



**STUDENT CATALOG**  
**2025**  
**VOLUME #15**

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

**MED COLLEGE  
3418 W 84th Street, 106  
Hialeah, FL 33018  
(786) 792-3350  
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## **Statement of Legal Control**

MED COLLEGE 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 COLLEGE 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@medcollege.edu](mailto:jrevuelta@medcollege.edu)**

MED COLLEGE 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 COLLEGE is accredited by the Commission of the Council in Occupational Education (COE). Additional information regarding this institution may be obtained by contacting 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](http://www.copyright.gov).

## **Facility Description**

Our facilities are in Hialeah Lakes Office Park at buildings 3418 and 3420 West 84th Street, Hialeah, FL 33018. Collectively the Med College campus is approximately 15,000 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, five classrooms, a resource area, two laboratories, and nine restrooms. The classrooms consist of overhead projectors and laptops for lecture and audio-visual presentations, dry erase boards, and pertinent anatomical models. MED COLLEGE has over 100 parking spaces.

To facilitate student services and general campus operations, we have a student resource center which offers desktop computers with internet access for student use equipped with our online library. In our administrative sections, a multifunctional copier/scanner/printer unit is available for use by staff and students, on request. Our campus also has obligatory laboratory sections for our MRI, radiology, and nursing programs. The labs are fitted with appropriate models, mannequins, equipment, and supplies that the students use for their practical skills.

## Institutional Administrative Staff

<b>Chief Executive Officer</b>	Juan Revuelta, MHCA
<b>Chief Financial Officer</b>	Rosina Revuelta, MBA
<b>Chief Compliance Officer</b>	Tometra Meadows, MS, RT, (R), ARRT
<b>Financial Aid Director</b>	Maria Alcuria
<b>Registration Director</b>	Meyling Wong, MS
<b>Admissions Director</b>	Karina Cabrera, MS
<b>Operations Director &amp; HR</b>	Yessir Fournier, PhD
<b>Associate Director of Operations</b>	Alejandro Revuelta
<b>Institutional Advisory Board</b>	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
<b>Diagnostic Imaging Program Director</b>	Keyla Linares, RT(R)(MR)(ARRT)
<b>Nursing Program Director</b>	Jose A. Chavez Viamontes MSN, APRN, NP-C, FNP-BC
<b>Clinical Coordinators</b>	Andro Perez, (MR)(ARRT)(ARMRIT) – MRI Technology Rachel Rodriguez, R.T. (R)(M)(ARRT) – Radiology Technology Daniela Vanegas MSN, APRN, FNP-C
<b>Administrative Staff</b>	Enrique Herdocia, Operations Coordinator, Financial Aid Officer Sofia Marin, Financial Aid Assistant Idalys Ramos, Financial Aid Assistant Yailen Rivera, Accounting Assistant Diana Hurtado, Accounting Assistant Neyling Borot, Reception Cristian Osorio, Reception Janeth Garcia, Admissions Assistant Doris Bonilla, Admissions Assistant Zaidanys Gonzalez, Admissions Assistant Daybe Sanz, Registrar Assistant Maria Fernanda Valero, Registrar Assistant Adam Amaro, Administrative Support Staff

## **School Hours of Operation**

Available to the students Monday through Friday

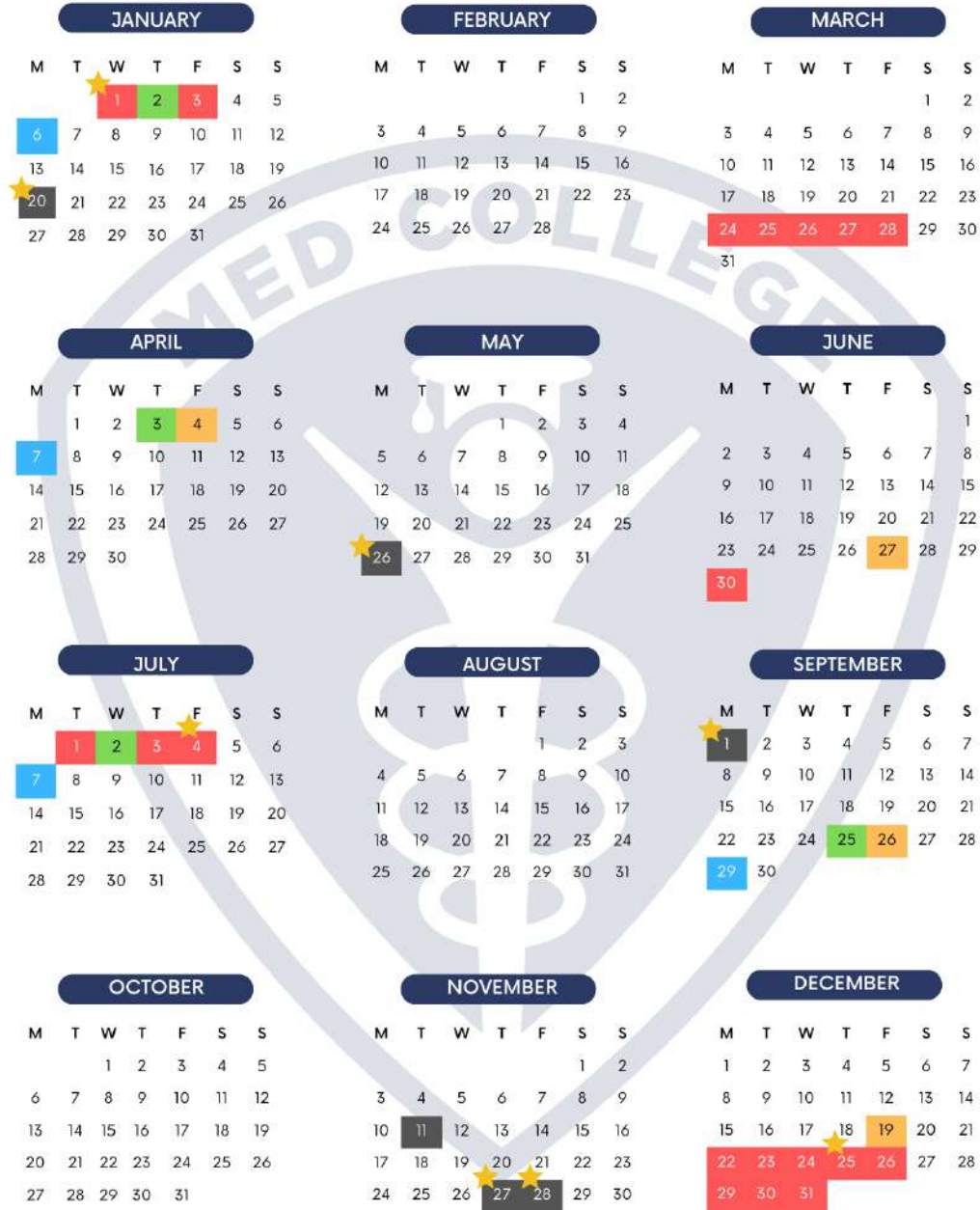
- School Hours: 8:30 am to 9:30 pm
- Admissions Office Hours: 8:30 am to 7:00 pm
- Financial Services Hours: 8:30 am to 7:00 pm
- Registrar's Office: 8:30 am to 7:00 pm
- Clinical Coordinators: By appointment only
- Didactic Instructors: By appointment only

Didactic classes are scheduled Monday to Friday from 6:00pm to 9:30pm (evening session) and Saturday 9:00am - 12:00pm.

The clinical training schedule is flexible as agreed by the student, clinical site, and school officials.

ACADEMIC CALENDAR

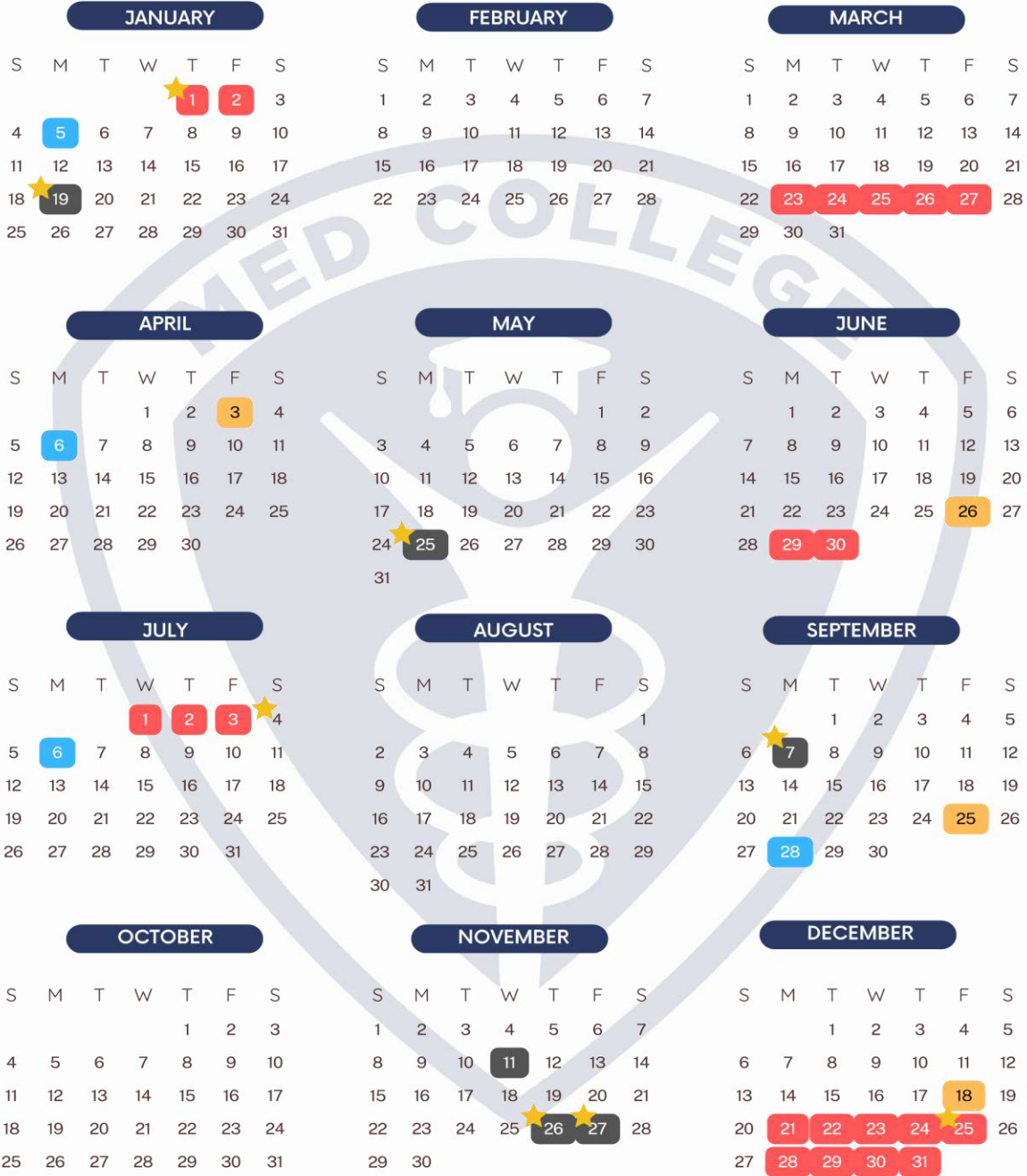
2025



Legend:

-  ORIENTATION DAY
-  NO CLASSES / CLINICAL SCHEDULED  
MARTIN LUTHER KING / JAN 20  
MEMORIAL DAY / MAY 26  
LABOR DAY / SEP 1  
VETERANS DAY / NOV 11  
THANKSGIVING DAY / NOV 27-28
-  BREAK / NO CLASSES  
SPRING BREAK / MAR 24-28  
SUMMER BREAK / JUN 30-JUL 4  
WINTER BREAK / DEC 22-JAN 2
-  QUARTER BEGINS
-  STAFF HOLIDAYS
-  QUARTER ENDS

# ACADEMIC CALENDAR 2026



**Legend:**

- QUARTER BEGINS
- NO CLASSES / CLINICAL SCHEDULED  
MARTIN LUTHER KING / JAN 19  
MEMORIAL DAY / MAY 25  
LABOR DAY / SEP 7  
VETERANS DAY / NOV 11  
THANKSGIVING DAY / NOV 26-27
- BREAK / NO CLASSES  
SPRING BREAK / MAR 23-27  
SUMMER BREAK / JUN 29-JUL 3  
WINTER BREAK / DEC 21-JAN 1
- QUARTER ENDS
- STAFF HOLIDAYS



## **Institutional Vision and Mission Statements**

### **MISSION**

MED COLLEGE is committed to providing high-quality education in healthcare careers. Our programs are enhanced by strong partnerships with community hospitals, clinics, and industry leaders, ensuring a comprehensive learning experience. We prioritize fostering a diverse and inclusive environment where our dedicated faculty and staff guide students on their journey to study, research and innovate. By emphasizing exceptional performance, practice, and service, we empower our graduates to lead in the medical field and make a positive impact in their communities.

### **VISION**

To emerge as a leader in the educational healthcare field, equipping individuals with the knowledge and skills necessary to drive innovation and foster positive change. We are committed to becoming an exemplary and inclusive educational environment that celebrates diversity and fosters collaboration among students, faculty, and industry partners. Through our solid pursuit of excellence, we aim to be recognized as the foremost institution in healthcare education, making a lasting impact on communities and contributing to the advancement of the future of healthcare.

### **INSTITUTIONAL MOTTO**

Our alma mater's motto expresses what we believe are the core values of an institution dedicated to educating students in healthcare careers. It emphasizes essential principles in healthcare: service, compassion, and a commitment to helping others. It also reflects the idea that education in healthcare is not just about acquiring knowledge but also about applying that knowledge to effectively serve patients and communities. Overall, it encapsulates the essence of what it means to be in the healthcare profession.

### **INSTITUTIONAL GOALS**

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

- The recruitment of individuals who prove to be qualified to train as health care professionals.
- Provide an educational setting promoting student cognitive, psychomotor, and affective skills.
- Develop students' knowledge in patient care.
- Encourage student professional attributes such as compassion, empathy, and dependability in reference to patient care.
- Develop students' competence in the diverse nature of patient care when dealing with cross-cultural populations with an emphasis on ethics and medical legalities.
- Encourage students to seek continuous education beyond our programs.
- Uphold ethical standards of the profession, as stated by the Medical Professional Code of Ethics.
- Prepare students to successfully take certification and licensure examinations, when applicable.
- Encourage participation in outreach programs related to health and wellness activities inclusive of all members of the community.
- 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.

- To introduce students to innovative technologies in medicine including the use of artificial intelligence and virtual reality.

## **Core Values**

MED COLLEGE 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**

We recognize and value 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 career services. Our services are available to the students from Monday through Friday from 8:30 am to 7:00 pm.

**Records Services:** Maintains 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.

**Registrar's Office:** 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 Request:** 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 institution's 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.

**Career Services:** Students receive information and guidance related to applying for board exams, employment preparation skills such as writing resumes and cover letters, conducting job searches, and interview skills. Upon satisfactory completion of the program, MED COLLEGE provides continuous support with job placement assistance by providing job leads and information about employment events offered in our immediate area. The school does not guarantee that these services will lead to employment.

**Business Office:** 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.

**Learning Resource Center:** Our students have access to a variety of resources that include online, cloud-based learning platforms that are used to simulate care in patient care environments, study materials, and exam preparation. In addition, our online library contains current publications that students can use for reference and class research. Students are provided with a Microsoft office account that includes email, and multiple apps that will support their academic success.

**Academic Counseling and Support:** Students receive ongoing academic counseling and support from their instructors and Program Directors. Guidance is offered to assist students with their study skills and test-taking skills to help them achieve academic success. This counseling is provided via automated feedback in the campus learning management system, one-on-one meetings, teleconferences, or workshops that are coordinated with the Career Services Departments.



# GENERAL POLICIES

## Admission Requirements

### **GENERAL ADMISSION REQUIREMENTS FOR MRI, RT, and NURSING PROGRAMS:**

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 General Education Diploma (GED). Applicants presenting evidence of a High School Diploma from foreign countries must have their transcripts translated into English and evaluated for its level of U.S. education equivalency. Evaluation agencies must be members of AICE, CED, and/or NACES. If the diploma comes from a private institution, the institution must be an accredited.
- Complete the entrance examination which includes English Proficiency and Critical Thinking/General Science sections. Applicants must pass the English Proficiency section of the exam with a minimum score of 70%.
- Complete an interview with the Program Director or an appropriate school official.

### **ADMISSION EXCEPTIONS: Prior Learning Experience (PLE)**

Prior Learning Experience Admissions applies to all prospective students who have substantial professional experience and relevant qualifications in the fields of MRI, Radiology, and Nursing, and who seek to enroll in the corresponding or related programs offered by the school.

#### **Eligibility Criteria for PLE Consideration**

Has a minimum of 2 years of professional work experience corresponding to the program of desired enrollment or in a related role requiring knowledge in vocational medically related fields and/or direct patient care.

- Completed at least 75% of a prior medical training program at an accredited institution (as determined by number of completed credits) or present a foreign evaluation of education and training that is equivalent to a minimum of an associate's degree in the United States.
- Prior learning experience(s) should reflect that the applicant had a cumulative GPA of at least 3.0 on a scale of 4.0. If presenting a foreign degree evaluation, it must reflect a minimum of satisfactory progress. This evaluation can be made based on graduation or last date of attendance.
- Hold a valid certification, license, degree, or can show validation of employment eligibility with earned credentials and/or prior experience in a medically related field.

Applicants that are interested in consideration for PLE credit(s) will:

- Med College application and pay applicable application fee.
- Have an initial interview with an Admissions Representative. If the Admissions Representative recommends that the applicant is an eligible candidate for PLE, the applicant will be provided with an application package for PLE consideration.
- Earn a minimum score of 70% on entrance examination.
- Complete an interview with the Program Director.
- Applicants must submit a Professional Portfolio which includes:
  - Curriculum Vaite (CV) or Resumé
  - Letter of Recommendation from Previous or Current Employer; employer of most recent medical-related profession preferred
  - Copies of degrees, certifications, and licenses earned
  - Official Academic Transcript(s) and/or Official Foreign Degree Evaluations

Once applicant submits portfolio, PLE Review Committee will convene to review applicant's application and approve or deny request. If approved, the PLE will include those courses that will be accepted for credits. The decision of the Committee is considered final, without appeal.

Students applying for Title IV must complete a FASFA application. For students to be eligible to receive Title IV funds, they must have a legal migratory status (Citizenship, Residency, and Parole).

All applicants transferring credits must provide official transcripts for evaluation. (Evaluation and translation of foreign transcripts must be completed to determine the foreign education equivalency in the United States).

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 COLLEGE must be able to verify completion of high school completion or equivalency.

#### **NOTICE OF CRIMINAL BACKGROUND DISCLOSURE**

Med College students must complete a criminal background check as a part of their clinical requirement. Having a criminal background may also interfere with clinical rotation placement.

It is the applicant's responsibility to research, report, and apply for special review of certification and or licensure applications due to having misdemeanor, felony, or no contest criminal findings in a background check. Although having a criminal background may not affect your enrollment with Med College, it may hinder future applications for examinations, certifications, licensure, and employment. Although it is the applicant's right to disclose this information, Med College highly recommends that this information be disclosed as soon as possible so that we can provide guidance through the ethics evaluation of testing agencies and state regulators.

Once accepted, all students are counseled appropriately by school officials concerning this matter. Any information that is provided about criminal background findings is kept separately and confidentially in a separate file. Only the school's registrar, who is the school's Local Agency Security Officer, will have access to the details of the criminal record.

#### **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. **Nursing students must complete and pass all classes with at least with a grade of C or higher.**
- Complete the Student Services Exit Workshop
- Complete the program within 150% of the program's duration.
- Fulfill all financial obligations.

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

## **Program Technical Standards**

The programs offered by MED COLLEGE 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:

### **Communication Skills**

1. Communicate in a clear, concise, and effective manner with patients, families, and healthcare team members in the English language.
2. Interpret and apply information from patients' charts, notes, and medical records accurately.
3. Provide accurate and timely documentation in electronic and paper-based formats.

### **Physical Strength and Endurance**

1. Lift and carry a minimum of thirty (30) pounds from the floor.
2. Assist in moving immobile patients from beds to wheelchairs or stretchers with appropriate help.
3. Transport patients safely from one area of the healthcare facility to another, including pushing wheelchairs or stretchers.
4. Stand and walk for extended periods, including at least 4 hours continuously.
5. Perform tasks requiring physical stamina, such as repositioning patients, performing CPR, and participating in emergency procedures.

### **Sensory Abilities**

1. Distinguish and respond to various sounds, including patient alarms, monitor alarms, and emergency signals.
2. Observe and assess patient conditions, including changes in skin color, respiratory patterns, and other visual cues.
3. Perform fine motor tasks, such as administering injections, starting IVs, and handling medical instruments.

### **Cognitive and Mental Requirements**

1. Apply critical thinking skills to assess patient needs and make informed decisions.
2. Adapt to changing environments and respond appropriately to stressful situations.
3. Prioritize tasks and manage time effectively in a fast-paced healthcare setting.

### **Technical Skills**

1. Utilize electronic health records (EHR) and other healthcare technology proficiently.
2. Operate medical equipment and perform clinical procedures safely and accurately.
3. Apply good body mechanics to prevent injury and ensure patient safety during clinical tasks.

### **Professionalism**

1. Maintain patient confidentiality and adhere to ethical and legal standards of nursing practice.

2. Demonstrate empathy, compassion, and respect in all interactions with patients and colleagues.
3. Exhibit professional behavior, including punctuality, reliability, and a commitment to continuous learning and improvement.

## **Transfer Credit Policy**

MED COLLEGE will evaluate courses previously taken at other institutions for transferability. Final acceptance of transfer credits is at the discretion of the Registrar or the Program Director. For credit to be accepted as a transfer, the content objectives of the course must correspond to those offered by MED COLLEGE. Applicants may be asked to present course descriptions from the previous granting institutions for appropriate evaluation. This transfer credit will only be conferred after an appropriate evaluation of all requested documentation from previous educational institutions has been evaluated for course equivalency. If transfer credits are granted by Med College, the tuition will be appropriately adjusted. Students are required to complete at least 25% of total program credits at Med College. Credit transfer will only be recognized from accredited institutions recognized by the U.S. Department of Education.

### **Transfer Credits for 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 or transmitted electronically to the school, or the student may present an official, unopened copy of transcripts.
3. All official transcripts that are requested for transfer credit review must be submitted within the first term of enrollment. After the first term, previous transfer credits will not be considered.

### **Evaluation of International Degrees**

Those applicants that wish to have international education reviewed for transfer credit evaluation must submit a translated evaluation of their degree and courses taken. This translated equivalency must be completed by an accredited evaluator recognized by an academic credential evaluation service that is a member of Association of International Credential Evaluators (AICE), Center for Educational Documentation (CED), and/or the National Association of Credential (NACES).

### **Transfer of Students Between Programs Within the Institution**

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

1. Students must submit a transfer application to the registrar's office before the end of the current term.
2. A \$300 transfer fee must be paid at the time of transfer program application submission.
3. Students may not transfer into a new program within a semester.
4. Transfers will only be granted for students to begin at the start of a new semester.
5. Students must meet the eligibility requirements of the program they are requesting to transfer.
6. The Program Director will review and discuss new program requirements and transferability with the students.
7. Students may transfer eligible courses that are consistent between Med College programs.
7. A contract addendum must be completed and signed by the student before the start of the new program.
8. Students must receive a recalculation of financial aid obligations and eligibility before starting the new program, if applicable.

The transferability of credit earned at MED COLLEGE is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether another institution will accept credits.



## **Distance Education**

MED COLLEGE 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 COLLEGE 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 COLLEGE 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 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, using different IP addresses, unless the instructor specifically directs a group activity. Completing exams under the same IP address is considered fraudulent and may result in disciplinary actions, including program termination. These exams are proctored using an LTI (Learning Tools Interoperability) extension. MED COLLEGE employs Proctorio as its web-based proctoring system. Proctorio offers various features such as video and audio recording, and a lockdown browser, to verify student identity and ensure compliance with testing procedures

**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) and any textbooks or materials that have been purchased and used, or if an electronic code has been redeemed, cannot be returned. 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.

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 COLLEGE 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 COLLEGE 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 COLLEGE 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 COLLEGE 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 COLLEGE 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 COLLEGE 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 COLLEGE). MED COLLEGE 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 COLLEGE to keep the funds to reduce your debt at MED COLLEGE.

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 COLLEGE or parent receive on your behalf) excess Title IV program funds that must be returned, MED COLLEGE 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 COLLEGE must return this amount even if it did not keep this amount of your Title IV program funds. If MED COLLEGE 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 COLLEGE 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 COLLEGE may have. Therefore, you may still owe funds to MED COLLEGE to cover unpaid institutional charges. MED COLLEGE may also charge you for any Title IV program funds that MED COLLEGE was required to return. If you do not already know MED COLLEGE's refund policy, you should ask MED COLLEGE for a copy which can be found in the school catalog. MED COLLEGE 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 COLLEGE Financial Aid Office**

**Maria Alcuria**

Financial Aid Director

Phone: (786) 792-3350 Ext. 1002

Fax: (305) 967-8163

E-mail: [malcuria@medcollege.edu](mailto:malcuria@medcollege.edu)

**Rosina Revuelta**

Chief Financial Officer

Phone: (786) 792-3350 Ext. 1006

Fax: (305) 967-8163

Email: [rrevuelta@medcollege.edu](mailto:rrevuelta@medcollege.edu)

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

The Federal Student Aid Information Center

1-800.4FEDAID (1 800.433.3243)

TTY users may call 1 800.730.8913

[www.studentaid.ed.gov](http://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.

**Meyling Wong**

Registrar Office Contact Information

Ph:786.792.3350 Ext. 1004

Email: [mwong@medcollege.edu](mailto:mwong@medcollege.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 COLLEGE. 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 COLLEGE is approved by the state approving agency for the enrollment of those eligible to receive Veteran Educational benefits.

MED COLLEGE is approved by the Division of Vocational Rehabilitation, Florida Department of Education.

MED COLLEGE offers payment plans.

MED COLLEGE accepts borrowers who are approved by Meritize and College Ave lenders.

#### **Payment Plans**

MED COLLEGE offers payment plans to those students that require assistance in paying for their education. MED COLLEGE 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 upcoming classes scheduled until payment is completed. These students will be charged a \$300.00 reinstatement fee for the course's reopening.

Students cannot carry a balance into the following term unless it is estimated to be covered by financial aid or another form of payment. Students will be notified in advance about the amount due, the deadline, and the accepted payment methods to cover any balance before the end of the term. Students will not be allowed to continue into subsequent terms if they have an outstanding balance.

#### **Additional Fees**

Students must be aware of possible additional fees, aside from the ones that are part of your educational program

and are included on your cost of attendance and financial aid package. These fees might 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 COLLEGE's outstanding balance. The \$150 origination fee is due upon 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 an outstanding MED COLLEGE balance after graduation/completion time. The \$50 monthly fee will be added to the amount of the payment plan.
- **Reinstatement fee \$300**  
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 origination fee \$250:**  
This fee will be charged to the students who request a review to change their class schedule. This fee must be paid prior to reviewing the schedule and even if the change is not completed due to the student's decision.
- **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. However, students will receive a transcript showing all courses taken.

### **Scholarships**

Med College offers various scholarship opportunities to those actively enrolled in any of our programs of study. Students must meet scholarship eligibility requirements. Students must complete the scholarship application form and submit any additional required documentation to fulfill the application requirements

### **Requirements for Pell Subsidy, Title IV Subsidy, Alumni, Med College Associates, and Direct Family Member Scholarships**

1. Students are only eligible to one scholarship at the beginning of the enrollment process
2. Students can NOT transfer more than 35% of the credits.
3. Students must maintain a 2.0 GPA.
4. Students must maintain ethical and professional conduct while active in their program of study.
5. Scholarships are applied to student's ledgers per term
6. Scholarships cannot be applied retroactively, will be only applied on and after becoming eligible while active in the program.
7. Scholarships will not apply to terms where students are on Leave of Absence (LOA)

**Pell Subsidy Scholarship (up to \$2,400.00):** The Pell Subsidy Scholarship is available to all students pursuing a MED COLLEGE diploma or degree and are not eligible for Pell Grant funding. The student will lose the scholarship if they use Federal Pell Grant funds.

**Title IV Subsidy Scholarship (up to \$5,000.00):** The Title IV Subsidy Scholarship is available to all students pursuing a MED COLLEGE diploma or degree who are not eligible for financial aid funding at the time of enrollment. The student will lose the scholarship if they become eligible for Title IV funds during the program.

**Alumni Scholarship (\$2,400.00):** The Alumni Scholarship is available to all students pursuing a MED COLLEGE diploma or degree who have graduated from any MED COLLEGE program.

**MED COLLEGE Associates Scholarship (\$1,000.00):** The MED COLLEGE Associates Scholarship is available to all students who wish to enroll at MED COLLEGE and are employed by a professional organization with a current affiliation agreement with MED COLLEGE.

#### **Direct Family Member 60%**

**In addition, MED COLLEGE offers a Merit Scholarship (\$2,400.00):** The Merit Scholarship is available to all students pursuing a Med College career and graduating with excellent performance during the program of study.

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

1. Students must graduate with a GPA of 3.5 or above.
2. Students must not fail any class during the program of study.
3. The student must have met all graduation requirements.
4. Students must graduate within the period agreed in the enrollment agreement.
5. 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.
6. Apply for the scholarship during the last quarter of the program at least a week before graduation.
7. Scholarship will be granted after completing the program.

#### **Previous Education Scholarship (\$2500)**

This scholarship is available for students that have earned a previous degree of a bachelor or higher. Students must complete the application during enrollment process, provide supporting documentation for approval, and the funds will be applied to Funding Estimate in a lump sum, and on student's ledger on a term basis. The only requirement to receive this scholarship is to fill out form, and provided supporting documentation that proof eligibility.

#### **MRI Post-Primary Eligible Scholarship (\$5000)**

This scholarship is for students who qualify to apply for the ARRT board certification under the Post primary category for MRI technologist license.

Applicants must provide documentation that qualifies them to apply for the MRI license with the ARRT as post primary category.

The post primary eligibility pathway is for those who are currently certified and registered with ARRT and would like to pursue an additional credential. This pathway may also be used by those who hold a credential from ARDMS or NMTCB.

Students must complete the application during enrollment process and the funds will be applied to Funding Estimate in a lump sum, and on student's ledger on a term basis.

## **Drug And Alcohol Prevention**

In accordance with the policies of MED COLLEGE 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.

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 are 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 provide counseling, and the student will be given instructions to schedule testing. If results return positive for active drug use, the student will be dismissed from the program. If the student wishes to re-enroll, they must follow the re-enrollment policy. In addition, the student will also be asked to take a confirmatory drug test prior to acceptance.

### **Students Holding Valid Medical Marijuana Certification Cards**

Med College recognizes the rights of those prospective and current students that possess valid medical marijuana certification. This certification makes it legal for an individual to consume cannabinoids without facing adverse legal actions. However, due to the nature of the professional programs offered by our institution, we must also maintain compliance with those agencies and stakeholders that grant Med College the ability to operate as an educational institution. The following are the conditions by which students must comply in reference to medical marijuana:

- Federal law requires our college to provide a drug-free educational environment and workplace. Therefore, no controlled substances can be consumed while on campus.
- Those students who disclose medical marijuana certification must present a valid card upon admission or within 15 days of obtaining an initial certification if they are already enrolled.
- To avoid conflict between state and federal laws, students may not possess any form of controlled substance or illicit drugs, including medical marijuana, while on campus.
- Consistent with the school's Drug and Alcohol Prevention Policy, students who exhibit bizarre, irrational, an incoherent mental state or unusual behavior will be prohibited from attending classes or clinicals.
- Students cannot report to classes or clinicals with the obvious aroma of marijuana on their person. Students may be asked to leave class or clinicals if this is noted by faculty or administrators.

Students should also note that disclosure of medical marijuana certification is protected under the Health Insurance Portability and Accountability Act of 1992. No medical information will be shared with any third-party including clinical sites or potential employers. However, students should be aware that:

- Clinical sites and potential employers may require drug screening as part of their onboarding or hiring process. These facilities have their own policies concerning controlled substances. Students should be aware that a positive result of drugs may lead to denial of clinical rotation participation or employment. Med College has no bearing on the policies or decisions of those institutions.
- Students who do not or cannot complete the required number of clinical hours or clinical competencies will not be eligible for graduation. Med College does not promise that a clinical site can be provided that accepts or recognizes medical marijuana certification.



- The presence of positive drug screening may lead to denial of being hired, thus impeding employability.
- It is the responsibility of the student/graduate to research the policies and procedures for those institutions where they wish to gain employment.

Students should also be aware that State Boards and certification bodies have strict ethics policies that strongly oppose or prohibit the use of drugs or alcohol of any kind as it relates to working in the capacity of healthcare. Applicants for board or certification examinations must be aware of:

- Specific guidelines and standards of testing bodies related to ethics policies and exam eligibility.
- Med College does not make decisions about examination eligibility. Eligibility is based on criteria that is outlined by the professional board or certification body.
- State laws require that any infractions of the law involving controlled substances, including positive drug screening results, must be reported to licensing and state boards. This may lead to suspension or revocation of professional licenses and certifications which will greatly impact your ability to gain or maintain employment.
- It is the responsibility of the student/graduate to research the policies and procedures of certification bodies and state boards prior to presenting applications for examination.

## **Program Withdrawal**

If student enrollment is terminated, whether by voluntary action or involuntarily, 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 as stated in the re-enrollment policy.

### **Voluntary Withdrawal:**

The voluntary withdrawal occurs when the student notifies the school of their desire to withdraw. The student will submit an email or any other written communication to any staff at the registrar office or to registrar@medcollege.edu indicating their wish to terminate enrollment.

Students will receive advice and information 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 registrar will notify the Finance Office to initiate the necessary paperwork to request a tuition refund from the Accounts Payable department.

### **Involuntary Withdrawal:**

Involuntary withdrawal occurs when a student is administratively withdrawn from the program. Involuntary withdrawal will occur if the student:

- Does not attend during the term's Add/Drop Period
- Is absent from classes on campus, online or clinical activities for 14 consecutive days without communicating with the school to notify the absences
- Satisfactory Academic Progress (SAP) Suspension for two consecutive terms
- As a result of a disciplinary action, such as but not limited to, unprofessional behavior including sexual harassment and aggressive and demeaning behaviors, academic dishonesty, falsification of documentation, misrepresentation of facts, or violation of the drug and alcohol policy.

The student's withdrawal date would be the last date of participation. 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 students will also be sent Exit Counseling information to be aware of their Direct Loan Applications.

### **Re-Enrollment Policy**

A student that wishes to return to Med College after either voluntary or involuntary withdrawal, may do so if the following criteria are met:

- Wait at least one year from the date of withdrawal.
- Not have any outstanding financial obligation with Med College
- Must complete the entry admissions process including application, fees, admissions exam, and Program Director interview.
- Present a statement of appeal to the Program Director as to why they should be considered for re-enrollment, specifying how circumstances have changed.
- General courses and health care core course credits earned with a grade of "C" or higher will be considered for transfer upon re-entry. Programmatic core classes will not be transferable after more than 1-year of re-entry.
- If applicable, the student may petition for transfer credits from other institutions based on Med College's transfer credit policy.
- Students may only re-enter a program at the beginning of a term.
- Students can only apply and re-enroll at Med College once, if a second withdraw occurs students will not be considered for re enrollment.
- If the program curriculum has been revised, students will also have to meet those new requirements.
- Students' Federal Financial Aid eligibility will depend on their Satisfactory Academic Progress status upon re-entry. See SAP policy.

### **Student Grievances**

It is the policy of the MED COLLEGE to provide an effective and acceptable means for a student to bring problems or complaints to the attention of the institution for review and resolution. Prospective or enrolled students may voice a complaint about a college rule/regulation, procedure, or experience.

#### **Student Grievance Process Procedure:**

##### **Informal Complaint Resolution:**

As a first step, students are encouraged to discuss their concerns directly with the individual involved. If the student feels uncomfortable in directly discussing their concern with the involved student, faculty, or staff, or thinks that the concern was not handled appropriately, then the student may discuss their concerns with the School President.

If the student is unable to resolve the issue directly with the individual, they should contact their Program Director or Clinical Coordinator to submit a formal letter of complaint.

In particular, the Program Director or Clinical Coordinator should advise the student if some other procedure applies to the student's type of complaint.

**Formal Complaint:**

If 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 a written request to the Program Director 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 people 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 members 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 COLLEGE 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 COLLEGE, but are not conducted on the MED COLLEGE 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 COLLEGE 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 COLLEGE member.

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

Each MED COLLEGE employee is responsible for cooperating with MED COLLEGE'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.

### **Special Accommodations**

Med College is committed to providing an inclusive, accessible, and equitable educational environment for all students. In accordance with federal and state laws, including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Florida Civil Rights Act, the College ensures that students with disabilities or other unique needs receive the accommodations necessary for them to participate fully in their academic programs and activities.

This policy applies to all students enrolled at Med College and covers accommodations in academic settings, extracurricular activities, and other areas of student life.

Students who are interested in requesting special accommodations should take the following actions:

1. Review the institutional policy of Technical Standards required for our enrollment in our programs
2. Complete an initial Special Accommodations Request Form with the Registrar's office
3. Submit official, verifiable documentation of impairment that is to be considered for the accommodation

While it is ultimately the student's choice when to disclose a physical or mental impairment, it is strongly recommended that such conditions be discussed during the initial inquiry and application process. This ensures the program can provide appropriate advisement and support tailored to the specific academic, clinical, and professional

demands of the chosen career, helping students make informed decisions.

After receiving the Special Accommodations Request Form and supporting documents, the student will be contacted by their perspective Program Director to gather detailed information and provide advice on program requirements.

Within 15 business days of the request, a panel consisting of three administrative staff members will evaluate the request for approval. No accommodation will be made until a formal decision is made.

To successfully fulfill the requirements of all our programs, students must demonstrate the ability to:

- Communicate effectively and professionally in English, both verbally and in writing, with patients, staff, and other healthcare personnel.
- Read, comprehend, and accurately apply instructions and information documented in patients' charts, notes, and medical records.
- Safely lift and handle weights of up to thirty (30) pounds from the floor, as required for equipment or patient assistance.
- Assist in transferring immobile patients from a stretcher to an imaging table in collaboration with others.
- Safely transport patients from waiting or holding areas to procedure rooms while maintaining patient comfort and safety.
- Distinguish and respond to auditory cues, including equipment sounds, background noises, and a range of pitches.
- Visually monitor patients for signs of distress or changes in condition throughout procedures.
- Utilize a keyboard or other digital interfaces to accurately input and manage clinical data.
- Apply proper body mechanics to perform tasks that involve bending, stretching, stooping, kneeling, twisting, and other physical movements necessary for effective patient care and job responsibilities.

These technical standards are essential for ensuring the safety and well-being of both students and patients while meeting the rigorous demands of healthcare professions. Students are encouraged to discuss any concerns or accommodation needed to meet these standards during the application process.

#### Student Disability and Support Policy

According to the Florida Department of Education, high school Individualized Education Programs (IEP) and Section 504 Plans are no longer applicable after high school graduation. Therefore, any student with a disability or impairment is encouraged to discuss their situation with the Program Director as early as possible. Ideally, this discussion should occur before enrollment, at the start of the course, or promptly upon the occurrence of an injury or illness.

Students seeking support must provide appropriate and up-to-date documentation from a licensed healthcare professional verifying their disability, impairment, or medical condition. For temporary or changeable conditions, such as those resulting from injuries or Occupational Overuse Syndrome (OOS), the Program Director may require updated verification every six months to ensure accommodation remains appropriate.

Students are encouraged to collaborate with the Program Director and relevant staff to identify practical solutions and accommodation. After a formal evaluation by the Program Director, the student should actively engage in discussions to address their specific needs. Where appropriate, the Program Director may facilitate discussions on the student's behalf to ensure the necessary accommodation is in place.

All personal information regarding the nature of a student's disability or medical condition will remain confidential and will only be disclosed to staff when necessary to implement accommodation. Students are responsible for notifying the Program Director of any changes to their condition or injury that may affect their support needs. Additionally, students should communicate any challenges they experience with the accommodation provided to ensure ongoing support.

To ensure an inclusive and accessible learning environment, all courses should be thoughtfully designed to minimize

barriers to access, participation, and academic achievement. Where a student's impairment makes meeting the course requirements more challenging than for other students, or if certain requirements are not achievable, academic staff must work collaboratively with the student to explore appropriate accommodations and adjustments.

In cases where a student's impairment significantly impacts their ability to meet course requirements, academic staff are responsible for facilitating discussions with the student and the Program Director to develop tailored strategies or modifications. These adjustments should enable the student to successfully participate in and achieve academic success without compromising the integrity of the course or program.

If a student has concerns regarding decisions made under this policy, they should first discuss the matter with the Program Director, the designated School Disability Liaison, or the Head of School. In the event the matter cannot be resolved informally, the student may initiate a formal appeal following the Academic Student Complaint Process Procedure Policy. The appeal process will ensure that all concerns are addressed fairly and in accordance with institutional and legal guidelines.

## **Crime Reporting**

### **Crime Statistics**

Each year, by October 1, MED COLLEGE 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 COLLEGE'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 COLLEGE, 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 the MED COLLEGE Business Office or by accessing the following website [www.medcollege.edu](http://www.medcollege.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 COLLEGE is private property and is maintained for the use of the students. Only authorized individuals are allowed on campus. The school reserves the right to ask anyone to vacate the premises at any time.

### **Law Enforcement Authority**

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

### **Programs to Prevent Crimes**

To help prevent crimes, MED COLLEGE 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 COLLEGE will, without delay and considering 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 COLLEGE 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 COLLEGE (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 COLLEGE places a high value on the classroom participation of all students. Students are encouraged to attend all scheduled classes and clinical assignments. 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 CourseKey app. The Clinical Coordinator will review the activity on this app daily.

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 COLLEGE 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.

## **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 continually. 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.

### **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. Tardiness is defined as arriving at the assigned clinical area or class 15 minutes after the scheduled start time. Excessive tardiness is defined as three occurrences within two weeks

Three tardies will count as one absence. Leaving early is the same as being tardy.

### **Make-Up Assignments Due to Absenteeism**

Make-up assignments for absenteeism will be at the discretion of the instructor. Please see specific course expectations in the course syllabus that is provided at the beginning of each course. In certain circumstances, such as an extended illness or unforeseen medical condition, jury duty, pregnancy, military deployment, or any situation requiring an unexpected, extended, the Program Director and course instructor will evaluate the situation and provide appropriate counseling about the most appropriate action that should be taken. This could include allowing make-up, leave of absence request, or voluntary withdrawal.

Students should not assume that make-up permission will be granted in every circumstance.

### **Request For Leave of Absence (LOA)**

Med College 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 COLLEGE Payment plans cannot pause or stop monthly payment due to LOA status.





# ACADEMIC POLICIES

## Grading Scale

MED COLLEGE 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 number of grade points earned by the total number 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.

**Nursing students must complete and pass all classes at least with 70% "C".**

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 COLLEGE. 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 Timeframe for receiving aid is equal to 150% of the length of the program. For example, if you are pursuing a program that requires 105 credits for graduation, you would reach the maximum Timeframe at  $105 \times 150\% = 157.50$  credits attempted. In addition, if the student is enrolled in a 24-month program, the maximum Timeframe will be 36 months. The student will be withdrawn once it is determined that they have exceeded the allowable maximum time frame.

### **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 ONE week from the COURSE’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 COLLEGE 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 COLLEGE allows students to repeat a failed course once. 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 and will be used to calculate the cumulative grade point average.

### **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 if 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. (student can opt to pay tuition out of pocket until SAP requirements are met and become eligible to receive federal funds) students can only be on suspension status for two consecutive terms, if after the second term in suspension student cannot meet criteria to be out of SAP, student will withdraw from program.

### **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.

## **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 COLLEGE 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 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 COLLEGE
- Employment records of students employed at MED COLLEGE
- 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, not exceeding 45 days.

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.

The following information is considered under: Directory information by Med College and may be disclosed without student's consent. However, students have the right to decline to release such information during the enrollment process by completing FERPA form

- Name
- Dates of attendance
- Graduation date
- Degree completed

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

## **Academic Advisement**

MED COLLEGE provides academic advisement at any point of student enrollment. Students have access to grades and progress in current courses, an unofficial transcript of final grades in all courses completed, and pertinent

feedback and communications from instructors, clinical coordinators, and support staff through the school's cloud-based learning platform, Populi.

Instructors will initiate academic advisement for those students that are not achieving minimal academic progress in the courses for which they are enrolled through private emails sent via Populi. Notification will also be sent to the Program Directors for follow-up, and if necessary, formal written academic counseling.

Advising services are also provided during initial enrollment by the Admissions Representatives and Program Directors and by Career Services.

## **Transcript Request**

MED COLLEGE 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 COLLEGE 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 must 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 always wear their school badge while on the school's premises. 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.  
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 \$15.00 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.
- **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 COLLEGE'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 COLLEGE 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 COLLEGE 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 six 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 additional laptops and tablets that can be requested to do schoolwork. Students need to use the resource center during school office hours, 8:30 a.m. to 8 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 COLLEGE email accounts. The account will provide free access to PowerPoint, word, excel, teams, and many other features for school activities. School email cannot be used for personal purposes.

**School Management System:** Assigned readings, recorded lectures, class discussions, quizzes, tests, 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. (see minimum device requirements)

## **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. 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 of the number of credits or class combination.



# CLINICAL POLICIES

## **Clinical Assignments**

Completion of clinical externship is mandatory. To ensure that all clinical activities are educationally valid and sound, it is the policy of the MED COLLEGE 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 COLLEGE.

## **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. For security reasons, students must wear their school identification and their hospital photo identification badge (if always required ) while on hospital property and/or 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 \$15.00 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, always, 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 the royal blue scrubs, a school-issued identification badge is also considered part of the student uniform.

### **Professional Demeanor**

The Med College professional community is committed to providing quality education, superior service, and an exceptional learning environment free of conducts that are considered abusive in any written or oral forms of intimidation, threats, or harassment.

Behaviors that are negative create an intimidating environment and are likely to affect an individual's well-being, education, or work. This conduct is not limited to verbal, visual, physical, or communication in writing or electronic situations. Therefore, students are always expected to:

1. Communicate in a professional and courteous manner.
2. Have a positive attitude when communicating (whether verbal or nonverbal).

Communication that is racist, sexist, profane, or crude will not be tolerated. These actions will negatively affect the final grade of the student or students involved. ***If communication should become disrespectful, the student may be withdrawn from the course.***

As members of this community, and future Healthcare professionals, it is expected from every individual to understand, observe, and take personal responsibility to maintain integral standards and professional behaviors that contribute to the creation of a safe and non-threatening atmosphere. 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. 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 COLLEGE 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 COLLEGE 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.

Consistent documentation of attendance is a requirement following the MED COLLEGE 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 will be withdrawn from the program. Students must complete the required hours for the program.

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 fraud and will be subject to disciplinary action.

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 who is caught signing in or out for another student will be subject to immediate dismissal

### **Clinical Hours Make-Up**

MED COLLEGE'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 about 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.
- One week after the end of the term are granted to complete missing hours. After that, if the student cannot complete the required hours or competencies, they will receive an "F" and the course must be repeated.
- Make-up clinical rotations for the nursing program will be assessed a \$250.00 fee.



# 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 COLLEGE Policy 5.1 addresses the required components for institutional compliance.

Those specific policies are as follows:

### **Transfer Credit Policy**

MED COLLEGE will evaluate courses previously taken at other institutions for transferability. Final acceptance of transfer credits is at the discretion of the Registrar or the Program Director. For credit to be accepted as a transfer, the content objectives of the course must correspond to those offered by MED COLLEGE. Applicants may be asked to present course descriptions from the previous granting institutions for appropriate evaluation. This transfer credit will only be conferred after an appropriate evaluation of all requested documentation from previous educational institutions has been evaluated for course equivalency. If transfer credits are granted by Med College, the tuition will be appropriately adjusted. Students are required to complete at least 25% of total program credits at Med College. Credit transfer will only be recognized from accredited institutions recognized by the U.S. Department of Education.

#### **Transfer Credits for 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 or transmitted electronically to the school, or the student may present an official, unopened copy of transcripts.
3. All official transcripts that are requested for transfer credit review must be submitted within the first term of enrollment. After the first term, previous transfer credits will not be considered.

#### **Evaluation of International Degrees**

Those applicants that wish to have international education reviewed for transfer credit evaluation must submit a translated evaluation of their degree and courses taken. This translated equivalency must be completed by an accredited evaluator recognized by an academic credential evaluation service that is a member of Association of International Credential Evaluators (AICE), Center for Educational Documentation (CED), and/or the National Association of Credential (NACES).

#### **Transfer of Students Between Programs Within the Institution**

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

1. Students must submit a transfer application to the registrar's office before the end of the current term.
2. A \$300 transfer fee must be paid at the time of transfer program application submission.
3. Students may not transfer into a new program within a semester.
4. Transfers will only be granted for students to begin at the start of a new semester.
5. Students must meet the eligibility requirements of the program they are requesting to transfer.
6. The Program Director will review and discuss new program requirements and transferability with the students.

7. Students may transfer eligible courses that are consistent between Med College programs.
7. A contract addendum must be completed and signed by the student before the start of the new program.
8. Students must receive a recalculation of financial aid obligations and eligibility before starting the new program, if applicable.

The transferability of credit earned at MED COLLEGE is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether another institution will accept credits.

### **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](http://www.arrt.org)

### **Tuition & Fees**

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

- MRI Technology Program
- Associate Degree in MRI Technology
- Radiology Technology Diploma
- Associate Degree in Radiology Technology
- Associate Degree in Nursing, pages

#### **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 COLLEGE**

Besides accepting VA Educational Benefits, MED COLLEGE 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 admission assessment.
- 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.

### **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 COLLEGE 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 COLLEGE 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-Enrollment Policy**

VA students must adhere to the same policies for re-entry as other students. Please refer to the re-entry policy in this catalog for a full explanation of requirements.

## **Graduation Requirements & Timelines**

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

- Complete general courses College Algebra, English Composition, and Psychology with a 'D'.
- Complete all other courses 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:

<b><u>Program</u></b>	<b><u>Duration</u></b>
AS MRI Technology	24 months
MRI Technology Diploma Program	21 months
AS Radiology Technology	24 months
Radiology Technology Diploma Program	21 months
AS Nursing	24 – 27 months

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

### **Institutional Contact Person for Additional Information**



Students may contact Idalys Ramos for questions:

Applicants or current students can call the school at (786)792-3350 ext. 1021 to arrange an appointment or send Mrs. Ramos an email directly at [iramos@medcollege.edu](mailto:iramos@medcollege.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. This data was reported in our institutions 2023 Annual Report.

Program	Completion Rate	Licensure Rate	Placement Rate
Associate of Science in MRI Technology	65%	89%	95%
MRI Technology	75%	100%	100%
Associate of Science in Radiology Technology	60%	100%	100%
Radiology Technology	82%	100%	100%
Associate of Science in Nursing	N/A	N/A	N/A

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 COLLEGE are expected to abide by all the policies stated by the student catalog. A current catalog can be located on the school's website.

**Appendix: \*COLLEGE FINANCIAL PLAN**

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	\$	-	
<b>Estimated Cost of Attendance</b>	<b>\$</b>	<b>22,560.00</b>	

Expected Family Contribution	
<b>Based on FAFSA</b>	\$ 7,395.00 /yr
As calculated by the institution using information reported on the FAFSA or to your institution.	
<b>Based on Institutional Methodology</b>	/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	\$ 6,495.00
Scholarships from your state	\$ -	Institution Grants	\$ -
Other scholarships	\$ -	State grants	\$ -
Employer Paid Tuition Benefits	\$ -	Other forms of grant aid	\$ -
<b>Total Scholarships</b>	<b>\$ - /yr</b>	<b>Total Grants</b>	<b>\$ 6,495.00 /yr</b>

VA Educational Benefits	
VA Educational Benefits	\$ -

College Costs You Will Be Required to Pay	
<b>Net Price To You</b>	<b>\$ 16,065.00</b>
(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	\$ - /yr
(x.xx% interest rate)(x.xx% origination fee)		Hours Per Week	0.00 /wk
Federal Direct Unsubsidized Loan	\$ 6,000.00 /yr	Other Campus Job	\$ - /yr
(x.xx% interest rate)(x.xx% origination fee)		<b>Total Work</b>	<b>\$ - /yr</b>
<b>Total Loan Options</b>	<b>\$ 10,500.00 /yr</b>		

\* For federal student loans, origination fees are deducted from loan proceeds

Other Options	
You may have other options to repay the remaining costs. These include:	
<ul style="list-style-type: none"> <li>• Tuition payment plan offered by the institution</li> <li>• Parent PLUS loans, which your parent can apply for</li> <li>• Non-Federal Private education loan, which you or parent can apply for after passing a credit check</li> <li>• Other Military or National Service Benefits</li> </ul>	

For more information & next steps:	
Address: Med Academy, 3420 West 84th Street, Suite 106, Hialeah, FL 33018	
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: <a href="https://studentaid.gov/h/manage-loans">https://studentaid.gov/h/manage-loans</a> .	

Next Steps

**\*Note:** This is a sample of the College Financial Plan. MED COLLEGE 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 COLLEGE's policies and procedures and therefore help you maintain your F1/M1 status. MED COLLEGE 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 COLLEGE 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 COLLEGE 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, ARMRIT, PARCA

#### Clinical Coordinator/Faculty

**Andro Perez**, RT, MR, ARRT, ARMRIT

#### Faculty

**Juan Revuelta**, RT, (R), (MR), ARRT, ARMRIT, 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  
Master of Science Higher Education (Purdue Global University)  
Bachelor of Science in Psychology (Florida National University)

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

**Andro Perez**, RT, MR, ARRT, ARMRIT  
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,**

Doctor of Education (St. Thomas University)

Master of Science Math Education (Nova Southeastern University)

## **MRI Technology Program**

The **MRI Technology Program** offered by MED COLLEGE 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**

<b>Course Number</b>	<b>Class Title</b>	<b>Credit Hours</b>
HC101	Medical Terminology	3
HC102	Introduction to Patient Care & Health Professions	6
HC103	Medical Ethics, Law & Cultural Diversity	3
MRI101	Fundamentals of MRI	4
MRI102	Image Formation	4
MRI103	Parameters and Options	4
MRI104	Instrumentation & Equipment	4
MRI105	MRI Screening and Safety	4
MRI106	Advance Techniques	4
MRI107	Sectional Anatomy I	6
MRI108	Sectional Anatomy II	6
MRI201	MR Procedures I	6
MRI202	MR Procedures II	6
MRI204	MR Clinical Externship I	3
MRI205	MR Clinical Externship II	3

MRI206	MR Clinical Externship III	6
MRI207	MR Clinical Externship IV	6
MRI208	MR Registry Review II	3
MRI209	MR Review I	3
	<b>Total Credits</b>	<b>84</b>

**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 COLLEGE 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:

<b>Application Fee:</b>	\$100.00; to be paid at the time of application.
<b>Uniform:</b>	\$50.00; per set. An estimated two (2) sets for the entire program.
<b>Liability Insurance:</b>	\$250.00; per year of coverage must be paid before Clinical Education.
<b>Clinical Fee:</b>	\$250.00; if required by the clinical site (fingerprint background check, drug test, etc.)
<b>Exit Fee:</b>	\$300.00; expenses generated by exiting the program.
<b>Online Fee:</b>	\$150.00; per term for the support of online students. This fee is waived for onsite students.
<b>Technical Fee:</b>	\$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 COLLEGE. 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.

Course Number	Book Title	Ed	Publisher	Cost
HC101	The Language of Medicine	12	Elsevier	\$85.00
GC102/103	Introduction to Radiologic Sciences and Patient Care	8	Elsevier	\$75.00
MRI (All)	MRI Handouts	N/A	Med College	\$400.00
MRI201/202	MRI Simulator		ScanLabMR	\$1000.00

**Program Tuition:**

Cost per Credit	84 Credit Hours
\$420.00	\$35,280.00

**Course Descriptions**

**Course Name: Medical Terminology****Course Abbreviation: HC101****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: HC102****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 Diversity****Course Abbreviation: HC103****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: Fundamentals of MRI****Course Abbreviation: MRI101****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: Image Formation****Course Abbreviation: MRI102****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: Parameters and Options****Course Abbreviation: MRI103****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: Instrumentation and Equipment****Course Abbreviation: MRI104****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 Screening and Safety****Course Abbreviation: MRI105****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: Advanced Techniques****Course Abbreviation: MRI106****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: MRI107****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: MRI108**

**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: MR Procedures I**

**Course Abbreviation: MRI201**

**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: MR Procedures II**

**Course Abbreviation: MRI202**

**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: MR Clinical Externship I**

**Course Abbreviation: MRI204**

**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: MR Clinical Externship II**

**Course Abbreviation: MRI205**

**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: MR Clinical Externship III**

**Course Abbreviation: MRI206**

**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 Externship IV**

**Course Abbreviation: MR207**

**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: MR Registry Review II**

**Course Abbreviation: MR208**

**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.

**Course Name: MR Review I**

**Course Abbreviation: MRI209**

**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 COLLEGE 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 Of Science Degree in MRI Technology

Class Number	Class Title	Credit Hours
GC101	Introduction to Psychology	4
GC102	College Algebra	4
GC103	English Composition	4
GC104	General Survey of Human Anatomy & Physiology I	6
GC105	General Survey of Human Anatomy & Physiology II	6
HC101	Medical Terminology	3
HC102	Introduction to Patient Care & Health Professions	6
HC103	Medical Ethics, Law & Cultural Diversity	3
MRI101	Fundamentals of MRI	4
MRI102	Image Formation	4
MRI103	Parameters and Options	4
MRI104	Instrumentation & Equipment	4
MRI105	MRI Screening and Safety	4
MRI106	Advance Techniques	4
MRI107	Sectional Anatomy I	6
MRI108	Sectional Anatomy II	6
MRI201	MR Procedures I	6
MRI202	MR Procedures II	6
MRI204	MR Clinical Externship I	3
MRI205	MR Clinical Externship II	3
MRI206	MR Clinical Externship III	6
MRI207	MR Clinical Externship IV	6
MRI208	MR Registry Review II	3
MRI209	MR Review I	3
	<b>Total Credits</b>	<b>108</b>

**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 COLLEGE 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.

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

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

Course Number	Book Title	Ed	Publisher	Cost
GC101	Psychology: A Concise Introduction	6	Worth	\$85.00
GC102	MyLab Math e-text Thinking Mathematically	8	Pearson	\$105.00
GC103	College Writing Skills	11	McGraw-Hill	\$60.00
HC101	The Language of Medicine	12	Elsevier	\$85.00
GC102/103	Introduction to Radiologic Sciences and Patient Care	8	Elsevier	\$75.00
GC104/105	Visual Anatomy & Physiology	3	Pearson	\$60.00
GC104/105	Visible Body (Online Resource)	N/A	Visible Body	\$150.00
MRI (All)	MRI Handouts	N/A	Med College	\$400.00
MRI201/202	MRI Simulator		ScanLabMR	\$1000.00

**Program Tuition:**

Cost per Credit	108 Credit Hours
\$420.00	\$45,360.00

**Course Descriptions**

**Course Name: Introduction to Psychology****Course Abbreviation: GC101****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: GC102****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: GC103****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: General Survey of Human Anatomy & Physiology I****Course Abbreviation: GC104****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: GC105****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: Medical Terminology**

**Course Abbreviation: HC101**

**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: HC102**

**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 Diversity**

**Course Abbreviation: HC103**

**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: MRI Fundamentals**

**Course Abbreviation: MRI101**

**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: MRI102**

**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 filling 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: MRI103**

**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: MRI104**

**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 Screening and Safety**

**Course Abbreviation: MRI105**

**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: Advanced Techniques**

**Course Abbreviation: MRI106**

**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: MRI107**

**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: MRI108**

**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: MR Procedures I**

**Course Abbreviation: MRI201**

**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: MR Procedures II**

**Course Abbreviation: MRI202**

**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: MR Clinical Externship I**

**Course Abbreviation: MRI204**

**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: MR Clinical Externship II**

**Course Abbreviation: MRI205**

**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: MR Clinical Externship III**

**Course Abbreviation: MRI206**

**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 Externship IV**

**Course Abbreviation: MRI207**

**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: MR Registry Review II**

**Course Abbreviation: MRI208**

**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.

**Course Name: MR Review I**

**Course Abbreviation: MRI209**

**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 COLLEGE 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**

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

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

#### **Clinical Coordinator**

**Andro Perez MD, RT (MR)(ARRT), ARMRIT**

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, AA**

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)

**Rachel Rodriguez, BS**  
Bachelor of Science in Medical Imaging (University of Costa Rica)

**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)

### **Radiology Technology Diploma (RT Diploma)**

The Radiology Technology program offered by MED COLLEGE 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 COLLEGE 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**

<b>Course Number</b>	<b>Class Title</b>	<b>Credit Hours</b>
HC101	Medical Terminology	3
HC102	Introduction to Patient Care & Health Professions	6
HC103	Medical Ethics, Law & Cultural Diversities	3
RAD102	Radiation Physics	6
RAD103	Radiation Protection and Radiobiology	6
RAD201	Image Production and Evaluation	6
RAD207	Equipment Operations and Quality Assurance	6
RAD202	Radiographic Procedures and Positioning I	6
RAD204	Radiographic Procedures and Positioning II	6

RAD211	Radiographic Procedures and Positioning III	6
RAD205	Special Imaging Procedures and Advanced Modalities	6
RAD206C	Clinical Rotation I	8
RAD208	Registry Review I	4
RAD209C	Clinical Rotation II	8
RAD210	Registry Review II	4
<b>Total</b>		<b>84</b>

**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:

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

Course Number	Book Title	Ed	Publisher	Cost
HC101	The Language of Medicine	12	Elsevier	\$85.00
HC102/103	Introduction to Radiologic Sciences and Patient Care	8	Elsevier	\$75.00
GC104/105	Visual Anatomy & Physiology	3	Pearson	\$110.00
GC104/105	Visible Body (Online Resource)	N/A	Visible Body	\$65.00
RAD102/201/207	Essentials of Radiographic Physics and Imaging	3	Elsevier	\$100.00
RAD103	Radiation Protection in Medical Radiography, Textbook	9	Elsevier	\$75.00
RAD202/204/205	Bontrager's Textbook of Radiographic Positioning and Anatomy	10	Elsevier	\$170.00

RAD208	Textbook Radiography Prep	10	McGraw-Hill	\$95.00
RAD206/209C -	Dosimeter and Marker	N/A	N/A	\$50.00
RAD Core Courses	Clover Learning (Online Resource – One time purchase)	N/A	N/A	\$198.00

**Program Tuition:**

<b>Cost per Credit</b>	<b>84 Credit Hours</b>
\$420.00	\$35,280.00

**Course Descriptions****Course Name: Medical Terminology****Course Abbreviation: HC101****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: HC102****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.

**Course Name: Medical Ethics, Law & Cultural Diversities****Course Abbreviation: HC103****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: RAD102****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: RAD103****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: RAD201****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: RAD202****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, upper extremity, (hand, wrist, forearm, elbow) and humerus and shoulder 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: RAD204****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 lower limb (foot, ankle, leg, and knee), Femur and pelvic girdle, and the spine. 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 III****Course Abbreviation: RAD211****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, abdomen, and bony thorax. 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: RAD205****Credit Hours: 6**

Description: Students will learn anatomy and physiology, general considerations, positioning techniques, and pathologic indications involving the biliary tract, upper GI, LGI, urinary system they will also 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: RAD206C****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: RAD207****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: RAD208****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: RAD209C****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: RAD208**

**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

## **Associate Of Science In Radiology Technology (AS RT)**

The Associate of Science in Radiology Technology program offered by MED COLLEGE 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 COLLEGE 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**

<b>Course Number</b>	<b>Class Title</b>	<b>Credit Hours</b>
GC101	Introduction to Psychology	4
GC102	College Algebra	4
GC103	English Composition	4
GC104	General Survey Human Anatomy & Physiology I	6
GC105	General Survey Human Anatomy & Physiology II	6
HC101	Medical Terminology	3
HC102	Introduction to Patient Care & Health Professions	6
HC103	Medical Ethics, Law & Cultural Diversities	3
RAD102	Radiation Physics	6
RAD103	Radiation Protection and Radiobiology	6
RAD201	Image Production and Evaluation	6



RAD202	Radiographic Procedures and Positioning I	6
RAD204	Radiographic Procedures and Positioning II	6
RAD211	Radiographic Procedures and Positioning III	6
RAD205	Special Imaging Procedures and Advanced Modalities	6
RAD206C	Clinical Rotation I	8
RAD207	Equipment Operations & Quality Assurance	6
RAD208	Registry Review I	4
RAD209C	Clinical Rotation II	8
RAD210	Registry Review II	4
<b>Total</b>		<b>108</b>

**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:

<b>Application Fee:</b>	\$100.00; to be paid at the time of application.
<b>Uniform:</b>	\$50.00; per set. An estimated two (2) sets for the entire program.
<b>Liability Insurance:</b>	\$250.00; per year of coverage must be paid before Clinical Education.
<b>Clinical Fee:</b>	\$300.00; if required by the clinical site (fingerprint background check, drug test, etc.)
<b>Exit Fee:</b>	\$300.00; expenses generated by exiting the program.
<b>Online Fee:</b>	\$150.00; per term for the support of online students. This fee is waived for onsite students.
<b>Technical Fee:</b>	\$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 COLLEGE. 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.

Course Number	Book Title	Ed	Publisher	Cost
GC101	Psychology: A Concise Introduction	6	Worth	\$70.00
GC102	MyLab Math e-text Thinking Mathematically	8	Pearson	\$105.00
GC103	College Writing Skills	11	McGraw-Hill	\$60.00
HC101	The Language of Medicine	12	Elsevier	\$85.00
HC102/103	Introduction to Radiologic Sciences and Patient Care	8	Elsevier	\$75.00

GC104/105	Visual Anatomy & Physiology	3	Pearson	\$110.00
GC104/105	Visible Body (Online Resource)	N/A	Visible Body	\$65.00
RAD102/201/207	Essentials of Radiographic Physics and Imaging	3	Elsevier	\$75.00
RAD103	Radiation Protection in Medical Radiography, Textbook	9	Elsevier	\$75.00
RAD202/204/205	Bontrager's Textbook of Radiographic Positioning and Anatomy	10	Elsevier	\$170.00
RAD206/209C	Dosimeter and Marker (Supplies)	N/A	N/A	\$50.00
RAD208	Textbook Radiography Prep	10	McGraw-Hill	\$95.00
RAD Core Courses	Clover RAD Review (Online Resource) (One time purchase)	N/A	Rad Review	\$198.00

### Program Tuition

Cost per Credit	108 Credit Hours
\$420.00	\$45,360.00

### Course Descriptions

#### **Course Name: Introduction to Psychology**

**Course Abbreviation: GC101**

**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: GC102**

**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: GC103**

**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: GC104**

**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: GC105**

**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: Medical Terminology**

**Course Abbreviation: HC101**

**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: HC102**

**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.

**Course Name: Medical Ethics, Law & Cultural Diversities**

**Course Abbreviation: HC103**

**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: RAD102**

**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: RAD103**

**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: RAD201**

**Credit Hours: 6**

Description: In this course, students will learn the dynamics of how radiographic images are produced using both analog and digital systems. An emphasis will be placed on selection of exposure techniques and how these factors affect the resulting image. Discussion of relevant topics such as scatter control, image receptors, and image quality will also be covered.

**Course Name: Radiographic Procedures & Positioning I**

**Course Abbreviation: RAD202**

**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, upper extremity, (hand, wrist, forearm, elbow) and humerus and shoulder 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: RAD204**

**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 lower limb (foot, ankle, leg, and knee), Femur and pelvic girdle, and the spine. 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 III**

**Course Abbreviation: RAD211**

**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, abdomen, and bony thorax. 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: RAD205**

**Credit Hours: 6**

Description: Students will learn anatomy and physiology, general considerations, positioning techniques, and pathologic indications involving the biliary tract, upper GI, LGI, urinary system they will also 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: RAD206C**

**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: RAD207**

**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: RAD208**

**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: RAD209C**

**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: RAD210**

**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

## Associate of Science in Nursing (AS RN)

### Program Officials:

#### Program Director & Instructor:

**Jose A. Chavez Viamontes** EdD, MSN, APRN, NP-C, FNP-BC  
 Doctor in Educational Leadership (University Central of Ashdod, IL)  
 Master of Science in Nursing (Miami Regional University, FL)

#### Clinical Relations Coordinator & Instructor:

**Daniela Vanegas** MSN, APRN, FNP-C  
 Master of Science in Nursing (Miami Dade College, FL)

#### Nursing Instructors:

**Nayvi Brennan** MSN, BSN, RN  
 Master of Science in Nursing (Florida National University, FL)

**Angelis Oliveira PhD, MHA, RN**

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

**Doris Teran DNP, RN, APRN NP-C**

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

**Julio Izquierdo MSN FNP-BC, BSN, RN**

Master of Science in Nursing (Barry University, FL)

**General Education Instructors:****Freddy Suarez, EdD, MS, MBA,**

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

**Meyling Wong MSc, BS**

Master of Science in Higher Education (Purdue Global University)

**Karelia Castaneda, MA**

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

**Jesus J. Venereo FMG**

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

**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.

**Mission:**

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.

**Goal:**

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.

**End-of-Program Student Learning Objectives (EPSLOs):**

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:**

1. Apply foundational nursing knowledge, leadership, and priority-setting skills to implement the nursing process in a client-centered care environment.
2. Identify and address potential risks in the healthcare setting, implementing preventive measures to enhance client safety.
3. Demonstrate proficient clinical decision-making through the application of critical thinking, clinical knowledge, and clinical judgment in the provision of socially and culturally sensitive nursing care.
4. Collaborate effectively within interdisciplinary and multicultural healthcare teams, fostering and promoting client safety, continuity of care, and positive client outcomes.
5. Integrate cultural and societal factors with therapeutic communication techniques, to provide comprehensive and understandable information to clients, families, and coworkers; effectively promoting health, preventing illness, and managing chronic conditions.
6. Demonstrate personal and professional responsibility by adhering to the standards of nursing practice, maintaining a commitment to ethical conduct, integrity, and respect for homogenous and diverse populations.
7. Apply current informational resources and technology tools to access and evaluate evidence-based information, enhancing patient care and staying updated on relevant nursing practices.

**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).

**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.

**Program Outline**

Class Number	Class Title	Credit Hours
GC101	Psychology	4
GC102	College Algebra	4
GC103	English Composition	4

GC 104	General Survey of Human Anatomy & Physiology I	6
GC 105	General Survey of Human Anatomy & Physiology II	6
HC101	Medical Terminology	3
HC104	Patient Assessment	4
HC104L	Patient Assessment Lab	1
HC105	Microbiology Theory and Lab Practice	4
HC106	Medical Law & Ethics for Nurses	4
GC106	Critical Thinking & Communication in Health Care	4
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	2
NUR217	NCLEX Review	5
NUR218C	General Clinical Practicum	2
	<b>Total Credits</b>	<b>110</b>

#### 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	Edition	Publisher
Psychology: A Concise Introduction	6	Worth Publisher

MyLab Math e-text Thinking Mathematically	8	Pearson
College Writing Skills	11	McGraw-Hill
Visual Anatomy & Physiology / Visible Body (Online Resource)	3/NA	Pearson
Visual Anatomy & Physiology / Visible Body (Online Resource)	3/NA	Visible Body
The Language of Medicine	12	Elsevier
Physical Examination and Health Assessment	9	Elsevier
Laboratory Manual for Physical Examination & Health Assessment	9	Elsevier
Murray's Basic Medical Microbiology	2	Elsevier
Critical Thinking, Clinical Reasoning, and Clinical Judgment	7	Elsevier
The Art of Public Speaking	13	McGraw Hill
Law and Ethical Issues for Health Professions	5	Elsevier
Fundamentals of Nursing	11	Elsevier
Clinical Companion for Fundamentals of Nursing	11	Elsevier
Foundations of Psychiatric Mental Health Nursing: A Clinical Approach	8	Elsevier
Lehne's Pharmacology for Nursing Care	11	Elsevier
Medical-Surgical Nursing	10	Elsevier
Clinical Companion for Medical-Surgical Nursing	10	Elsevier
Nursing Today	11	Elsevier
Foundations for Population Health in Community/Public Health Nursing	6	Elsevier
Prioritization, Delegation, and Assignment	5	Elsevier
Introduction to Maternity and Pediatric Nursing	9	Elsevier
Saunders Comprehensive Review for the NCLEX-RN® Examination	9	Elsevier
Clinical Nursing Skills and Techniques	10	Elsevier

**Program Tuition:**

Cost per Credit	110 Credit Hours
\$420.00	\$46,200.00

**Enrollment 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 (background check, drug test, etc.)

**Exit Fee:** \$300.00; expenses generated by exiting the program.

**Patient Assessment Fee:** \$300.00; to support equipment and supplies used in the patient care class.

This fee is waived for online students.

**Online Fee:** \$150.00; 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.

### **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: 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: Critical Thinking & Communication in Health Care**

**Course Abbreviation: GC 106**

**Credit Hours: 4**

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: 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: 1**

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: Microbiology Theory & Lab Practice****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, replication, and methods for their control. The Lab component provides nursing students with hands-on experience in basic laboratory techniques for the isolation, identification, and characterization of microorganisms. Emphasis will be placed on understanding and applying principles of microbiology to nursing practice, including infection prevention and control.

**Course Name: Medical Law & Ethics for Nurses****Course Abbreviation: HC 106****Credit Hours: 4**

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: Foundations of Nursing****Course Abbreviation: NUR 201****Credit Hours: 4**

Description: This course introduces 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: NUR 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 introduces 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 for the child.

**Course Name: Pediatric Nursing Clinical Practicum**

**Course Abbreviation: NUR 216C**

**Credit Hours: 2**

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 for 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**

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.