student individually to review and sign the evaluation, acknowledging they have had an opportunity to discuss its contents.

- Clinical evaluations will be filed, and a student may request an additional conference (in writing) to review clinical evaluations.
- Upon completion, students will complete an evaluation for their preceptor's mentoring during the period of the externships.

Clinical Competencies Requirements

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

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

Clinical Attendance

All students are required to download the CourseKey App for clinical attendance tracking purposes. This App is accessible from your mobile device. However, your assigned clinical site is programmed so that you will only be able to log-in when you are physically at the assigned location. Students must clock-in and out using the App every day that they attend clinical. Failure to do so will result in being marked absent and no record of hours will be recorded on that day. Students having issues with the APP must call the clinical coordinator immediately from a landline at the clinical site to report the issue. NO EXCEPTIONS!

Consistent documentation of attendance is a requirement following the Med Academy policy. The student's responsibility is to communicate with the school any issues that may cause extensive absences and to take appropriate counseling and actions. Students who are absent 14 consecutive days from hybrid or on-campus courses or have those students who have 14 straight days of inactivity for online classes will be withdrawn from the program. Students must complete the required hours for the program. Clinical Externships (I,II,III) are scheduled for three (3) months each.

Students who do not meet the total hours required will not be able to graduate from the program. A student who checks in at the facility and is not at the facility during a visit will be classified as a fraud and will be subject to disciplinary action.

Clinical Hours Make-Up

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

The following criteria must be observed with regard to making up hours missed:

- Time may be made up any day that there is no other student scheduled on the clinical site.
- Time may be made up on scheduled school holidays or other scheduled days off.
- Time may also be made up during the school breaks, during which no classes or clinical are scheduled.
- The remaining time owed may be made up following the scheduled graduation date before program completion can be certified by the Program Director.
- Two weeks after the end of the term are granted to complete missing hours. After that, if the student cannot complete the required hours/competencies will receive an F and the course must be repeated.



VETERANS BENEFITS POLICIES

In accordance with the Department of Veteran Affairs (VA), implementation of section 1018 of the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (Public Law 116-315), Med Academy Policy 5.1 addresses the required components for institutional compliance.

Those specific policies are as follows:

Transfer Credit

VA student applicants will abide by our institution's most current credit transferability policy.

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

Only courses with a final grade of “C” or higher will be considered for transfer.

No more than 50% of the total degree credits can be transferred.

The decision of which courses to accept for transfer credits will depend on the similarity of the courses attempted to be transferred and ours. For credit to be accepted as a transfer, courses would have to correspond to those offered by Med Academy directly. This transfer credit will only be conferred after appropriate evaluation of all requested documentation from previous educational institutions has been evaluated for course equivalency. If credits are accepted in the event of a transfer, the tuition will be appropriately adjusted.

Students applying from other institutions and/or programs must follow the application process 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 another institution will accept credits.

Please refer to the school's most current catalog to review the credit transfer policy. The catalog can be located on the school's website. [School Catalog #13 \(medacademy.edu\)](#).

Additional Training, Licensure & Certification

Upon graduation, students enrolled in our MRI Technology Programs will be eligible to sit for the MRI certification examination with either The American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) or The American Registry of Radiologic Technologists (ARRT). Those graduates of the Radiology Technology Programs will be eligible to sit for the Radiography certification exam with the ARRT.

Once certifications are earned, MRI graduates can pursue entry-level positions as MRI Technologists. To date, there is no state that requires licensure to work in MRI.

Radiography students earning their certification in radiology must contact the Department of Health in the state where they wish to practice determining the requirements for licensure, if applicable. Each state has different licensure requirements.

There is no further training required to obtain entry-level technologist training. However, graduates wishing to

advance into other post-primary specialties in diagnostic imaging will need to enroll in an appropriate program of study specific to that modality. Please refer to the ARRT's website for more information about advanced modalities. www.arrt.org

Tuition & Fees

For programs outlines, tuition and fees refer to the Education Programs section as follows:

- MRI Technology Program, pages 58-59
- Associate Degree in MRI Technology, pages 64-66
- Radiology Technology Diploma, pages 73-74
- Associate Degree in Radiology Technology, pages 78-79

Notification of Changes

The school will provide enrolled students of changes in tuition and fees in writing at least 15 days prior to those changes being effective for an academic year.

Financial Aid Sources Offered by Med Academy

Besides accepting VA Educational Benefits, Med Academy also offers the following sources to assist with educational funding to those that qualify:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (Plus) Loan
- Federal Pell Grant
- Division of Vocational Rehabilitation Assistance
- In-House Payment Plans
- Scholarships

Students wishing to apply for financial aid must complete the FASFA application online to determine eligibility for funding. [FAFSA® Application | Federal Student Aid](#)

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S Department of Veterans Affairs (VA) Post 9/11 G.I Bills (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Admissions And Enrollment of VA Students

All incoming students must meet the following requirements to be accepted into our programs:

- All applicants must provide proof of a High School diploma or GED. (Applicants presenting evidence of High School Diplomas from foreign countries must have it translated into English and certified by an official entity)
- Successfully pass the entrance exam (Wonderlic exam) with a minimum score of 250.0
- For the students to be eligible to receive Title IV funds, they must have a legal migratory status (Citizenship, Residency, and Parole).
- Students applying for Title IV must complete a FASFA application.

Admissions by Exception

Students who have an associate degree or higher in any discipline may waive the entrance examination.

Applicants considered for admissions by exception must:

1. Present official transcripts. Transcripts must be sealed if presented by the student to be considered official.
2. 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.
3. Evaluated degrees must be equivalent to an associate degree earned in the United States.
4. It is preferred that transcripts be forwarded directly from the educational facility attended or from the evaluation service.

The School Director or Program Director will decide if the student can be enrolled by exception. This policy applies to admissions to all programs at Med Academy.

Enrollment

Individuals covered by VA benefits must approve the courses for each term in which they are enrolled. Students will be contacted via their Med Academy email by the registrar at least 2 weeks prior to the start of a new semester with a schedule and instructions on how to provide the required approval. Students are encouraged to contact the registrar if they anticipate any changes that will affect enrollment prior to the start of the term.

Accommodations For Time-Off Request for Military Duty

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.

In case of any excused absence, the student must submit proper documentation as proof of these occurrences (i.e., court documents, medical documentation, military orders, and police reports).

It is suggested the students make up the time for the excused absences, but it is not mandatory. If excused absences go over the limit, the student must make up anytime they are absent as instructed by school officials.

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

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.

Re-entry

Students seeking re-entry into a program will have to interview with the Program Director, pay the registration fee, and resubmit an enrollment agreement. Credit will be applied for any courses that were previously transferred or earned during initial enrollment.

Graduation Requirements & Timelines

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

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

Depending on the program completed, 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.

Program Duration Timelines

The duration for each of our programs is as follows:

<u>Program</u>	<u>Duration</u>
AS MRI Technology	24 - 27 months
MRI Technology Diploma Program	21 months
AS Radiology Technology	24 - 27 months
Radiology Technology Diploma Program	21 months

Program completion will vary based on credit transfer and approvals for leave of absence.

Institutional Contact Person for Additional Information

Students may contact Karina Cabrera, Admissions Director, for questions related to:

Academic Counseling

Financial Counseling

Information Regarding Educational Courses

Applicants or current students can call the school at (786)792-3350 to arrange an appointment or send Mrs. Cabrera an email directly at kcabrera@medacademy.edu.

Job Placement

This rate is calculated based on the program completers who were employed within twelve months following the end of the school year in which the students completed their program and were employed for at least 8 weeks.

Program	Completion Rate	Licensure Rate	Placement Rate
Associate of Science in MRI Technology	65%	89%	100%
MRI Technology	75%	100%	100%
Associate of Science in Radiology Technology	60%	100%	100%
Radiology Technology	82%	100%	92%

The placement rate includes the percentage of completers who have found employment in a profession related to the completer's program or career cluster. It also includes program completers who are continuing their education at another institution or have entered the military. It does not include program completers employed in a job not related to the program or career cluster, students who are unemployed but seeking employment, students not in the labor force, or students whose status is unknown.

Net Price Calculator

Applicants can use the Net Price Calculator on the CollegeData.com website to research comparative pricing at other institutions for their program of interest. The website allows you to register and enter pertinent information about yourself and your program of interest so that you can obtain information about various educational institutions.


[College Net Price Calculator - Find Out What College Will Really Cost | CollegeData](#)

All individuals covered by VA benefits will receive an itemized list that contains:

- a. Estimate of costs for tuition, fees, books, supplies, and any other additional costs.
- b. Estimated cost of living expenses.
- c. Amount of costs that are covered by VA Educational Benefits.
- d. Other forms of financial assistance offered by our school that you may qualify.
- e. Estimated cost of student loan debt upon graduation.
- f. Information regarding institutional graduation rates and job-placement rates.
- g. Acceptance of transfer credits, including military credits.
- h. Additional requirements for training.

VA students enrolled at Med Academy are expected to abide by all of the policies stated by the student catalog. A current catalog can be located on the school's website.

Appendix: *COLLEGE FINANCIAL PLAN

Undergraduate College Financial Plan		5/30/2023
		
Student Name: <input type="text"/>		
Student ID: <input type="text"/>		
Total Cost of Attendance	Program Independent	FAFSA Year 23-2024
Tuition and Fees	\$ 14,220.00	
Room & Board (Off Campus Only)	\$ 4,236.00	
Personal	\$ 1,989.00	
Transportation	\$ 2,115.00	
Reg/App/Misc Fee	\$ -	
Estimated Cost of Attendance	\$ 22,560.00	
Expected Family Contribution		
Based on FAFSA		\$ 7,395.00 /yr
As calculated by the institution using information reported on the FAFSA or to your institution.		
Based on Institutional Methodology		/yr
Used by most private institutions in addition to FAFSA.		
Scholarship and Grant Options		
Scholarships and Grants are considered "Gift" aid - no repayment is needed.		
Scholarships		Grants
Merit-Based Scholarships	\$ -	Need-Based Grant Aid
Scholarships from your school	\$ -	Federal Pell Grants
Scholarships from your state	\$ -	Institution Grants
Other scholarships	\$ -	State grants
Employer Paid Tuition Benefits	\$ -	Other forms of grant aid
Total Scholarships	\$ - /yr	Total Grants
		\$ 6,495.00 /yr
VA Educational Benefits		
VA Educational Benefits		\$ -
College Costs You Will Be Required to Pay		
Net Price To You		\$ 16,065.00
(Total cost of attendance minus grants and total scholarships)		
Loan and Work Options to Pay the Net Price to You		
You must repay loans, plus interest and fees:		
Loan Options*		Work Options
Federal Direct Subsidized Loan	\$ 4,500.00 /yr	Work-study
(x.xx% interest rate)(x.xx% origination fee)		Hours Per Week
Federal Direct Unsubsidized Loan	\$ 6,000.00 /yr	Other Campus Job
(x.xx% interest rate)(x.xx% origination fee)		Total Work
Total Loan Options	\$ 10,500.00 /yr	
* For federal student loans, origination fees are deducted from loan proceeds.		
Other Options		For more information & next steps:
You may have other options to repay the remaining costs. These include:		Address: Med Academy, 3420 West 84th Street, Suite 106, Hialeah, FL 33018
<ul style="list-style-type: none"> Tuition payment plan offered by the institution Parent PLUS loans, which your parent can apply for Non-Federal Private education loan, which you or parent can apply for after passing a credit check Other Military or National Service Benefits 		Ph# 786-271-0987
		Email: malcuria@medacademy.edu
		*Loan Amounts
		Note that the amounts listed are the maximum available to you. To learn about loan repayment choices and calculate your Federal Loan monthly payment, go to: https://studentaid.gov/h/manage-loans .
Next Steps		

***Note:** This is a sample of the College Financial Plan. Med Academy personalizes the plan according to each student's needs.

Glossary

Cost of Attendance (COA): The total amount (not including grants and scholarships) that it will cost you to go to school during the 2023–24 school year. COA includes tuition and fees; housing and meals; and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, such as an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending less than half-time, the COA includes tuition and fees; an allowance for books, supplies, and transportation; and dependent care expenses.

Direct Subsidized Loan: Loans that the U.S. Department of Education pays the interest on while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period*), and during a period of deferment (a postponement of loan payments).

Direct Unsubsidized Loan: Loans that the borrower is responsible for paying the interest on during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Expected Family Contribution: A number used by your school to calculate the amount of federal student aid you are eligible to receive. It is based on the financial information provided in your Free Application for Federal Student Aid (FAFSA). This is not the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive.

Federal Work-Study: A federal student aid program that provides part-time employment while the student is enrolled in school to help pay his or her education expenses. The student must seek out and apply for work-study jobs at his or her school. The student will be paid directly for the hours he or she works may not automatically be credited to pay for institutional tuition or fees. The amount you earn cannot exceed the total amount awarded by the school for the award year. The availability of work-study jobs varies by school. Please note that Federal Work-Study earnings may be taxed in certain scenarios; however the income you earn will not be counted against you when calculating your Expected Family Contribution on the FAFSA.

Grants and Scholarships: Student aid funds that do not have to be repaid. Grants are often need-based, while scholarships are usually merit-based. Occasionally you might have to pay back part or all of a grant if, for example, you withdraw from school before finishing a semester. If you use a grant or scholarship to cover your living expenses, the amount of your scholarship may be counted as taxable income on your tax return.

Loans: Borrowed money that must be repaid with interest. Loans from the federal government typically have a lower interest rate than loans from private lenders. Federal loans, listed from most advantageous to least advantageous, are called Direct Subsidized Loans, Direct Unsubsidized Loans, and Parent PLUS Loans. You can find more information about federal loans at [StudentAid.gov](https://studentaid.gov).

Net Price: An estimate of the actual cost that a student and his or her family need to pay in a given year to cover education expenses for the student to attend a particular school. Net price is determined by taking the institution's cost of attendance and subtracting any grants and scholarships for which the student may be eligible.

Non-Federal Private Education Loan: A private education loan is a loan issued expressly for postsecondary education expenses to a borrower (either through the educational institution or directly to the borrower) from a private educational lender, rather than as a Title IV, HEA loan offered by the Department of Education.

Origination Fees: An upfront fee charged by a lender for processing a new loan application. It is compensation for putting the loan in place. Origination fees are quoted as a percentage of the total loan.

Parent Plus Loan: A loan available to the parents of dependent undergraduate students for which the borrower is fully responsible for paying the interest regardless of the loan status.

Teach Grant Program: Provides grants of up to \$4,000 a year to students who are completing or plan to complete course work needed to begin a career in teaching. If you do not meet the requirements of your service obligation, all TEACH Grants you received will be converted to Direct Unsubsidized Loans. You must repay these loans in full, with interest charged from the date of each TEACH Grant disbursement. Service obligation information can be found at <https://studentaid.gov/understand-aid/types/grants/teach>.

Tuition Payment Plan: A tuition payment plan offered by an institution may allow students to spread out their payments. It includes an extension of credit of 90 days or less in which the educational institution is the lender, or of one year or less where an interest rate will not be applied to the credit payment.

VA Education Benefits: Benefits that help Veterans, service members, and their qualified family members with needs like paying college tuition, finding the right school or training program, and getting career counseling. You can find more information here: <https://www.va.gov/education/>.

For more information visit <https://studentaid.gov>.



INTERNATIONAL STUDENT SERVICES

F1 / M1 STUDENTS

All F1 / M1 students MUST attend orientation prior to the start of class. This orientation will help you comply with Med Academy's policies and procedures and therefore help you maintain your F1/M1 status. Med Academy is required by law to report to Immigration Services any F1 / M1 Visa student who is no longer attending the program or does not comply with the school's policies and procedures. Therefore, it is your responsibility to alert the Designated School Official, *if*:

- You are entering the U.S as a new student
- You change your address
- You are planning to take a vacation and travel outside the U.S
- You have serious illness or a serious problem that stops you from attending class
- You are thinking about changing schools inside or outside the U.S

MAINTAINING STATUS

While studying in the United States, both F and M students must:

- Attend all your classes and maintain normal academic progress. If school is too difficult, speak with your DSO immediately.
- Maintain a full course of study each term. If you cannot study full time, contact your DSO immediately. You may be eligible for a [reduced course load](#) in limited circumstances.
- Speak to your DSO before dropping a class.
- Talk to your DSO about requesting a possible program extension if you do not think you will complete your program of study by the end date listed on your Form I-20. An extension must be requested before your program end date.

ANNUAL VACATION FOR F-1 STUDENTS

F-1 students must complete at least one full academic year at an SEVP-certified school to be eligible for annual vacation. Additionally, students must intend to register for classes in the academic term following their annual vacation.

SEVP-certified schools should have clear and consistent policies regarding annual vacation and comply with the requirements laid out in

[SEVP Policy Guidance for Adjudicators 1408-01: Academic Year.](#)

Please note that during an annual vacation, students can take as many, as few or no courses as they want. SEVP considers all study during an annual vacation incident to status.

WORK AND PRACTICAL TRAINING FOR F-1 STUDENTS

An F student may only work when authorized by a DSO in some cases, and [U.S. Citizenship and Immigration Services \(USCIS\)](#) in others. If you choose to work without authorization, you will be forced to leave the United States immediately, and you may not be able to re-enter the United States at a later date.

F students are eligible for curricular practical training (CPT) at either the undergraduate or the graduate level during the program of study. CPT employment must be an integral part of an established curriculum and the position must directly relate to your major area of study. Your DSO can give you the school's policy on this option.

F students are also eligible for optional practical training during or following the program of study. OPT is a form of temporary employment that directly relates to your program of study.

For more information about employment and training options available for F-students, visit the [Working in the United States page](#) and talk with your DSO.

PRACTICAL TRAINING FOR M-1 STUDENTS

M-1 students are not eligible for employment during their program of study but may obtain authorization for practical training employment. You may participate in practical training employment after the completion of your vocational program.

If you want to participate in practical training employment in the United States, talk with your DSO about your options. Practical training employment requires your DSO's recommendation and authorization from USCIS.

If you choose to work without authorization, you will be forced to leave the United States immediately. You may not be able to re-enter the United States at a later date.

UPON PROGRAM COMPLETION

F and M students must take action to maintain legal status or depart the United States after completing your program of study.

Once you complete your program of study and any authorized period of practical training, F students have 60 days after completion of your program (the program end date on your Form I-20) to leave the United States. If you wish to extend your stay in the United States, talk with your DSO to learn more about doing one of the following:

- [Transfer to another school](#).
- Change your education level (e.g., bachelor's to master's).
- [Apply to change status](#) to another visa status (e.g., H-1B-temporary worker; O-extraordinary ability in science, art or business; P-athlete).

M students have 30 days after completion of their program (the program end date on your Form I-20) to leave the United States. The latest date you may remain in the United States is the "admit until" date on your [Form I-94, "Arrival/Departure Record,"](#) unless you filed for an extension with USCIS.

TALK WITH YOUR DSO FIRST

If you are an F or M student studying in the United States, your DSO should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States. Your DSO can assist in answering your questions or help you find someone who can help.

F-1 students should speak with their DSO if you are planning to do any of the following:

- Change your major, program, or degree level.
- Change your education level.
- Transfer to a new school or take a leave of absence.
- Take a break from school.
- Travel outside the United States.
- Move to a new address.
- Request a program extension.

M-1 students should speak with their DSO if they are planning to do any of the following:

- Take a break from school.
- Travel outside the United States.
- Move to a new address.
- Request a program extension.



EDUCATION PROGRAMS

Magnetic Resonance Imaging Programs (MRI)

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

MRI Program Officials

Program Director

Juan Revuelta, RT, (R), (MR), ARRT, ARMRT, PARCA

Clinical Coordinator/Faculty

Andro Perez, RT, MR, ARRT, ARMRT

Faculty

Juan Revuelta, RT, (R), (MR), ARRT, ARMRT, PARCA
Radiographer (Jackson School of Radiologic Science)

Tometra Meadows, MS, BA, RT, (R), ARRT
Master of Science in Education (Nova Southeastern University),
Radiographer (Jackson School of Radiologic Sciences)

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

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

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

Andro Perez, RT, MR, ARRT, ARMRT
Doctor in Medicine, (Bachelors), (ISCM Villa Clara, Cuba)
MRI Technologist (Med Academy)

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

Karelia Castaneda, MA
Master of Arts in Foreign Language and Literature (University of Havana, Cuba)

Freddy Suarez, Ed.D, MS, MBA,
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MRI Technology Program

The **MRI Technology Program** offered by Med Academy is 84 credits. It includes didactic classes and clinical training in the discipline of MRI. Upon completion of the program, students will receive an MRI technology diploma.

Program Mission & Goals

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

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

Program Objectives

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

Upon program completion, graduates will also be able to:

- Demonstrate critical thinking and communication skills as responsible healthcare team members.
- Demonstrate ethical behaviors necessary for professional success.
- Apply knowledge of anatomy and physiology, pathology, positioning, and MRI sequence parameters to demonstrate anatomical structures accurately.
- Determine imaging parameters to achieve optimum imaging.
- Evaluate images for appropriate positioning, coil selection, and image quality.
- Apply the principles of ferromagnetic safety and contrast application to protect the patient, technologist, and others.
- Recognize emergency patient conditions and initiate lifesaving 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 (66 Quarter Credit Hours/690 Clock Hours)

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

Technologists (ASRT) or the Section for Magnetic Resonance Technologists (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

MRI Technology Program

Class Number	Class Title	Credit Hours
HC 101	Medical Terminology	3
HC 102	Introduction to Patient Care & Health Professions	6
HC 103	Medical Ethics, Law & Cultural Diversity	3
MRI 101	MR Fundamentals	4
MRI 102	MR Image Formation	4
MRI 103	Parameters and Options	4
MRI 104	MR Instrumentation & Equipment	4
MRI 105	MR Screening and Safety	4
MRI 106	MR Advance Techniques	4
MRI 107	Sectional Anatomy I	6
MRI 108	Sectional Anatomy II	6
MRI 201	MRI Procedures I	6
MRI 202	MRI Procedures II	6
MRI 204	MRI Clinical Externship I	3
MRI 205	MRI Clinical Externship II	3
MRI 206	MRI Clinical Externship III	6
MRI 207	MRI Clinical Applications	3
MRI 208	MRI Clinical Externship IV	6
MRI 209	MRI Registry Review	3
	Total Credits	84

Definitions:

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

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

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

Application Fee:	\$100.00; to be paid at the time of application.
Uniform:	\$50.00; per set. An estimated two (2) sets for the entire program.
Liability Insurance:	\$250.00; per year of coverage must be paid before Clinical Education.
Clinical Fee:	\$250.00; if required by the clinical site (fingerprint background check, drug test, etc.)
Exit Fee:	\$150.00; expenses generated by exiting the program.
Online Fee:	\$500.00; per term for the support of online students. This fee is waived for onsite students.
Technical Fee:	\$250.00; per term for the use and support of the school management system program.

Textbooks: All textbooks hard-copy or electronic and online resources must be purchased from Med Academy. Instructors create the coursework and assignments directly on the publisher's platform. Students purchasing these items on their own will not have access to the instructor coursework.

Book Title	Edition	Publisher	Cost
The Language of Medicine	12	Elsevier	\$ 85.00
Introduction to Radiologic Sciences and Patient Care	8	Elsevier	\$ 75.00
MRI in Practice	3	Wiley Blackwell	\$ 65.00
Handbook of MRI Techniques	5	Wiley Blackwell	\$ 75.00
Sectional Anatomy for Imaging Professionals	4	Elsevier	\$ 150.00
MRI Handouts	1	Med Academy	\$ 400.00
MRI Simulator (Online Resource)	N/A	ScanLabMR	\$ 1,000.00

Program Tuition:

Cost per Credit	84 Credit Hours
\$395.00	\$33,180.00

Course Descriptions

Course Name: Medical Terminology

Course Abbreviation: HC 101

Credit Hours: 3

Description: An introduction to the essential medical roots, prefixes, and suffixes, commonly encountered medical abbreviations, and a survey of medical vocabulary is presented, including terms relative to anatomy, physiology, radiology, and pathology.

Course Name: Introduction to Patient Care & Health Professions

Course Abbreviation: HC 102

Credit Hours: 6

Description: This course introduces patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergencies, an overview of pharmacology, allergic reactions, and emergency equipment. Students must demonstrate competencies in seven patient care Procedures.

Course Name: Medical Ethics, Law & Cultural Diversities

Course Abbreviation: HC 103

Credit Hours: 3

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

Course Name: General Survey of Human Anatomy & Physiology I

Course Abbreviation: GC 104

Credit Hours: 6

Description: This course covers the basics of human anatomy and physiology, including anatomical terminology, an introduction to the structure and function of the body, a mechanism of disease, basic biochemistry, cells and tissues, and an introduction to the integumentary, lymphatic/immune systems. Prepares non-science majors and allied-health profession students to take advanced anatomy and physiology courses.

Course Name: General Survey of Human Anatomy & Physiology II

Course Abbreviation: GC 105

Credit Hours: 6

Description: This section of anatomy and physiology will focus on the fundamentals of the heart and circulatory system with a correlation of blood components and their necessity to human organisms. Following will be a general discussion of the lymphatic and the respiratory system and their integral role in homeostasis. Students will also be introduced to the process of input and output through the function of the digestive and urinary systems. We will also explore the role of the nervous system and the senses. Finally, this section will end with an evaluation of the reproductive system and its growth and development.

Course Name: MRI Fundamentals

Course Abbreviation: MRI 101

Credit Hours: 4

Description: This course provides the student with a comprehensive overview of MR physical principles. The content of this course covers topics such as hydrogen atom, alignment, magnetization, precession, precessional frequency, resonance, T1 and T2 relaxation, free induction decay, the MR signal, dephasing mechanisms, and introduction to pulse sequences. Participants will be introduced to the component of an MRI scanner, including primary magnet, shim coil shielding coils, gradient coils, radiofrequency coils, examination table, Faraday cage, and Computer systems. In addition, students will be introduced to image contrast and the imaging parameters that control it.

Course Name: MRI Image Formation

Course Abbreviation: MRI 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 its characteristics, Fast Fourier transformation, and K space filing options will be presented. In addition, participants will be introduced to the pulse sequences. Spin Echo and Gradient Echo pulse sequences will be discussed. The advantages and disadvantages of pulse sequences will be discussed.

Course Name: MRI Parameters and Options

Course Abbreviation: MRI 103

Credit Hours: 4

Description: The content of this course is designed to provide a comprehensive explanation of the Signal To Noise Ratio (SNR) and all imaging parameters and hardware components that affect it. In addition, this course will introduce spatial resolution and the parameters that affect it. This course will present how the flow phenomena affect the signal characteristics on the image and how the MRI technologist can operate the imaging parameters

to change it. Finally, this course will discuss parameter trade-offs and how we can combine them to produce a diagnostic image.

Course Name: MRI Instrumentation and Equipment

Course Abbreviation: MRI 104

Credit Hours: 4

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

Course Name: MRI Safety and Screening

Course Abbreviation: MRI 105

Credit Hours: 4

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

Course Name: MRI Advanced Techniques

Course Abbreviation: MRI 106

Credit Hours: 4

Description: This class will be instructed on advanced MRI techniques, including perfusion-weighted images, diffusion-weighted images, functional brain MRI, spectroscopy, susceptibility-weighted images, and interventional MRI. In addition, this course will include the gadolinium-based contrast media mechanism of action and its clinical applications. Vascular and Cardiac imaging techniques will be covered.

Course Name: Sectional Anatomy I

Course Abbreviation: MRI 107

Credit Hours: 6

Description: The course content includes a general survey of the most significant anatomy of the head, neck, and spine anatomy. Anatomical structures and the imaging plane that best demonstrates anatomy are discussed. Pathologies related to the covered areas will be introduced. Signal characteristics of normal tissues and pathologies will be reviewed.

Course Name: Sectional Anatomy II

Course Abbreviation: MRI 108

Credit Hours: 6

Description: The course content includes a general survey of the most significant anatomy of the musculoskeletal structure, chest, abdomen, and pelvis anatomy. Anatomical structures and the imaging plane that best demonstrates anatomy are discussed. Pathologies related to the covered areas will be introduced. Signal characteristics of normal tissues and pathologies will be reviewed.

Course Name: MRI Procedures I

Course Abbreviation: MRI 201

Credit Hours: 6

Description: The course content includes all commonly imaged body systems and areas. This course content provides the student with an understanding of procedure indications, protocol selection, patient position, coil selection, immobilization techniques, slice position, imaging planes, and coverage area for every MRI examination. Participants will be introduced to imaging procedures of the head, neck, and spine. Anatomical structures and the plane that best demonstrates anatomy are discussed, and signal characteristics of normal and abnormal structures.

Course Name: MRI Procedures II**Course Abbreviation: MRI 202****Credit Hours: 6**

Description: The course content includes all commonly imaged body systems and areas. This course content provides the student with an understanding of procedure indications, protocol selection, patient position, coil selection, immobilization techniques, slice position, imaging planes, and coverage area for every MRI examination. Participants will be introduced to the thorax, abdomen, and pelvis imaging procedures. Anatomical structures and imaging plane that best demonstrates anatomy will be introduced. The signal characteristics of normal and abnormal structures are discussed. In addition, students will be introduced to imaging procedures of the musculoskeletal structures, such as the spinal column, upper and lower extremities, and joints. Anatomical structures and the plane that best demonstrates anatomy are discussed as the signal characteristics of normal and abnormal structures.

Course Name: MRI Clinical Externship I**Course Abbreviation: MR 204****Credit Hours: 3**

Description: In this course, the students must perform 180 MRI-simulated MRI procedures using the MRI simulator application. Students will be scanning random examinations covered in the MRI Procedures courses. The student must score 70% or higher in each activity for the exams to count. It is estimated that each simulated examination takes an average of 30 minutes.

Course Name: MRI Clinical Externship II**Course Abbreviation: MRI 205****Credit Hours: 3**

Description: In this course, the students must perform 180 MRI-simulated MRI procedures using the MRI simulator application. Students will be scanning random examinations covered in the MRI Procedures courses. For the exams to count, the student must score 85% or higher in each activity. It is estimated that each simulated examination takes an average of 30 minutes.

Course Name: MRI Clinical Externship III**Course Abbreviation: MRI 206****Credit Hours: 6**

Description: This course is a continuation of Clinical Externship II. Students will continue developing Patient Care and MRI skills. In this section, students are expected to perform MRI Procedures under the indirect supervision of an MRI Technologist. Students must demonstrate competencies in three safety requirements and 17 mandatory MRI Procedures.

Course Name: MR Clinical Applications**Course Abbreviation: MR 207****Credit Hours: 3**

Description: This course gives the student a comprehensive overview of the technical factors and their clinical applications in an MRI procedure. The content of this course emphasizes basic principles of image formation and

the imaging options available that control image contrast, signal-to-noise, spatial resolution, and scan time. Clinical applications of K space filing and encoding will be discussed. Students will also review the different pulse sequences and their proper use when imaging the body areas.

Course Name: MRI Clinical Externship IV

Course Abbreviation: MRI 208

Credit Hours: 6

Description: This course is a continuation of Clinical Externship III. Students will continue developing Patient Care and MRI skills. In this section, students are expected to perform MRI Procedures under the indirect supervision of an MRI Technologist. Students must demonstrate competence in seven quality control and 10 elective MRI procedures.

Course Name: MRI Registry Review

Course Abbreviation: MRI 209

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. This course will cover patient care, MRI safety, Image Production, and MRI Procedures. Participants must complete all listed activities each week. These activities include reading assigned chapters in their course textbooks, reviewing lectures, and conducting mock examinations. Students must complete a minimum of two mock tests every week.

Associate Of Science in MRI Technology

The Associate of Science in MRI Technology program offered by Med Academy is scheduled for 108 credits and includes didactic classes and clinical training in the discipline of MRI.

Program Mission & Goals

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

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

Program Objectives

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

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

Didactic Classes (90 Quarter Credit Hours)

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

Clinical Education (18 Quarter Credit Hours)

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

Program Outline

Associate Degree in MRI Technology

Class Number	Class Title	Credit Hours
GC 101	Psychology	4
GC 102	College Algebra	4
GC 103	English Composition	4
GC 104	General Survey of Human Anatomy & Physiology I	6
GC 105	General Survey of Human Anatomy & Physiology II	6
HC 101	Medical Terminology	3
HC 102	Introduction to Patient Care & Health professions	6
HC 103	Medical Ethics, Law & Cultural Diversity	3
MRI 101	MR Fundamentals	4
MRI 102	MR Image Formation	4
MRI 103	Parameters and Options	4
MRI 104	MR Instrumentation & Equipment	4
MRI 105	MR Screening and Safety	4
MRI 106	MR Advance Techniques	4
MRI 107	Sectional Anatomy I	6

MRI 108	Sectional Anatomy II	6
MRI 201	MRI Procedures I	6
MRI 202	MRI Procedures II	6
MRI 204	MRI Clinical Externship I	3
MRI 205	MRI Clinical Externship II	3
MRI 206	MRI Clinical Externship III	6
MRI 207	MRI Clinical Applications	3
MRI 208	MRI Clinical Externship IV	6
MRI 209	MRI Registry Review	3
Total Credits		108

Definitions:

The class numbers are made up of numbers and letters that represent the course title and sequence.

One quarter credit hour equals ten clock hours of instructions, 20 clock hours of Laboratory activities, or 30 clock hours of clinical externship.

Program Delivery Method

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

Application Fee:	\$100.00; to be paid at the time of application.
Uniform:	\$50.00; per set. An estimated two (2) sets for the entire program.
Liability Insurance:	\$250.00; per year of coverage must be paid before Clinical Education.
Clinical Fee:	\$250.00; if required by the clinical site (fingerprint background check, drug test, etc.)
Exit Fee:	\$150.00; expenses generated by exiting the program.
Patient Care Fee:	\$300.00; to support equipment and supplies used in the patient care class. This fee is waived for online students.
Online Fee:	\$500.00; per term for the support of online students. This fee is waived for onsite students.
Technical Fee:	\$250.00; per term for the use and support of the school management system program.

Textbooks: All textbooks hard-copy or electronic and online resources must be purchased from Med Academy. Instructors create the coursework and assignments directly on the publisher's platform. Students purchasing these items on their own will not have access to the instructor coursework.

Book Title	Edition	Publisher	Cost
Psychology: A Concise Introduction	6	Worth Publisher	\$ 70.00
MyLab Math e-text Thinking Mathematically	8	Pearson	\$ 105.00
College Writing Skills	11	McGraw-Hill	\$ 60.00
The Language of Medicine	12	Elsevier	\$ 85.00
Introduction to Radiologic Sciences and Patient Care	8	Elsevier	\$ 75.00
Visual Anatomy & Physiology	3	Pearson	\$ 55.00
Visible Body (Online Resource)	N/A	Visible Body	\$ 150.00
MRI in Practice	3	Wiley Blackwell	\$ 65.00

Handbook of MRI Techniques	5	Wiley Blackwell	\$ 75.00
Sectional Anatomy for Imaging Professionals	4	Elsevier	\$ 150.00
MRI Handouts	1	Med Academy	\$ 400.00
MRI Simulator (Online Resource)	N/A	ScanLabMR	\$ 1,000.00

Program Tuition:

Cost per Credit	108 Credit Hours
\$395.00	\$42,660.00

Course Descriptions**Course Name: Psychology****Course Abbreviation: GC 101****Credit Hours: 4**

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

Course Name: College Algebra**Course Abbreviation: GC 102****Credit Hours: 4**

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

Course Name: English Composition**Course Abbreviation: GC 103****Credit Hours: 4**

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

Course Name: Medical Terminology**Course Abbreviation: HC 101****Credit Hours: 3**

Description: An introduction to the essential medical roots, prefixes, and suffixes, commonly encountered medical abbreviations, and a survey of medical vocabulary is presented, including terms relative to anatomy, physiology, radiology, and pathology.

Course Name: Introduction to Patient Care & Health Professions**Course Abbreviation: HC 102****Credit Hours: 6**

Description: This course introduces patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergencies, an overview of pharmacology, allergic reactions, and emergency equipment. Students must demonstrate competencies in seven patient care Procedures.

Course Name: Medical Ethics, Law & Cultural Diversities

Course Abbreviation: HC 103

Credit Hours: 3

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

Course Name: General Survey of Human Anatomy & Physiology I

Course Abbreviation: GC 104

Credit Hours: 6

Description: This course covers the basics of human anatomy and physiology, including anatomical terminology, an introduction to the structure and function of the body, a mechanism of disease, basic biochemistry, cells and tissues, and an introduction to the integumentary, lymphatic/immune systems. Prepares non-science majors and allied-health profession students to take advanced anatomy and physiology courses.

Course Name: General Survey of Human Anatomy & Physiology II

Course Abbreviation: GC 105

Credit Hours: 6

Description: This section of anatomy and physiology will focus on the fundamentals of the heart and circulatory system with a correlation of blood components and their necessity to human organisms. Following will be a general discussion of the lymphatic and the respiratory system and their integral role in homeostasis. Students will also be introduced to the process of input and output through the function of the digestive and urinary systems. We will also explore the role of the nervous system and the senses. Finally, this section will end with an evaluation of the reproductive system and its growth and development.

Course Name: MRI Fundamentals

Course Abbreviation: MRI 101

Credit Hours: 4

Description: This course provides the student with a comprehensive overview of MR physical principles. The content of this course covers topics such as hydrogen atom, alignment, magnetization, precession, precessional frequency, resonance, T1 and T2 relaxation, free induction decay, the MR signal, dephasing mechanisms, and introduction to pulse sequences. Participants will be introduced to the component of an MRI scanner, including primary magnet, shim coil shielding coils, gradient coils, radiofrequency coils, examination table, Faraday cage, and Computer systems. In addition, students will be introduced to image contrast and the imaging parameters that control it.

Course Name: MRI Image Formation

Course Abbreviation: MRI 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 its characteristics, Fast Fourier transformation, and K space filing options will be presented. In addition, participants will be introduced to the pulse sequences, Spin Echo, and

Gradient Echo pulse sequences will be discussed. The advantages and disadvantages of pulse sequences will be discussed.

Course Name: MRI Parameters and Options

Course Abbreviation: MRI 103

Credit Hours: 4

Description: The content of this course is designed to provide a comprehensive explanation of the Signal To Noise Ratio (SNR) and all imaging parameters and hardware components that affect it. In addition, this course will introduce the spatial resolution and the parameters that affect it. This course will present how the flow phenomena affect the signal characteristics on the image and how the MRI technologist can operate the imaging parameters to change it. Finally, this course will discuss parameter trade-offs and how we can combine them to produce a diagnostic image.

Course Name: MRI Instrumentation and Equipment

Course Abbreviation: MRI 104

Credit Hours: 4

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

Course Name: MRI Safety and Screening

Course Abbreviation: MRI 105

Credit Hours: 4

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

Course Name: MRI Advanced Techniques

Course Abbreviation: MRI 106

Credit Hours: 4

Description: This class will be instructed on advanced MRI techniques, including perfusion-weighted images, diffusion-weighted images, functional brain MRI, spectroscopy, susceptibility-weighted images, and interventional MRI. In addition, this course will include the gadolinium-based contrast media mechanism of action and its clinical applications. Vascular and Cardiac imaging techniques will be covered.

Course Name: Sectional Anatomy I

Course Abbreviation: MRI 107

Credit Hours: 6

Description: The course content includes a general survey of the most significant anatomy of the head, neck, and spine anatomy. Anatomical structures and the imaging plane that best demonstrates anatomy are discussed. Pathologies related to the covered areas will be introduced. Signal characteristics of normal tissues and pathologies will be reviewed.

Course Name: Sectional Anatomy II

Course Abbreviation: MRI 108**Credit Hours: 6**

Description: The course content includes a general survey of the most significant anatomy of the musculoskeletal structure, chest, abdomen, and pelvis anatomy. Anatomical structures and the imaging plane that best demonstrates anatomy are discussed. Pathologies related to the covered areas will be introduced. Signal characteristics of normal tissues and pathologies will be reviewed.

Course Name: MRI Procedures I**Course Abbreviation: MRI 201****Credit Hours: 6**

Description: The course content includes all commonly imaged body systems and areas. This course content provides the student with an understanding of procedure indications, protocol selection, patient position, coil selection, immobilization techniques, slice position, imaging planes, and coverage area for every MRI examination. Participants will be introduced to imaging procedures of the head, neck, and spine. Anatomical structures and the plane that best demonstrates anatomy are discussed, and signal characteristics of normal and abnormal structures.

Course Name: MRI Procedures II**Course Abbreviation: MRI 202****Credit Hours: 6**

Description: The course content includes all commonly imaged body systems and areas. This course content provides the student with an understanding of procedure indications, protocol selection, patient position, coil selection, immobilization techniques, slice position, imaging planes, and coverage area for every MRI examination. Participants will be introduced to the thorax, abdomen, and pelvis imaging procedures. Anatomical structures and imaging plane that best demonstrates anatomy will be introduced. The signal characteristics of normal and abnormal structures are discussed. In addition, students will be introduced to imaging procedures of the musculoskeletal structures, such as the spinal column, upper and lower extremities, and joints. Anatomical structures and the plane that best demonstrates anatomy are discussed as the signal characteristics of normal and abnormal structures.

Course Name: MRI Clinical Externship I**Course Abbreviation: MR 204****Credit Hours: 3**

Description: In this course, the students must perform 180 MRI-simulated MRI procedures using the MRI simulator application. Students will be scanning random examinations covered in the MRI Procedures courses. The student must score 70% or higher in each activity for the exams to count. It is estimated that each simulated examination takes an average of 30 minutes.

Course Name: MRI Clinical Externship II**Course Abbreviation: MRI 205****Credit Hours: 3**

Description: In this course, the students must perform 180 MRI-simulated MRI procedures using the MRI simulator application. Students will be scanning random examinations covered in the MRI Procedures courses. For the exams to count, the student must score 85% or higher in each activity. It is estimated that each simulated examination takes an average of 30 minutes.

Course Name: MRI Clinical Externship III**Course Abbreviation: MRI 206****Credit Hours: 6**

Description: This course is a continuation of Clinical Externship II. Students will continue developing Patient Care and MRI skills. In this section, students are expected to perform MRI Procedures under the indirect supervision of an MRI Technologist. Students must demonstrate competencies in three safety requirements and 17 mandatory MRI Procedures.

Course Name: MR Clinical Applications

Course Abbreviation: MR 207

Credit Hours: 3

Description: This course gives the student a comprehensive overview of the technical factors and their clinical applications in an MRI procedure. The content of this course emphasizes basic principles of image formation and the imaging options available that control image contrast, signal-to-noise, spatial resolution, and scan time. Clinical applications of K space filing and encoding will be discussed. Students will also review the different pulse sequences and their proper use when imaging the body areas.

Course Name: MRI Clinical Externship IV

Course Abbreviation: MRI 208

Credit Hours: 6

Description: This course is a continuation of Clinical Externship III. Students will continue developing Patient Care and MRI skills. In this section, students are expected to perform MRI Procedures under the indirect supervision of an MRI Technologist. Students must demonstrate competence in seven quality control and 10 elective MRI procedures.

Course Name: MRI Registry Review

Course Abbreviation: MRI 209

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. This course will cover patient care, MRI safety, Image Production, and MRI Procedures. Participants must complete all listed activities each week. These activities include reading assigned chapters in their course textbooks, reviewing lectures, and conducting mock examinations. Students must complete a minimum of two mock tests every week.

Radiology Technology Programs (RT)

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 & Faculty

Program Director

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

Clinical Coordinator

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

Faculty

Michel Fuentes, RT (R)(MR)(CT)(ARRT)

Bachelor in Health Services Administration (Barry University)
Radiographer (Florida National University)

Meyling Wong, BS

Master of Science Higher Education (Purdue Global University)
Bachelor of Science in Psychology (Florida National University)

Karelia Castaneda, MA

Master of Arts in Foreign Language and Literature (University of Havana, Cuba)

Freddy Suarez, Ed.D, MS, MBA,

Doctor of Education (St. Thomas University)
Master of Science Math Education (Nova Southeastern University)

Jesus J Venereo MD

Doctor in Medicine (Bachelor), (ISCM Havana, Cuba)

Keyla Linares, RT(R)(MR)(ARRT)

Associate of Science in Radiology Technology
Radiographer (Florida National University)

Reinaldo Paez, RT

Associate of Science in Radiology Technology

Radiology Technology Diploma (RT Diploma)

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

Program Mission & Goals

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

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

Program Objectives

After completion of the Radiology Technology program, our graduates will have gained the entry-level skills required for employment as Radiographers, including the cognitive and psychomotor knowledge to 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 lifesaving first aid and basic life-support procedures.
- Evaluate the performance of imaging systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
- Participate in quality assurance programs.
- Provide patient education related to radiographic procedures.

Delivery Method

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

Didactic Classes (67 Credit Hours)

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

Clinical Education (17 Credit Hours)

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

Program Outline

Radiology Technology Diploma

Class Number	Class Title	Credit Hours
HC 101	Medical Terminology	3
HC 102	Introduction to Patient Care & Health Professions	6
HC 103	Medical Ethics, Law & Cultural Diversities	3
GC 104	General Survey Human Anatomy & Physiology I	6

GC 105	General Survey Human Anatomy & Physiology II	6
RAD 101	Introduction to Imaging Sciences	4
RAD 102	Radiation Physics and Radiobiology	4
RAD 103	Radiation Protection	4
RAD 201	Image Production and Evaluation	6
RAD 202	Radiographic Procedures and Positioning I & Lab	6
RAD 203	Clinical Orientation	1
RAD 204	Radiographic Procedures and Positioning II & Lab	6
RAD 205	Special Imaging Procedures and Advanced Modalities	5
RAD 206C	Clinical Rotation I	8
RAD 207	Equipment Operations and Quality Assurance	4
RAD 208	ARRT Registry Review	4
RAD 209C	Clinical Rotation II	8
Total		84

Definitions:

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

Tuition and Fees

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

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

<u>Application Fee:</u>	\$100.00; to be paid at the time of application.
<u>Uniform:</u>	\$50.00; per set. An estimated two (2) sets for the entire program.
<u>Liability Insurance</u>	\$250.00; per year of coverage must be paid before Clinical Education.
<u>Clinical Fee:</u>	\$250.00; if required by the clinical site (fingerprint background check, drug test, etc.)
<u>Exit Fee:</u>	\$150.00; expenses generated by exiting the program.
<u>Patient Care Fee:</u>	\$300.00; to support equipment and supplies used in the patient care class. This fee is waived for online students.
<u>Technical Fee:</u>	\$250.00; per term for the use and support of the school management system program.

Textbooks: All textbooks hard-copy or electronic and online resources must be purchased from Med Academy. Instructors create the coursework and assignments directly on the publisher's platform. Students purchasing these items on their own will not have access to the instructor coursework.

Book Title	Edition	Publisher	Cost
The Language of Medicine	12	Elsevier	\$ 85.00
Introduction to Radiologic Sciences and Patient Care	8	Elsevier	\$ 75.00
Essentials of Radiographic Physics and Imaging	3	Elsevier	\$ 100.00
Radiation Protection in Medical Radiography, Textbook	9	Elsevier	\$ 55.00
Radiation Protection in Medical Radiography, Workbook	9	Elsevier	\$ 75.00
Bontrager's of Radiographic Positioning and Anatomy, Textbook	10	Elsevier	\$ 170.00

Bontrager's of Radiographic Positioning and Anatomy, Workbook	10	Elsevier	\$ 85.00
Textbook Radiography Prep	9	McGraw-Hill	\$ 75.00
Lange Q&A Radiography	112	McGraw-Hill	\$ 70.00
Rad Review (Online Resource)	N/A	Rad Review	\$ 95.00

Program Tuition:

Cost per Credit	84 Credit Hours
\$395.00	\$33,180.00

Course Descriptions**Course Name: Medical Terminology****Course Abbreviation: HC 101****Credit Hours: 3**

Description: An introduction to the essential medical roots, prefixes, and suffixes, commonly encountered medical abbreviations, and a survey of medical vocabulary is presented, including terms relative to anatomy, physiology, radiology, and pathology.

Course Name: Introduction to Patient Care & Health Professions**Course Abbreviation: HC 102****Credit Hours: 6**

Description: This course introduces patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is an instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergencies, an overview of pharmacology, allergic reactions, and emergency equipment.

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

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

Course Name: General Survey of Human Anatomy & Physiology I**Course Abbreviation: GC 104****Credit Hours: 6**

Description: This course covers the basics of human anatomy and physiology, including anatomical terminology, an introduction to the structure and function of the body, a mechanism of disease, basic biochemistry, cells and tissues, and an introduction to the integumentary, lymphatic/immune systems. Prepares non-science majors and allied-health profession students to take advanced anatomy and physiology courses.

Course Name: General Survey of Human Anatomy & Physiology II**Course Abbreviation: GC 105****Credit Hours: 6**

Description: This section of anatomy and physiology will focus on the fundamentals of the heart and circulatory system with a correlation of blood components and their necessity to human organisms. Following will be a general

discussion of the lymphatic and the respiratory system and their integral role in homeostasis. Students will also be introduced to the process of input and output through the function of the digestive and urinary systems. We will also explore the role of the nervous system and the senses. Finally, this section will end with an evaluation of the reproductive system and its growth and development.

Course Name: Introduction to Imaging Sciences

Course Abbreviation: RAD 101

Credit Hours: 4

Description: This course includes an overview of diagnostic imaging, the roles of the various healthcare professionals, and the healthcare environment. A review of organizational structure, accrediting bodies, and regulatory agencies will also be reviewed. Also included will be an overview of professional organizations, credentialing, and education requirements.

Course Name: Radiation Physics

Course Abbreviation: RAD 102

Credit Hours: 4

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

Course Name: Radiation Protection and Radiobiology

Course Abbreviation: RAD 103

Credit Hours: 4

Description: This course presents learners with an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

Course Name: Image Production and Evaluation

Course Abbreviation: RAD 201

Credit Hours: 6

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

Course Name: Radiographic Procedures & Positioning I and Lab

Course Abbreviation: RAD 202

Credit Hours: 6

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

Prerequisite: GC104; GC105

Course Name: Clinical Orientation**Course Abbreviation: RAD 203****Credit Hours: 1**

Description: This course prepares the student for the clinical environment by orientation to the clinical rotations. An overview of radiation safety and protection policies and procedures, patient privacy and confidentiality laws, professionalism, and a review of ethical and legal requirements will also be reviewed. Students will be provided with the opportunity to submit the required documentation for clinical rotation clearance.

Course Name: Radiographic Procedures & Positioning II and Lab**Course Abbreviation: RAD 204****Credit Hours: 6**

Description: In this section on radiographic procedures and positioning, students will learn anatomy and physiology, general considerations, positioning techniques, and pathologic indications involving the skull, spine, and fluoroscopic GI and GU procedures. Students will also learn general positioning considerations and radiographic terminology. Students will participate in corresponding laboratory practice for each section.

Prerequisite: GC104; GC105

Course Name: Special Imaging Procedures and Advanced Modalities**Course Abbreviation: RAD 205****Credit Hours: 5**

Description: Students will be introduced to special imaging procedures and advanced modalities in this course, including mammography, CT, MRI, and interventional procedures.

Course Name: Clinical Rotation I**Course Abbreviation: RAD 206C****Credit Hours: 8**

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

Course Name: Equipment Operations & Quality Assurance**Course Abbreviation: RAD 207****Credit Hours: 4**

Description: This course will establish a knowledge base in radiographic, fluoroscopic, and mobile imaging equipment and design. Students will learn about the proper use of such equipment and the quality control measures used to ensure their operations' safety.

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

Description: In this course, students will be presented with test-taking and study skills needed to successfully pass the ARRT certification examination in Radiology. Students will also be provided with access to an online registry review software that covers all the content-specific sections of the certification examination.

Prerequisites: RAD101; RAD102; RAD103; RAD201; RAD202; RAD204; RAD205, RAD207

Course Name: Clinical Rotation II

Course Abbreviation: RAD 209C

Credit Hours: 8

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

Prerequisites: RAD203; RAD206C

Associate Of Science In Radiology Technology (AS RT)

The Associate of Science in Radiology Technology program offered by Med Academy is scheduled for 108 credits and includes didactic classes and clinical training in Radiology.

Program Mission & Goals

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

This program aims to provide quality education to a diverse student population that reaches beyond the classroom. 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 lifesaving 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 of Science in Radiology Technology diploma program offered by Med Academy uses a hybrid method of education. The hybrid delivery method consists of traditional (onsite classes) and distance education (online) classes. Students are provided with a schedule of classes, days, times, and delivery method prior to the start of each term.

Didactic Classes (1020 Clock Hours/92 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 Radiography. These topics may also be covered in curricula published by organizations such as the American Society of Radiologic Technologists (ASRT).

Clinical Education (480 Clock Hours/16 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

Associate of Science Degree in Radiology Technology

Class Number	Class Title	Credit Hours
HC 101	Medical Terminology	6
HC 102	Introduction to Patient Care & Health Professions	6
HC 103	Medical Ethics, Law & Cultural Diversities	3
GC 101	Psychology	4
GC 102	College Algebra	4
GC 103	English Composition	4
GC 104	General Survey Human Anatomy & Physiology I	6
GC 105	General Survey Human Anatomy & Physiology II	3
RAD 102	Radiation Physics	6
RAD 103	Radiation Protection and Radiobiology	6
RAD 201	Image Production and Evaluation	6
RAD 202	Radiographic Procedures and Positioning I	6
RAD 204	Radiographic Procedures and Positioning II	6
RAD 205	Special Imaging Procedures and Advanced Modalities	6
RAD 206C	Clinical Externship I	8
RAD 207	Equipment Operations and Quality Assurance	6
RAD 208	Registry Review I	4
RAD 209C	Clinical Externship II	8
RAD 210	Registry Review II	4
RAD 211	Radiographic Procedures and Positioning III	6
Total		108

Definitions:

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

Tuition and Fees

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

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

<u>Application Fee:</u>	\$100.00; to be paid at the time of application.
<u>Uniform:</u>	\$50.00; per set. An estimated two (2) sets for the entire program.
<u>Liability Insurance:</u>	\$250.00; per year of coverage must be paid before Clinical Education.
<u>Clinical Fee:</u>	\$300.00; if required by the clinical site (fingerprint background check, drug test, etc.)
<u>Exit Fee:</u>	\$150.00; expenses generated by exiting the program.
<u>Patient Care Fee:</u>	\$300.00; to support equipment and supplies used in the patient care class. This fee is waived for online students.
<u>Online Fee:</u>	\$500.00; per term for the support of online students. This fee is waived for onsite students.
<u>Technical Fee:</u>	\$250.00; per term for the use and support of the school management system program.

Textbooks: All textbooks hard-copy or electronic and online resources must be purchased from Med Academy. Instructors create the coursework and assignments directly on the publisher's platform. Students purchasing these items on their own will not have access to the instructor coursework.

Book Title	Edition	Publisher	Cost
Psychology: A Concise Introduction	6	Worth Publisher	\$ 70.00
MyLab Math e-text Thinking Mathematically	8	Pearson	\$ 105.00
College Writing Skills	11	McGraw-Hill	\$ 60.00
The Language of Medicine	12	Elsevier	\$ 85.00
Introduction to Radiologic Sciences and Patient Care	8	Elsevier	\$ 75.00
Visual Anatomy & Physiology	3	Pearson	\$ 55.00
Visible Body (Online Resource)	N/A	Visible Body	\$ 150.00
Essentials of Radiographic Physics and Imaging	3	Elsevier	\$ 100.00
Radiation Protection in Medical Radiography, Textbook	9	Elsevier	\$ 55.00
Radiation Protection in Medical Radiography, Workbook	9	Elsevier	\$ 75.00
Bontrager's of Radiographic Positioning and Anatomy, Textbook	10	Elsevier	\$ 170.00
Bontrager's of Radiographic Positioning and Anatomy, Workbook	10	Elsevier	\$ 85.00
Textbook Radiography Prep	9	McGraw-Hill	\$ 75.00
Lange Q&A Radiography	11	McGraw-Hill	\$ 70.00
Rad Review (Online Resource)	N/A	Rad Review	\$ 95.00

Tuition

Cost per Credit	108 Credit Hours
\$395.00	\$42,660.00

Course Descriptions**Course Name: Psychology****Course Abbreviation: GC 101****Credit Hours: 4**

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

Course Name: College Algebra**Course Abbreviation: GC 102****Credit Hours: 4**

Description: This course develops a student's ability to think logically and quantitatively. Emphasis is placed on the application of linear equations and inequalities, systems of linear equations and quadratic equations. Topics also include real numbers and their properties, products and factoring, graphs and functions, geometry, counting methods, descriptive statistics as well as an introduction to probability and financial mathematics. All graded work for this course will be done online using Populi.

Course Name: English Composition**Course Abbreviation: GC 103****Credit Hours: 4**

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

Course Name: General Survey of Human Anatomy & Physiology I**Course Abbreviation: GC 104****Credit Hours: 6**

Description: This course covers the basics of human anatomy and physiology, including anatomical terminology, an introduction to the structure and function of the body, disease mechanism, 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: 3**

Description: This section of anatomy and physiology will focus on the fundamentals of the heart and circulatory system with a correlation of blood components and their necessity to human organisms. Following will be a general discussion of the lymphatic and the respiratory system and their integral role in homeostasis. Students will also be

introduced to the process of input and output through the function of the digestive and urinary systems. We will also explore the role of the nervous system and the senses. Finally, this section will end with an evaluation of the reproductive system and its growth and development.

Course Name: Medical Terminology

Course Abbreviation: HC 101

Credit Hours: 6

Description: An introduction to the essential medical roots, prefixes, and suffixes, commonly encountered medical abbreviations, and a survey of medical vocabulary is presented, including terms relative to anatomy, physiology, radiology, and pathology.

Course Name: Introduction to Patient Care & Health Professions

Course Abbreviation: HC 102

Credit Hours: 6

Description: This course introduces patient care, including an overview of body mechanics and patient transfer, medical and surgical asepsis, standard precautions, and oxygen administration. Also included is an instruction in Venipuncture and recording of patient vital signs with student competencies administered. Additional topics covered include patient care during emergencies, an overview of pharmacology, allergic reactions, and emergency equipment.

Course Name: Medical Ethics, Law & Cultural Diversities

Course Abbreviation: HC 103

Credit Hours: 3

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

Course Name: Radiation Physics

Course Abbreviation: RAD 102

Credit Hours: 6

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

Course Name: Radiation Protection and Radiobiology

Course Abbreviation: RAD 103

Credit Hours: 6

Description: This course presents learners with an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

Course Name: Image Production and Evaluation

Course Abbreviation: RAD 201

Credit Hours: 6

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

Course Name: Radiographic Procedures & Positioning I

Course Abbreviation: RAD 202

Credit Hours: 6

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

Prerequisite: GC104; GC105

Course Name: Radiographic Procedures & Positioning II

Course Abbreviation: RAD 204

Credit Hours: 6

Description: In this section on radiographic procedures and positioning, students will learn anatomy and physiology, general considerations, positioning techniques, and pathologic indications involving the skull, spine, and fluoroscopic GI and GU procedures. Students will also learn general positioning considerations and radiographic terminology. Students will participate in corresponding laboratory practice for each section.

Prerequisite: GC104; GC105

Course Name: Special Imaging Procedures and Advanced Modalities

Course Abbreviation: RAD 205

Credit Hours: 6

Students will be introduced to special imaging procedures and advanced modalities in this course, including mammography, CT, MRI, and interventional procedures.

Course Name: Clinical Externship I

Course Abbreviation: RAD 206C

Credit Hours: 8

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

Course Name: Equipment Operations & Quality Assurance

Course Abbreviation: RAD 207

Credit Hours: 6

Description: This course will establish a knowledge base in radiographic, fluoroscopic, and mobile imaging equipment and design. Students will learn about the proper use of such equipment and the quality control measures used to ensure their operations' safety.

Course Name: Registry Review I**Course Abbreviation: RAD 208****Credit Hours: 4**

In this course, students will be presented with test-taking and study skills needed to successfully pass the ARRT certification examination in Radiology. Students will also be provided with access to an online registry review software that covers all the content-specific sections of the certification examination.

Prerequisites: RAD101; RAD102; RAD103; RAD201; RAD202; RAD204; RAD205, RAD207

Course Name: Clinical Externship II**Course Abbreviation: RAD 209C****Credit Hours: 8**

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

Prerequisites: RAD203; RAD206C

Course Name: Registry Review II**Course Abbreviation: RAD 210****Credit Hours: 4**

In section two of review, students will continue with test-taking and study skills needed to successfully pass the ARRT certification examination in Radiology. Students will also be provided with access to an online registry review software that covers all the content-specific sections of the certification examination.

Prerequisites: RAD101; RAD102; RAD103; RAD201; RAD202; RAD204; RAD205, RAD207

Course Name: Radiographic Procedures & Positioning III**Course Abbreviation: RAD 211****Credit Hours: 6**

Description: In this section of radiographic procedures and positioning, students will learn anatomy and physiology, general considerations, positioning techniques, and pathologic indications involving the and fluoroscopic GI and GU procedures. General positioning considerations and radiographic terminology. Students will participate in corresponding laboratory practice for each section.

Prerequisite: GC104; GC105

Associate of Science in Nursing (RN)

Program Officials

Program Director

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Master of Science in Nursing (Miami Regional University, FL)

Clinical Coordinator

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

Faculty

Meyling Wong, BS

Master of Science Higher Education (Purdue Global University)
Bachelor of Science in Psychology (Florida National University)

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Master of Arts in Foreign Language and Literature (University of Havana, Cuba)

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Doctor of Education (St. Thomas University)
Master of Science Math Education (Nova Southeastern University)

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Doctor of Nursing Practice (Palm Beach Atlantic University, FL)

Angelis Oliveira PhD, MHA, RN

Doctor of Philosophy in Nursing (Barry University, Miami, FL)

Associate of Science in Nursing

The Associate of Science in Nursing program offered by Med Academy is scheduled for 110 credits and includes didactic classes, laboratory, and clinical training in Nursing. This program is designed to prepare graduates who are proficient to perform as entry-level Registered Nurses.

Program Mission & Goals

The program's mission is to provide students with a comprehensive education in nursing that prepares them for entry-level positions in the healthcare industry.

The goal of this program is to provide a strong foundation in nursing theory and practice through a comprehensive curriculum that combines didactic studies and clinical rotations at facilities that follow best practices in patient care and professional ethics, seeking to instill in students the values of professionalism, ethics, and cultural competence.

Program Objectives

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

- Demonstrate critical thinking and communication skills as means of the health care team.
- Demonstrate ethical behaviors necessary for professional success.
- Apply knowledge of anatomy and physiology, pathology, fundamentals of nursing, medical, surgical, maternity, and pediatric nursing practices.
- Determine patient conditions to achieve optimum patient care.
- Evaluate patient conditions for appropriate course of action and treatment applications.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.

Didactic Classes (820 Quarter Credit Hours)

The didactic component consists of 820 quarter credit hours of coursework designed to cover general education and nursing core subjects to provide students with a strong foundation in nursing theory and knowledge. Students are also introduced to evidence-based practice, learning to integrate the best available research evidence with their clinical expertise and patient values and preferences to make sound clinical decisions.

Upon completion of the didactic component of the program, students will have a solid foundation in nursing theory and knowledge and will be prepared to apply this knowledge in the clinical setting. They will also be prepared to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Laboratory Practice (160 Quarter Credit Hours)

The laboratory component consists of hands-on learning experiences that are designed to complement and reinforce the didactic and clinical components of the program. The laboratory classes provide a safe and controlled environment in which students can make mistakes and learn from them without harming patients.

Upon completion of the laboratory component of the program, students will have acquired the skills and knowledge necessary to provide safe and effective nursing care in a variety of healthcare settings. They will also be prepared to apply their skills in the clinical setting and to pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Clinical Education (600 Quarter Credit Hours)

The clinical component of the Associate of Science in Nursing (ADN) program at Med Academy consists of 600 quarter-credit hours designed to provide students with hands-on experience in a variety of healthcare settings. These experiences are essential for preparing students to provide safe and effective care to patients upon graduation.

Upon completion of the didactic, laboratory practice, and clinical components of the program, students will have gained extensive hands-on experience in a variety of healthcare settings and will be prepared to provide safe and effective care to patients upon graduation. They will also have met the clinical practice requirements necessary to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Outline

Class Number	Class Title	Credit Hours
GC101	Psychology	4
GC102	College Algebra	4
GC103	English Composition	4
HC101	Medical Terminology	3
HC104	Patient Assessment	4
HC104L	Patient Assessment Lab	2
HC103	Medical Ethics, Law & Cultural Diversity	3
GC 104	General Survey of Human Anatomy & Physiology I	6
GC 105	General Survey of Human Anatomy & Physiology II	6
HC105	Medical Microbiology I	4
HC105L	Medical Microbiology I lab	1
GC106	Critical Thinking & Communication in Health Care	3
GC107	Fundamentals of Oral Communication	4
NUR201	Foundations of Nursing	4
NUR201L	Foundations of Nursing – Lab	2
NUR202C	Foundations of Nursing Clinical Practicum	3
NUR203	Mental Health Nursing	4
NUR204C	Mental Health Nursing Clinical Practicum	1
NUR205	Pharmacology	4
NUR206	Medical Surgical I	4
NUR207C	Medical Surgical I Clinical Practicum	4
NUR208	Nursing Leadership and Management	4
NUR209	Medical Surgical II	4
NUR210C	Medical Surgical II Clinical Practicum	4
NUR211	Community Health Nursing	2
NUR212	Professional Nursing Role	3
NUR213	Maternal/Child Family	3
NUR214C	Maternal/Child Family Clinical Practicum	4

NUR215	Pediatric Nursing	3
NUR216C	Pediatric Nursing Clinical Practicum	1.5
NUR217	NCLEX Review	5
NUR218C	General Clinical Practicum	2.5
	Total Credits	110

Definitions:

The class numbers are made up of numbers and letters that represent the course title and sequence.

One quarter credit hour equals ten clock hours of instructions, 20 clock hours of Laboratory activities, or 30 clock hours of clinical rotation.

Program Delivery Method

The Associate of Science in Nursing (ADN) program offered by Med Academy uses a hybrid method of education. The hybrid delivery method consists of traditional (onsite) and distance education (online) classes.

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

Application Fee:	\$100.00; to be paid at the time of application.
Uniform:	\$50.00; per set. An estimated two (2) sets for the entire program.
Liability Insurance:	\$250.00; per year of coverage must be paid before Clinical Education.
Clinical Fee:	\$250.00; if required by the clinical site (fingerprint background check, drug test, etc.)
Exit Fee:	\$150.00; expenses generated by exiting the program.
Patient Care Fee:	\$300.00; to support equipment and supplies used in the patient care class. This fee is waived for online students.
Online Fee:	\$500.00; per term for the support of online students. This fee is waived for onsite students.
Technical Fee:	\$250.00; per term for the use and support of the school management system program.

Textbooks/Supplies: All textbooks, hard-copy or electronic and online resources must be purchased from Med Academy. Instructors create the coursework and assignments directly on the publisher's platform. Students purchasing these items on their own will not have access to the instructor's coursework.

Book Title	Ed	Publisher	Cost
Psychology: A Concise Introduction	6	Worth Publisher	\$ 70.00
MyLab Math e-text Thinking Mathematically	8	Pearson	\$ 105.00
College Writing Skills	11	McGraw-Hill	\$ 60.00
The Language of Medicine	12	Elsevier	\$ 85.00
Physical Examination and Health Assessment	9	Elsevier	\$ 150.00
Laboratory Manual for Physical Examination & Health Assessment	9	Elsevier	\$ 70.00
Handbook of Medical Law and Ethics for Nurses	1	Elsevier	\$ 40.00
Visual Anatomy & Physiology	3	Pearson	\$ 55.00
Visible Body (Online Resource)	N/A	Visible Body	\$ 150.00
Medical Microbiology	19	Elsevier	\$ 65.00
Critical Thinking, Clinical Reasoning, and Clinical Judgment	7	Elsevier	\$ 75.00

The Art of Public Speaking (Ebook)	13	McGraw Hill	\$ 70.00
Fundamentals of Nursing	11	Elsevier	\$ 175.00
Clinical Companion for Fundamentals of Nursing	1	Elsevier	\$ 55.00
Clinical Companion for Medical-Surgical Nursing	10	Elsevier	\$ 65.00
Foundations of Psychiatric Mental Health Nursing: A Clinical Approach	8	Elsevier	\$ 105.00
Lehne's Pharmacology for Nursing Care	11	Elsevier	\$ 140.00
Medical-Surgical Nursing	10	Elsevier	\$ 215.00
Nursing Today	11	Elsevier	\$ 90.00
Foundations for Population Health in Community/Public Health Nursing	6	Elsevier	\$ 135.00
Prioritization, Delegation, and Assignment	5	Elsevier	\$55.00
Introduction to Maternity and Pediatric Nursing	8	Elsevier	\$100.00
Saunders Comprehensive Review for the NCLEX-RN® Examination	9	Elsevier	\$80.00
Clinical Nursing Skills and Techniques	10	Elsevier	\$135.00

Program Tuition:

Cost per Credit	110 Credit Hours
\$395.00	\$43,450.00

Course Descriptions**Course Name: Psychology****Course Abbreviation: GC 101****Credit Hours: 4**

This course provides nursing students with an understanding of the principles and theories of psychology and their application in healthcare. Students will explore the biological, cognitive, and social factors that influence behavior and learn to apply this knowledge in the context of nursing practice. Emphasis will be placed on the development of critical thinking, communication, interpersonal skills, stages in childhood and adolescence, how the brain works, altered states of consciousness, psychological testing, and psychological disorders.

Course Name: College Algebra**Course Abbreviation: GC 102****Credit Hours: 4**

This course provides nursing students with a solid foundation in algebraic concepts and skills necessary for success in higher-level math and science courses. Students will learn to solve linear and quadratic equations, graph linear and exponential functions, and apply mathematical principles to real-world problems. Emphasis will be placed on the development of dose calculation and problem-solving skills in patient care contexts.

Course Name: English Composition**Course Abbreviation: GC 103****Credit Hours: 4**

This course provides nursing students with the skills necessary to communicate effectively by explaining and identifying the writing process steps. Students will learn to write clear and concise paragraphs and essays, use appropriate grammar and punctuation, and develop critical thinking and reading skills. Emphasis will be placed on the development of communication skills that are essential for nursing practice.

Course Name: Medical Terminology

Course Abbreviation: HC 101

Credit Hours: 3

This course introduces nursing students to the language of medicine. Students will learn the meaning and use of medical terminology, including word roots, prefixes, and suffixes, and will become proficient in their ability to interpret medical terms related to anatomy, physiology, pharmacology, and disease processes. Emphasis will be placed on the development of strong foundational knowledge in medical terminology to enhance communication and understanding among healthcare professionals.

Course Name: Patient Assessment

Course Abbreviation: HC 104

Credit Hours: 4

This course introduces nursing students to the principles of patient assessment. Students will learn how to obtain accurate patient histories, conduct physical assessments, and interpret assessment data. Emphasis will be placed on the development of clinical reasoning skills and the ability to identify normal and abnormal findings. Cultural competence and communication skills necessary for effective patient assessment and interprofessional collaboration will also be addressed.

Course Name: Patient Assessment Lab

Course Abbreviation: HC 104L

Credit Hours: 2

This lab course is designed to provide nursing students with hands-on experience in conducting patient assessments. Students will have the opportunity to apply theoretical knowledge gained in the Patient Assessment course in a simulated clinical setting. Emphasis will be placed on the development of practical skills necessary for accurate and efficient patient assessment. Students will also demonstrate an understanding of ethical and legal considerations related to patient assessment and care.

Course Name: Medical Ethics, Law & Cultural Diversity

Course Abbreviation: HC 103

Credit Hours: 3

This course provides nursing students with an understanding of ethical and legal principles and their application in nursing practice, with a focus on cultural diversity. Students will examine ethical and legal issues that arise in healthcare, develop critical thinking and decision-making skills, and learn to apply ethical and legal frameworks to complex situations. Emphasis will be placed on the development of cultural competence and sensitivity necessary for effective patient care and interprofessional collaboration.

Course Name: General Survey of Human Anatomy & Physiology I

Course Abbreviation: GC 104

Credit Hours: 6

This course covers the basics of human anatomy and physiology, anatomical terminology, organization, structure, and function of the major organ systems, and the principles of homeostasis. It also covers natural mechanisms of disease, basic biochemistry, cells and tissues, and an introduction to the major organ systems. Emphasis will be placed on the application of anatomical and physiological concepts to nursing practice.

Course Name: General Survey of Human Anatomy & Physiology II

Course Abbreviation: GC 105

Credit Hours: 6

This section of anatomy and physiology will focus on the fundamentals of the heart and circulatory system with a correlation of blood components and their necessity to human organisms. Following will be a general discussion of the lymphatic and the respiratory system and their integral role in homeostasis. Students will also be introduced to the process of input and output through the function of the digestive and urinary systems. We will also explore the role of the nervous system and the senses. Finally, this section will end with an evaluation of the reproductive system and its growth and development.

Course Name: Medical Microbiology I

Course Abbreviation: HC 105

Credit Hours: 4

This course provides nursing students with an understanding of the principles and concepts of microbiology, with an emphasis on the role of microorganisms in human health and disease. Students will learn about the structure and function of microorganisms, their growth and replication, and methods for their control. Emphasis will be placed on the application of microbiological concepts to nursing practice and understanding and apply principles of microbiology to nursing practice, including infection control and prevention.

Course Name: Medical Microbiology I Lab

Course Abbreviation: HC 105L

Credit Hours: 1

This laboratory course provides nursing students with hands-on experience in the application of microbiological concepts to nursing practice. Students will learn basic laboratory techniques for the isolation, identification, and characterization of microorganisms. Emphasis will be placed on understanding and applying principles and concepts of microbiology and their application to nursing practice.

Course Name: Critical Thinking & Communication in Health Care

Course Abbreviation: GC 106

Credit Hours: 3

This course is designed to develop critical thinking and communication skills for nursing students in a healthcare setting. The course will provide students with the opportunity to examine and evaluate the different types of communication used in healthcare, including verbal and nonverbal communication. Students will learn strategies for effective communication with patients, families, and healthcare professionals. The course will also focus on developing critical thinking skills through the analysis of complex healthcare situations, ethical dilemmas, and evidence-based practice. Students will engage in

reflective practice and use critical thinking to identify problems and develop solutions to improve patient care.

Course Name: Fundamentals of Oral Communication

Course Abbreviation: GC 107

Credit Hours: 4

This course provides the students with the oral communication skills necessary for success in personal, professional, and educational settings. Through the study and practice of interpersonal communication, presentational speaking, and group dynamics, students will understand the principles and concepts of oral communication and be able to use them effectively when providing patient care and for interprofessional collaboration.

Course Name: Foundations of Nursing

Course Abbreviation: NUR 201

Credit Hours: 4

Description: This course provides an introduction to the nursing profession and the foundational knowledge and skills necessary for nursing practice. Students will explore the historical and contemporary perspectives of nursing, the nursing process, and the roles and responsibilities of the nurse. Emphasis will be placed on the fundamental concepts of patient-centered care, evidence-based practice, and interprofessional collaboration. Students will also learn basic nursing skills, including assessment, documentation, medication administration, and infection control.

Course Name: Foundations of Nursing Lab

Course Abbreviation: NUR 201L

Credit Hours: 2

This course is a hands-on laboratory experience that complements the theoretical concepts learned in the Foundations of Nursing course. Students will apply basic nursing skills and techniques in a simulated clinical setting. Emphasis will be placed on developing and refining clinical skills, including patient assessment, vital signs measurement, medication administration, wound care, and sterile technique. Students will also learn to use equipment commonly used in nursing practice, such as intravenous pumps, oxygen delivery systems, and patient monitoring devices.

Course Name: Foundations of Nursing Clinical Practicum

Course Abbreviation: NUR 202C

Credit Hours: 3

This course is a clinical practicum that provides students with the opportunity to apply the theoretical concepts learned in the Foundations of Nursing course and the Foundations of Nursing Lab course. Students will work under the supervision of a registered nurse in a clinical setting, such as a hospital or long-term care facility. Emphasis will be placed on developing and refining clinical skills, including patient assessment, medication administration, and patient care. Students will also learn to work collaboratively with healthcare team members, communicate effectively with patients and families, and apply principles of cultural competence and diversity in nursing practice.

Course Name: Mental Health Nursing**Course Abbreviation: NUR 203****Credit Hours: 4**

This course provides students with an introduction to the principles and practices of mental health nursing. Students will learn about the assessment and treatment of mental health disorders across the lifespan, including anxiety disorders, mood disorders, personality disorders, and psychotic disorders. Emphasis will be placed on developing therapeutic communication skills, promoting patient safety, and applying evidence-based practices in mental health nursing. Students will also learn about the role of the interdisciplinary healthcare team in providing care to patients with mental health disorders, as well as legal and ethical considerations in mental health nursing practice.

Course Name: Mental Health Nursing Clinical Practice**Course Abbreviation: MRI 204C****Credit Hours: 1**

This clinical practice course provides students with the opportunity to apply the principles and practices of mental health nursing in a supervised clinical setting. Students will work under the guidance of mental health nurses to provide care to patients with mental health disorders. Emphasis will be placed on developing therapeutic communication skills, promoting patient safety, and applying evidence-based practices in mental health nursing. Students will also learn about the role of the interdisciplinary healthcare team in providing care to patients with mental health disorders, as well as legal and ethical considerations in mental health nursing practice.

Course Name: Pharmacology**Course Abbreviation: NUR 205****Credit Hours: 4**

This course provides an introduction to pharmacology and the basic principles of drug therapy. Students will learn about the mechanisms of drug action, pharmacokinetics, pharmacodynamics, and the principles of drug interactions. Emphasis will be placed on the therapeutic uses, adverse effects, and contraindications of commonly prescribed medications, as well as the principles of safe medication administration. The course will cover pharmacology for major body systems as well as the principles of pharmacology in special populations such as pediatric and geriatric patients.

Course Name: Medical Surgical I**Course Abbreviation: NUR 206****Credit Hours: 4**

This course provides the student with the knowledge and skills needed to care for adult clients to promote health, facilitate recovery from illness and injury, and provide safe, individualized, competent clinical nursing care. Medical-Surgical I focuses on emergency care and disaster preparedness, fluid, electrolyte, and acid-base balance, immune system, integumentary system, respiratory, cardiovascular, and hematologic system. Application of the nursing process for the delivery of care and nursing interventions will be the focus throughout the course. Emphasis is placed on providing culturally competent evidence-based care in the healthcare setting.

Course Name: Medical Surgical I Clinical Practicum**Course Abbreviation: NUR 207C****Credit Hours: 4**

This course provides the student with the knowledge and skills needed to care for adult clients in the acute care setting. Students will practice health promotion, facilitate recovery from illness and injury, and provide safe, individualized, competent clinical nursing care in the clinical setting. Students will demonstrate skills in caring for patients with various medical-surgical conditions along the health-illness continuum. Application of the nursing process for the delivery of care and nursing interventions as well as the student's ability to demonstrate competency in caring for patients in the clinical setting, will be the focus of this course.

Course Name: Nursing Leadership and Management**Course Abbreviation: NUR 208****Credit Hours: 4**

This course provides students with opportunities to examine critical issues in healthcare delivery today. Students are provided foundation for effective leadership and management. This course introduces students to healthcare policy, legal issues, ethics, change, and decision making, organizational structure, effective care delivery, as well as healthcare financial issues. Emphasis is placed on leadership critical core competencies.

Course Name: Medical Surgical II**Course Abbreviation: NUR 209****Credit Hours: 4**

This course provides a continuation of medical-surgical nursing and builds on student's knowledge and skills needed to care for adult clients to promote health, facilitate recovery from illness and injury, and provide safe, individualized, competent clinical nursing care. Medical-Surgical II focuses on more complex body systems with an emphasis on nervous & sensory systems, musculoskeletal, gastrointestinal, endocrine, and genital-urinary systems. Application of the nursing process for the delivery of care and nursing interventions will be the focus throughout the course. Emphasis is placed on providing culturally competent evidence-based care in the healthcare setting.

Course Name: Medical Surgical II Clinical Practicum**Course Abbreviation: NUR 210C****Credit Hours: 4**

This course provides the student with the knowledge and skills needed to care for adult clients in the acute care setting. Students will practice health promotion, facilitate recovery from illness and injury, and provide safe, individualized, competent clinical nursing care in the clinical setting. Students will demonstrate skills in caring for patients with various medical-surgical conditions along the health-illness continuum. Application of the nursing process for the delivery of care and nursing interventions as well as the student's ability to demonstrate competency in caring for patients in the clinical setting, will be the focus of this course.

Course Name: Community Health Nursing**Course Abbreviation: NUR 211****Credit Hours: 2**

This course focuses on the principles and practice of community nursing, emphasizing the promotion of health and wellness within diverse populations. Students will explore the role of the nurse in addressing the healthcare needs of individuals, families, and communities in various settings, including home health, public health agencies, and community clinics. The course emphasizes the development of cultural competence, health education, community assessment, and the implementation of evidence-based interventions to improve community health outcomes.

Course Name: Professional Nursing Role**Course Abbreviation: NUR 212****Credit Hours: 3**

This course is designed to provide nursing students with a comprehensive understanding of the professional nursing role, with a particular focus on prioritization, delegation, and management of care. Students will explore the essential skills and competencies required to effectively manage patient care, make clinical decisions, and coordinate interdisciplinary healthcare teams. Emphasis will be placed on developing critical thinking skills, effective communication, and leadership abilities necessary for successful nursing practice.

Course Name: Maternal/Child Family**Course Abbreviation: NUR 213****Credit Hours: 3**

This course focuses on the comprehensive care of women during pregnancy, childbirth, and the postpartum period, as well as the care of newborn infants. Students will explore the physiological, psychosocial, and cultural aspects of maternity and newborn care. Emphasis will be placed on promoting a safe and positive experience for both the mother and newborn, including the management of normal and high-risk pregnancies, labor and delivery, postpartum care, and newborn assessment and care.

Course Name: Maternal Child Family Clinical Practicum**Course Abbreviation: NUR 214C****Credit Hours: 4**

Emphasizing the specialized health care needs of the childbearing family during antepartum, intrapartum, and postpartum periods in various clinical settings. The role of the nurse in meeting the needs of the childbearing and childrearing families in health promotion and disease prevention is emphasized. The course further explores the students' use of critical thinking skills to conduct thorough assessments and clinical decision-making, along with caring for mothers and newborns during complications that may arise in the clinical setting.

Course Name: Pediatric Nursing**Course Abbreviation: NUR 215****Credit Hours: 3**

This course concentrates on critical concepts related to pediatric nursing. Emphasis is placed on the principles of nursing care of children and the ability to think critically within various healthcare

environments. The broad scope of topics related to common issues of pediatrics and pediatric-specific content, including normal growth and development, will be explored. Focus is also placed on cultural and ethical implications related to providing care to the child.

Course Name: Pediatric Nursing Clinical Practicum

Course Abbreviation: NUR 216C

Credit Hours: 1.5

This course concentrates on critical concepts related to pediatric nursing and the care of children in various clinical settings. Emphasis is placed on the principles of nursing care of children and the ability to think critically within various healthcare environments. The broad scope of topics related to common issues of pediatrics and pediatric-specific content, including normal growth and development, will be explored. Focus is also placed on cultural and ethical implications related to providing care to the child.

Course Name: NCLEX Review

Course Abbreviation: NUR 217

Credit Hours: 5

This course is designed to prepare nursing students to take the NCLEX-RN examination. Students will review and reinforce their knowledge of nursing concepts and skills learned throughout their nursing education. Emphasis will be placed on test-taking strategies, critical thinking skills, and content areas that are frequently tested on the NCLEX-RN examination. Students will have the opportunity to practice NCLEX-style questions and receive feedback on their performance.

Course Name: General Clinical Practicum

Course Abbreviation: NUR 218C

Credit Hours: 2.5

This course provides students with an opportunity to apply theoretical concepts learned in the classroom to the clinical setting. Under the supervision of a licensed registered nurse, students will participate in direct patient care, medication administration, and other nursing interventions. The practicum will take place in a variety of clinical settings, including acute care hospitals, long-term care facilities, and community health agencies. Students will also participate in a weekly seminar to discuss their experiences and reflect on their learning.