

CLEVELAND CLINIC SCHOOL OF HEALTH PROFESSIONS CATALOG

Effective:
July 1, 2026

Cleveland Clinic School of Health Professions
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[School of Health Professions Website](#)

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Table of Contents

GENERAL SCHOOL INFORMATION & POLICIES	4
CLEVELAND CLINIC	5
CENTER FOR HEALTH PROFESSIONS EDUCATION.....	6
CLEVELAND CLINIC SCHOOL OF HEALTH PROFESSIONS.....	6
CLEVELAND CLINIC SCHOOL OF HEALTH PROFESSIONS ADMINISTRATION	11
ACADEMIC CALENDAR.....	12
EDUCATIONAL FACILITIES.....	12
PROGRAM DELIVERY	14
ADMISSIONS REQUIREMENTS AND PROCEDURES.....	15
GRADUATION POLICIES	20
STUDENT RIGHTS AND RESPONSIBILITIES	21
FINANCIAL RIGHTS AND RESPONSIBILITIES	33
STUDENT HEALTH REQUIREMENTS AND RESOURCES	35
ACADEMIC POLICIES AND PROCEDURES	38
STUDENT SERVICES	50
OPERATIONAL POLICIES	58
PROGRAMS	61
BEACHWOOD DIAGNOSTIC MEDICAL SONOGRAPHY	62
BEACHWOOD RADIOLOGIC TECHNOLOGY	76
CARDIAC ULTRASOUND	91
CARDIOVASCULAR PERFUSION	101
COMPUTED TOMOGRAPHY.....	109
CYTOLOGY	121
DIETETIC INTERNSHIP	131
MEDICAL DOSIMETRY	139
MEDICAL LABORATORY SCIENCE.....	148
MERCY DIAGNOSTIC MEDICAL SONOGRAPHY	160
MERCY RADIOLOGIC TECHNOLOGY	170

PARAMEDIC EDUCATION.....	182
PHLEBOTOMY	195
POST-PRIMARY MAGNETIC RESONANCE IMAGING.....	204
PRIMARY MAGNETIC RESONANCE IMAGING	216
AREA OF STUDY	230
CLINICAL PASTORAL EDUCATION.....	231
COURSE DESCRIPTIONS	237

GENERAL SCHOOL INFORMATION & POLICIES

CLEVELAND CLINIC

History

Cleveland Clinic was at the forefront of modern medicine when its founders opened it as a multi-specialty group practice in 1921. In its first century, Cleveland Clinic has introduced many medical firsts, opened facilities around the world, and is proud to be ranked among the top hospitals in the country. Now, 100 years later, the vision of the founders remains the same.

Mission

Caring for life, researching for health, and educating those who serve.

Care Priorities

Patients: *Care for the patient as if they are your own family.*

Cleveland Clinic is here for one reason: to take care of patients. We are known for exceptional care delivered by multidisciplinary teams. We challenge ourselves to get better each year. Our goals are to touch more lives, relieve suffering and provide every patient the best care and experience.

Caregivers: *Treat fellow caregivers as if they were your own family.*

There are nearly 60,000 Cleveland Clinic caregivers around the world. We are the largest employer in both the state of Ohio and Northeast Ohio. We promote teamwork, inclusion, and integrity. We strive to make Cleveland Clinic the best place to work and grow.

Community: *We are committed to the communities we serve.*

Cleveland Clinic's community benefit goes beyond healthcare services. As an anchor institution, we promote the physical and economic health of our neighborhoods. We are building a future for health education and workforce development that will enhance the region for generations.

Organization: *Treat the organization as your home.*

Cleveland Clinic is a nonprofit organization. All revenues beyond expenses are reinvested in our mission. We care for the organization as if it were our home, by securing its financial health, using resources mindfully, and bringing our services to as many people as need our care.

Values

Serve with heart: *We care for patients and each other with compassion and purpose.*

Succeed as one team: *We achieve excellence together as One Cleveland Clinic.*

Shape the future: *We advance care for all through courage and innovation.*

Commitment to Principles of Sustainability & Global Citizenship

As a leading healthcare organization committed to sustainability and transparency, we measure our progress in accordance with the UN Global Compact's Ten Principles, UN Sustainable Development Goals, and the Global Reporting Initiative standards. Through this report, we communicate progress on the environmental, social and governance issues deemed most significant by our patients, caregivers,

communities, and global stakeholders. We look forward to continued collaboration and innovation with all of our valued stakeholders to promote public and environmental health.

Logo Statement

The hallmark used in the official Cleveland Clinic logo, developed in 1984, is the first official emblem for the Cleveland Clinic Foundation.



The four squares represent each of the major areas of the Foundation: Clinic, Hospital, Research and Education. They are also representative of our four founders: Frank E. Bunts, MD, George W. Crile, MD, William E. Lower, MD, and John Phillips, MD.

The large single square signifies unity and the efforts of all those involved to care for the sick, investigate their problems and further educate those who serve.

CENTER FOR HEALTH PROFESSIONS EDUCATION

Overview

In 2007, Cleveland Clinic recognized the importance of educating our future health professions caregivers by forming the Center for Health Professions Education (CHPE). The Center for Health Professions Education works with Cleveland Clinic's own internal education programs and with the external affiliated academic programs offered at educational facilities throughout Ohio and across the nation. In addition, we offer onboarding for health professions students, affiliation agreements with external academic institutions, and a multitude of other services related to the educational mission of Cleveland Clinic.

Mission

To promote an excellent learning experience for Cleveland Clinic health students so that they may become providers of the best care to patients as members of the interprofessional care team.

Vision

To facilitate the training of all health professions students across Cleveland Clinic in order to provide uniformly excellent education through our internal and affiliate-based training programs for the benefit of our community and to help meet the workforce needs of the Cleveland Clinic.

CLEVELAND CLINIC SCHOOL OF HEALTH PROFESSIONS

Mission

Our mission is to foster an environment of excellence in education for health professions students from all backgrounds. We are dedicated to providing comprehensive education that equips our students with the knowledge, skills, and values necessary to deliver the highest quality of patient care. Through innovative teaching methods, collaboration with world-class caregivers, and community engagement, we strive to develop healthcare professionals who are compassionate, competent, and committed to the advancement of health in the communities we serve.

Vision

Our Vision is to be a global leader in health professions education, where students and faculty alike can thrive and contribute to the advancement of healthcare worldwide. We strive to create a culture that values continuous learning, collaboration, and dedication to improving patient outcomes.

Objectives

1. Provide a curriculum that integrates clinical expertise and innovative teaching methods to ensure students are well-prepared for their future roles as healthcare professionals.
2. Offer ongoing professional development opportunities for faculty and students to foster a culture of continuous learning and improvement.
3. Instill a commitment to patient-centered care, our values, and the delivery of high-quality healthcare services.
4. Incorporate a global health perspective into the curriculum to prepare students for the challenges of providing care in a complex and interconnected world.

Approvals

The Cleveland Clinic School of Health Professions is approved by the Ohio State Board of Career Colleges and Schools (OSBCCS) to offer and solicit students for authorized postsecondary education programs in the State of Ohio. Initial approval was granted on July 31, 2019 and approval is current through July 2026. School Registration Number: 2165. <https://scr.ohio.gov>.

The following programs within the School of Health Professions are approved through OSBCCS:

- Beachwood Diagnostic Medical Sonography
- Beachwood Radiologic Technology
- Cardiac Ultrasound
- Cardiovascular Perfusion
- Computed Tomography
- Post-Primary Magnetic Resonance Imaging
- Phlebotomy
- Primary Magnetic Resonance Imaging

To contact OSBCCS:

Ohio State Board of Career Colleges and Schools
30 Broad Street, 24th Floor, Suite 2481
Columbus, OH 43215-3138
Phone: 614.466.2752
E-mail: bpsr@scr.state.oh.us
Website: <https://scr.ohio.gov>

More information about these programs' approval can be found in the program-specific sections in this catalog.

Programmatic Accreditation

Beachwood Diagnostic Medical Sonography

The Beachwood Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th Street N., #7709
Seminole, FL, 33775-7709
727.210.2350

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)

P.O. Box 2050
Ellicott City, MD 21041

Beachwood Radiologic Technology

The Beachwood Radiologic Technology Program is accredited by the
Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300
email: mail@jrcert.org

[View the program's current award letter.](#)

Cardiac Ultrasound

The Cardiac Ultrasound Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th Street N., #7709
Seminole, FL, 33775-7709
727.210.2350

Cardiovascular Perfusion

The Cardiovascular Perfusion Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Committee-Perfusion Education.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th Street N., #7709
Seminole, FL, 33775-7709
727.210.2350

Cytology

The Cytology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Cytology Programs Review Committee.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th Street N., #7709
Seminole, FL, 33775-7709
727.210.2350

Clinical Pastoral Education

The Clinical Pastoral Education Internship is accredited by The Association for Clinical Pastoral Education, Inc. (ACPE)

The Association for Clinical Pastoral Education, Inc.

1 Concourse Parkway, Suite 800
Atlanta, GA 30328
Phone: 404.320.1472
Website: www.acpe.edu

Dietetic Internship

The Dietetic Internship Program is fully accredited through June 30th, 2033, by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), a specialized accrediting body recognized by the United States Department of Education. Recognition by USDE affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition/dietetics education programs.

ACEND may be contacted at:

Accreditation Council for Education in Nutrition and Dietetics

Suite 2190
120 South Riverside Plaza
Chicago, IL 60606-6995
312.899.0040, ext.5400
<https://www.eatrightpro.org/acend>

Medical Dosimetry

The Medical Dosimetry Program is accredited by the Joint Review Committee on Education in Radiologic Technology:

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300
Email: mail@jrcert.org

The program's current award is eight years. General program accreditation information and the current accreditation award letter can be found [here](#).

Medical Laboratory Science

The Cleveland Clinic Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Further information can be obtained by contacting NAACLS at 5600 N. River Road, Suite 720, Rosemont, IL, 60018, by phone at 773.714.8880 or by visiting the NAACLS website at www.naacls.org.

Mercy Diagnostic Medical Sonography

The Mercy Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th Street N., #7709
Seminole, FL, 33775-7709
727.210.2350

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)

P.O. Box 2050
Ellicott City, MD 21041

Mercy Radiologic Technology

The Mercy Radiologic Technology Program is seeking accreditation by the Joint Review Committee on Education in Radiologic Technology:

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Email: mail@jrcert.org

Paramedic Education

The Paramedic Education Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
727.210.2350
www.caahep.org

To contact CoAEMSP:
214.703.8445
www.coaemsp.org

The Paramedic Education Program is accredited by the Ohio Department of Public Safety.

Ohio Department of Public Safety

1970 W Broad St.
Columbus, OH 43223
844.644.6268

Phlebotomy

The Phlebotomy Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

5600 N. River Rd., Suite 720
Rosemont, IL, 60018-5119
773.714.8880

Primary Magnetic Resonance Imaging

The Primary Magnetic Resonance Imaging program is accredited by the Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300
email: mail@jrcert.org

[View the program's current award letter.](#)

CLEVELAND CLINIC SCHOOL OF HEALTH PROFESSIONS ADMINISTRATION

Executive Leadership

Chief of Education, James Stoller, MD, MS

Academic Affairs

Dean: Mari Knettle, DPT, EdD, FASAHP

Operations

Senior Director: Michelle Hrehocik, MBA

Administrative Units

Bursar and Financial Aid: Doneisha Taylor-Smith, MBA

Registrar: John Borawski, MEd

Assessment and Alumni Relations: TBD

Documentation and Quality: Cheryl Stashinko, MLIS

Student Records: Patrick Svihlik, MEd

Student Affairs

Assistant Dean of Student Affairs: Rachel King, JD

Student Affairs and Career Services: Randi Myers, MAEd

ACADEMIC CALENDAR

ACADEMIC YEAR 2026-2027

Date	Calendar Description
Friday, July 3, 2026	Independence Day 2026 observed
Saturday, July 4, 2026	Independence Day 2026
Monday, September 7, 2026	Labor Day 2026
Thursday, September 17, 2026	*Constitution Day 2026
Thursday, November 26, 2026	Thanksgiving Day 2026
Friday, December 25, 2026	Christmas Day 2026
Friday, January 1, 2027	New Year's Day 2027
Monday, May 31, 2027	Memorial Day 2027

**While recognized, SOHP will not be closed on Constitution Day. Students are to report to class and/or clinical sites.*

The above holidays are recognized by Cleveland Clinic and reflect days that the School of Health Professions will be closed. Students are not scheduled for educational or clinical activities on these days and are not permitted to be at a clinical site during scheduled holidays.

If the actual holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the actual holiday falls on a Sunday, the holiday will be observed on the following Monday. All others will observe the holiday on the actual date.

Please refer to each program's section in this catalog for specific program academic calendar information. This can include start and end dates for each term, program planned breaks, tuition refund dates, tuition payment dates (if applicable), final exam weeks, and graduation.

EDUCATIONAL FACILITIES

Main Campus



Cleveland Clinic Main Campus

Cleveland Clinic Main Campus

9500 Euclid Ave.
Cleveland, OH 44195

Programs: Cardiac Ultrasound, Cardiovascular Perfusion, Clinical Pastoral Education Internship, Cytology, Dietetic Internship, Medical Dosimetry, Medical Laboratory Science

Area of Study: Clinical Pastoral Education

Since 1921, the Main Campus of Cleveland Clinic spans over 165 acres in the Fairfax neighborhood. The Main Campus has approximately 1,400 beds and welcomes over 1.5 million patients per year, making it one of the largest hospitals in the United States. The Clinic offers specialty care in cardiology, heart surgery, urology, gastroenterology, and cancer care. Regularly ranked among the top 5 hospitals in the U.S. by the U.S. News & World Report, Cleveland Clinic serves as a pioneer in research, innovation, technology, and global health.

Separate Educational Centers

Akron General

1 Akron General Ave.
Akron, OH 44307

Program: Paramedic Education

Founded in 1914 as Peoples Hospital, Cleveland Clinic Akron General is a not-for-profit healthcare organization that serves as the hub for Cleveland Clinic's Southern Region. In addition to a 532-registered-bed teaching and research medical center in downtown Akron, the Cleveland Clinic Akron General system includes:

- Lodi Hospital, a critical access hospital, offers a comprehensive range of services, including a 24-hour Emergency Department, outpatient surgery and a full range of diagnostics, rehabilitation and physical therapy, as well as acute and skilled care.
- Health & Wellness Centers, located in Bath, Green and Stow, offer a variety of integrated outpatient services, including 24-hour Emergency Departments, primary and specialty care practices, as well as a medically supervised exercise program.



Akron General

Cleveland Clinic Administrative Campus (CCAC)

Building 5
3275 Science Park Dr.
Beachwood, OH 44122



CCAC, Building 5

Programs: Beachwood Diagnostic Medical Sonography, Beachwood Radiologic Technology, Computed Tomography, Post-Primary Magnetic Resonance Imaging, Primary Magnetic Resonance Imaging

Cleveland Clinic Administrative Campus, located in Beachwood, Ohio consists of 5 buildings. The campus offers outpatient care in a variety of specialties. Additionally, a multitude of administrative departments are located at this campus, including human resources, talent acquisition, protective services, law department, occupational health, badging and more. Programs related to

Diagnostic Imaging are also hosted at this site, complete with didactic and lab-based classrooms, meeting and lounge space, and computer labs.

Lutheran Hospital

Franklin Building

2706 Franklin Blvd.
Cleveland, OH 44113

Program: Phlebotomy

Lutheran Hospital is a 203-bed acute-care facility offering sophisticated technology and advanced medical care within an intimate and friendly environment. The hospital provides leading-edge treatments and advanced research and surgery, with specialties in Orthopedics and Spine, Behavioral Health, and Chronic Wound Care



Firehouse, Lutheran Hospital

Mercy Hospital

1320 Mercy Dr. NW
Canton, OH 44708



Mercy Hospital

Programs: Mercy Diagnostic Medical Sonography, Mercy Radiologic Technology

Cleveland Clinic Mercy Hospital became a full member of the Cleveland Clinic health system on Feb. 1, 2021, and is sponsored by the Sisters of Charity of St. Augustine. Founded in 1908, the Catholic faith-based medical center operates a 476-bed hospital in Canton and outpatient locations in Alliance, Carroll County, Jackson Township, Lake Township, Louisville, Massillon, North Canton, Plain Township and Tuscarawas County.

Mercy Hospital has 620 members on its Medical Staff and employs 2,800 caregivers. Mercy received an “A” in the most recently published safety grades by the Leapfrog Group.

University of Akron Wayne College

1901 Smucker Rd.
Orrville, OH 44667

Program: Paramedic Education

Built in 1972, the University of Akron Wayne College includes the library, state-of-the-art computer labs, classrooms and laboratory space, staff and faculty offices, as well as a 160-seat tiered auditorium. The campus serves as an educational and cultural hub for Wayne County and the surrounding region.



University of Akron Wayne College

PROGRAM DELIVERY

Programs may be offered in a traditional residential or blended distance education format. Both residential and blended distance education programs may use MyLearning, a learning management system used across Cleveland Clinic. Microsoft Teams is used for live, didactic course delivery and meeting with students. Regardless of delivery method, students should familiarize themselves with MyLearning and be aware of how they are expected to use the system for learning purposes for each course in which they are enrolled. Refer to the Technology Requirements portion under Admissions Requirements and Procedures in this catalog to learn more about minimum and recommended technology requirements for MyLearning and Teams.

Residential Format

Students enrolled in residential programs attend in-person, live didactic and lab-based classes and clinical experiences during scheduled days and hours.

Blended Distance Education Format

Students enrolled in blended distance education programs attend both in-person, live classes and complete some coursework online. In-person classes will meet at scheduled days and hours posted by

the program and students should be aware of expectations for completing and participating in online coursework and discussions as outlined by the program.

MyLearning

MyLearning is a Learning Management System (LMS) that is built on Totara. Totara is an LMS that extends upon the core structure of Moodle. MyLearning allows educators to create dynamic online courses and learners to interact with course content, other learners, and the course facilitator. Courses designed, developed, and delivered on MyLearning are accessible on all mobile devices for most courses.

Support is available to students experiencing issues with a course or logging in to MyLearning, as well as general tips on how to use and navigate the learning platform by visiting the [Learner Support tab](#). Here students will find helpful videos, handouts, and FAQs. Students experiencing technical difficulties with MyLearning should submit a [Help Desk Ticket](#). The Help Desk is available Monday through Friday from 9:30 a.m. – 4:00 p.m.

Microsoft Teams

Distance education courses that include a live lecture component utilize Microsoft Teams as the platform of delivery. Students enrolled in such courses must have a working web camera and microphone to effectively participate in live discussions.

ADMISSIONS REQUIREMENTS AND PROCEDURES

This section describes universal requirements and procedures for applicants to all School of Health Professions programs. Applicants should be aware that programs may have additional admission requirements outlined in each program's portion of this catalog.

Accommodation Requests Applicants/Students with Disabilities

Applicants and enrolled students with a disability, who are pregnant or have a related medical condition may request reasonable accommodation during the admissions process or anytime during their course of study by contacting the Program Manager of Student Affairs and Alumni Relations (PMSAAR) for the School of Health Professions.

To request reasonable accommodation, individuals should contact the PMSAAR as early as possible. Medical documentation of an individual's disability and functional limitations may be required to determine eligibility for accommodations. Generally, documentation of pregnancy is not required. The PMSAAR, Program Director, and student will meet to discuss whether reasonable accommodation is necessary and available and, upon determining that accommodations have been identified, the student will receive a written letter outlining those accommodations.

Reference: [Procedure to Address Requests for Reasonable Accommodations in Education](#).

Advanced Placement

SOHP does not offer advanced placement in its programs through exams, achievement tests, or credit for experiential learning.

Application Procedures

Program applications and supplemental documents are submitted electronically through the Student Information System (SIS), Campus Café, with the exception of the Dietetic Internship program applicants

who will follow the application process required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Each program establishes its own admission and application procedures, including dates in which applications are accepted. Please refer to the program-specific admission and application procedures in this catalog.

Background Check

All accepted students are required to undergo a criminal background check during the onboarding process. A positive finding does not necessarily mean that the individual is unable to participate in the program. If a background check yields a positive finding, the School of Health Professions will consult with Cleveland Clinic Protective Services to determine whether the student will be permitted to participate in the education program for which they are enrolled. Students must be cleared by Cleveland Clinic Protective Services for badging and clinical participation.

Discovery by the program of any unfavorable information (including information about arrests or convictions) obtained in the background check that has not been previously disclosed in writing may be grounds for immediate dismissal from the program and forfeiture of all tuition. Any student who is arrested or convicted of a crime during the program, must report the arrest or conviction to the Program Director within 3 business days. Students should speak with the Program Director to learn more about disclosure of arrests and convictions and the impact to one's ability to continue in the program and future employment. Criminal history may impact ability to become credentialed or to obtain employment in a career field regardless of completing the educational program.

Some external clinical sites may require additional background screening beyond the school's requirements. Any costs associated with these screenings are the responsibility of the student.

Reference: [Internal Health Professions Education Program Student Background Check SOP](#)

Drug Screen

For most SOHP programs, drug testing is not a requirement for admission. Applicants should be aware that this policy may change at any time. Those interested in applying to a program should carefully review the program-specific section of this catalog to learn about specific drug screen requirements for that program.

Instructional Language

Program instruction within the School of Health Professions occurs in English. SOHP does not offer English as a Second Language (ESL) instruction. Applicants whose native language is not English are required to complete either the Test of English as a Foreign Language (TOEFL) or the Duolingo English Test (DET) as part of the admission process.

Applicants should use the SOHP DI code (D881) when completing the TOEFL during the admissions process. A minimum score of 75 is required if submitting a TOEFL score. Applicants must score a minimum of 105 if completing the DET.

The English Proficiency exam cannot be waived based on prior learning or work experience. This policy ensures that all students meet the same standardized language requirements, which supports academic success and helps maintain fairness and consistency in the admissions process.

International Applicants

Cleveland Clinic and the School of Health Professions are unable to sponsor visas for international learners.

Late Enrollment

The School of Health Professions does not allow late enrollment into any of its programs.

Liability Insurance

Students enrolled in the Cleveland Clinic School of Health Professions are covered under Cleveland Clinic's general liability insurance when participating in activities that constitute a part of their educational program. Students may choose to purchase additional student professional liability insurance coverage from a provider of their choosing and at their own expense. Student policies are generally available at low cost. Cleveland Clinic does not endorse any particular insurance provider for students who choose to secure their own policy.

Medical Insurance

All students enrolled in a program under the School of Health Professions are expected to have medical insurance for the duration of the program. Students are responsible for obtaining and covering all costs associated with coverage. SOHP and Cleveland Clinic are not responsible for medical expenses related to disease or injury incurred during the program. Students are responsible for medical expenses incurred during the program that are not covered by the student's medical insurance.

Minimum Education Requirements for Admission

All applicants must be 18 years of age or older and possess a minimum of a high school diploma or equivalent (e.g., GED or HiSET). Some programs may have additional post-secondary education and certification requirements for admission. Those interested in a program should carefully review additional admissions requirements in the respective program's portion of this catalog.

Applicants are required to provide proof of education and/or certification upon applying to a program. An official transcript must be submitted to show evidence of graduation and will include the name of the institution, city, state, and graduation year.

High School Diploma/Equivalency Policy

All students that enroll in a program, course, or area of study within the School of Health Professions are required to attest to having acquired a high school diploma or its equivalent (e.g. GED, HiSET, or demonstrated homeschool equivalent to a state-recognized high school education) on the student enrollment agreement. The student is required to name the high school, city and state of its location, and the year the diploma was issued. Applicants who do not possess a high school diploma must indicate the type of equivalent credential they hold and year it was obtained. The Office of the Registrar is responsible for verifying the secondary institution meets the standard of a state-accredited high school education or its equivalent.

Alternate review of homeschool:

Required Documentation:

1. Transcript

- a. Course titles and descriptions
- b. Dates of instruction
- c. Credit hours and grades
- d. Graduation date
- e. Signed by the homeschool educator or administrator

2. Verification of Compliance with State Law

- a. Ohio applicants must submit written verification from the local school district excusing the student from compulsory attendance for home education.
- b. Out-of-state applicants must submit equivalent documentation per their state's homeschool regulations.

3. Third-Party Validation (if applicable)

- a. Transcripts or grades from dual enrollment, online accredited programs, or community college courses
- b. Letters of recommendation from tutors, instructors, or evaluators outside the family

Readmission Policy

Students who withdraw from SOHP while in good academic standing may reapply for admission to SOHP. Students who are readmitted to a program must meet the matriculation and graduation requirements in place at the time of the readmission.

Students who wish to reapply for admission to SOHP after an academic dismissal must meet with the Program Director of the program to which they are applying for advisement. The Program Director will explain readmission criteria (if applicable) and graduation requirements applicable at the time of reapplication and will assist the student with formulating a plan for academic success if readmitted. The student must also meet with the SOHP Registrar to discuss applicable Satisfactory Academic Progress (SAP) requirements for the individual student's situation prior to applying for readmission.

Students are not eligible to reapply for admission after a non-academic dismissal.

Students who wish to reapply for admission to SOHP after a non-academic dismissal are generally not eligible to reapply for admission to SOHP. Students wishing to apply for readmission after a non-academic dismissal may petition for readmission after one year from the date of dismissal by submitting a letter of petition addressed to the readmissions committee. The letter must include a plan for successful remediation of deficiencies leading to the initial dismissal. The letter must also be accompanied by a statement of support for the students' readmission from a faculty member of the program to which the student is reapplying. Letters of petition must be received at least 90 days prior to the application deadline of the program to which the student wishes to enter. Petition submission does not guarantee readmission.

Individual programs may have additional restrictions on readmission due to the nature of the individual program and programmatic accreditation requirements.

Technology Requirements

To be successful, students must possess basic skills proficiency with technology and have access to a computer (desktop or laptop) with the minimum system requirements below.

Operating Systems

- Windows 10 and newer
- MacOS-based devices are not recommended

Mobile Operating Systems

- iOS 15 or newer

Processor

- Minimum Intel i5 10th generation (five-digit number after i5 starts with 10)
- Recommended Intel i5 11th generation (five-digit number after i5 starts with 11)

Hard Drive

- Minimum 256GB (can be traditional spinning disk or SSD)
- Recommended 512GB

RAM

- Minimum 8GB
- Recommended 16GB

Internet Speed

- Minimum of 512kbps

Other Features

- Web camera and microphone recommended (required for students enrolled in distance education courses with a live lecture component)

Please see program-specific information in this catalog for additional program requirements.

Transfer Credit for Previous Education and Transferability of Credits

Credits earned at Cleveland Clinic's School of Health Professions (SOHP) may not transfer to another educational institution. SOHP reserves the right to accept or reject any or all credits earned at prior educational institutions regardless of accreditation status or subject relatability. Transcripts of educational credits earned outside the United States or its territories must be evaluated by a foreign degree evaluation agency at the student's expense. Only official, translated transcripts will be accepted for admission into an SOHP program. You should obtain confirmation that SOHP has evaluated credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also review the transfer of credits policy of any educational institution that you may want to transfer credits earned at SOHP. Be sure to have a transfer credit evaluation prior to executing an enrollment contract or agreement. The ability to transfer credits from SOHP to another educational institution may be very limited. Some or all credits may not transfer, and you may have to repeat courses at another educational institution that were previously taken at SOHP. Never make the assumption that credits will transfer to or from any educational institution. It is strongly advised to review and understand the transfer of credit policy of SOHP and of any other educational institutions you plan to attend before you execute an enrollment contract or agreement.

SOHP has developed articulation agreements with many academic institutions for various programs. The clinical hours contracted to transfer as credits to the academic institutions are outlined within each articulation agreement. For program specific information, visit the SOHP website.

Residence Requirement

Residence is defined as total clock hours earned at the Cleveland Clinic School of Health Professions. Students must complete a minimum of 25% passed hours in residence. Passed hours comprise of

lecture/didactic, lab, and clinical coursework. Credits earned by means of transfer courses do not apply to residence.

GRADUATION POLICIES

Certificates for each SOHP program are awarded based on the successful completion of all graduation requirements for each program. Details regarding each program's graduation requirements are provided in the program-specific section of this catalog. All SOHP matriculation programs require students to maintain Satisfactory Academic Progress, as outlined in this catalog.

A hold on issuing final official transcripts will be applied to students with an outstanding financial balance with the School of Health Professions (this does not include educational loans to third-party lenders).

Return of Equipment

All Cleveland Clinic-owned educational technology (i.e. laptops) and other items provided to enrolled students must be returned to the program upon completion of or withdrawal from the program. Students should check with the Program Director of the program in which they are enrolled to confirm items in need of return. Failure to return equipment will result in additional fees owed to the school and will prevent the issuance of official transcripts. Please check the program-specific section of this catalog to learn about additional consequences of failure to return equipment.

Employment Guarantee Disclosure

The School of Health Professions does not guarantee job placement or salary to graduates upon program/course completion or upon graduation.

Graduate Employment Attestation Policy

The School of Health Professions at Cleveland Clinic recognizes that in certain cases, direct employer verification may not be feasible. In such instances, a signed and dated attestation from the graduate may be accepted as valid documentation of employment, provided it meets the criteria outlined below.

Eligibility Criteria for Graduate Attestation

A graduate attestation may be used to verify employment when:

- The graduate is employed in a position where the skills and knowledge acquired through the program are essential to fulfillment of the position's job duties.
- The graduate has been employed for a minimum of 15 consecutive days.
- The attestation is signed and dated no earlier than the 15th day of employment.

Required Documentation

The following must be included for attestation of verification:

- Graduate's full name
- Program completed and graduation date
- Employer name, address, and phone number
- Job title and brief description of duties
- Start date of employment
- Date of attestation
- Graduate's signature (electronic or physical)

STUDENT RIGHTS AND RESPONSIBILITIES

Anti-Hazing Policy

Cleveland Clinic has adopted a [Student Anti-Hazing Policy](#) which prohibits hazing, defined as, “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse.” Incidents of hazing should be reported to your program leadership.

Reference: [Student Anti-Hazing Policy](#)

Code of Conduct

As future healthcare professionals, students are expected to conduct themselves appropriately and in a professional manner at all times. In addition to performing under the ethical standards of their program, students must comply with directives of School officials, faculty, clinical supervisors, and preceptors. Failure to uphold academic and professional standards may result in dismissal from the SOHP program.

Reasons that students may be disciplined include (but are not limited to) the following:

- Academic dishonesty including but not limited to cheating, plagiarism, illegal copying and failing to report incidences of academic misconduct of others (See Academic Integrity section of this catalog)
- Failure to comply with the attendance policy (See Attendance Policy section of this catalog)
- Failure to comply with dress code and expectations for professional appearance
- Breach of hospital confidentiality and/or HIPAA regulations
- Compromising the safety of patients
- Illegal possession or the use of, or intoxication from any substance that potentially alters one's ability to function during any learning or clinical experience (See Substance Abuse section of this catalog)
- Failure to comply with Cleveland Clinic or SOHP policies and procedures, or state or federal laws.
- Copyright Infringement
- Disrespectful or insubordinate behavior towards a clinical supervisor, faculty or any member of the healthcare team
- Disrespectful or harassing conduct towards fellow students or anyone in the learning environment
- Failure to comply with the direction and commands of faculty, clinical supervisor, or any member of the healthcare team
- Theft
- Falsification of records
- Using language which is abusive, slanderous, derisive or inflammatory in interactions with patients, peers, staff, faculty and the general public.
- Failure to respect the rights and duties of others in the classroom, clinical settings and meetings within the School of Health Professions
- Dismissal from a clinical site

Dismissal

Generally, progressive discipline will be imposed. However, a serious infraction may result in immediate dismissal from a program. Serious infractions or repeated incidences will be reviewed by the Program Director and the Dean of SOHP and could result in immediate dismissal from the program. Programs have the right to immediately suspend a student pending investigation of a possible infraction.

Confidential Information

During the course of training, students may have access to confidential information concerning CCF budgets, strategic business plans, patients, or employees. This information may be in the form of verbal, written, and/or computerized data.

The protection of this confidential information is critical. As such, the unauthorized acquisition, release, and/or discussion of any information related to CCF business, patient medical information, current and past employees, job applicants and computerized data is considered a major infraction, subject to disciplinary action up to and including being dismissed from the program.

As a reminder of students' responsibility to protect and adhere to policies surrounding confidential information, all students electronically sign-off on their commitment to these matters during the onboarding process.

Corrective Action Policy

Students in School of Health Professions (SOHP) programs are expected to follow all applicable laws, regulations, and policies issued by Cleveland Clinic, SOHP and their program. When violations occur, SOHP programs shall follow the process set forth in the policy to implement corrective action. In general, corrective action shall be implemented in a progressive manner. However, any form of corrective action may be implemented, up to and including dismissal from a program, when appropriate in the circumstances. Factors to be considered when determining the level of corrective action include:

1. The seriousness of the conduct constituting a violation;
2. The remediation and learning opportunities for the student;
3. The student's prior record of corrective action (if any);
4. The safety and well-being of those affected by the conduct;
5. The goal of treating similar conduct similarly; and
6. The values of Cleveland Clinic, SOHP and the program.

Policy Implementation

Scope

This policy applies to non-academic violations of applicable law and policy by students enrolled in a School of Health Professions program. The Cleveland Clinic Academic Integrity Policy is considered a non-academic policy for the purposes of this policy. This policy shall not be used for academic concerns, nor for conduct that may constitute a violation of Sexual Misconduct in Education (Title IX) Policy or the Non-Discrimination, Harassment or Retaliation Policy.

Investigation

Prior to implementing corrective action, the Program Director shall have completed an investigation sufficient for the seriousness of the alleged conduct and shall have determined the appropriate level of discipline, based on the factors listed in the Policy Statement. The Assistant Dean is available to consult with the Program Director regarding appropriate investigation and level of discipline, as well as to conduct the investigation when requested.

Corrective Action

Non-academic violations of applicable law and policy may result in one or more of the following sanctions:

1. Documented Counseling. A meeting between the Program Director and student regarding a violation of applicable law and policy. The Program Director shall describe the conduct leading to the documented counseling and cite the applicable law and policy violated.
2. Educational Assignment. An assignment to be completed by the student related to the policy violated – for example, a presentation to the student's cohort regarding the importance of civility to teamwork, or a written assignment on an aspect of professionalism.
3. Written Warning. A written notice to a student that includes a description of the relevant conduct, citation to the applicable law and policy violated, and the expectations for the student's conduct going forward, if applicable.
4. Restriction of Privileges. Removal of certain privileges of being a student, such as optional events or nonessential services, or restriction of access to certain areas of Cleveland Clinic. A no contact directive in which a student is prohibited from contacting another individual is a form of restriction of privileges.
5. Restitution. Reimbursement for damage to, or misappropriation of, property belonging to an individual, the program, SOHP or Cleveland Clinic.
6. Disciplinary Probation. A defined period of time during which a student's violation of applicable law and policy is addressed. A student's Program Director shall inform the student in writing of the basis for the probation, the length of the probation and the steps / performance required to remove the student from probation. In general, further violations of applicable law and policy during a probationary period shall lead to dismissal.
7. Suspension. Removal of the student from their program and all related privileges for a designated period. Readmission after a suspension may be automatic or may require an application process.
8. Dismissal. Permanent removal of a student from their program.
9. Transcript notation. Dismissals are automatically noted on a student's transcript. Other forms of discipline may be noted on a student's transcript as an additional sanction.

Emergency Removal

In situations where the Program Director determines that there is a potential threat to the health and safety of patients, other individuals, the program, SOHP or Cleveland Clinic community, they may remove a student on an emergency basis. The Program Director shall provide written notice to the student describing the conduct leading to the emergency removal and including a directive that the student is not permitted on Cleveland Clinic property until after the outcome of the hearing described below. The Program Director shall notify the Dean of all emergency removals.

Hearing

Prior to implementing a restriction of privileges, restitution, probation, suspension, or dismissal, the Program Director shall provide the student written notice of the conduct for which the corrective action is being considered and the potential sanction(s) to be imposed. The notice shall include a scheduled hearing no sooner than three calendar days and no later than 14 calendar days after the date of the notice. The Program Director shall copy the Assistant Dean of Students on the notice.

The Program Director shall serve as hearing officer, unless the Program Director investigated the conduct that led to the hearing, in which case the Program Director shall designate another individual from the program or the School to serve as hearing officer. At their discretion, the Program Director may designate additional individuals to serve as a hearing panel.

The student and the individual who investigated their conduct shall attend the hearing. At the hearing, the student may respond to the written notice and provide the hearing officer or hearing panel additional information regarding the conduct cited. Witnesses shall not attend, but the student may submit witness statements. The hearing officer or hearing panel may question the student and the individual who investigated their conduct.

Within three business days of the hearing, the hearing officer or hearing panel shall issue a written decision whether to impose a sanction. If a sanction is to be imposed, the written decision shall describe the conduct leading to the sanction and provide the student information about the appeal process.

Appeal

A student may not appeal the implementation of a documented counseling, educational assignment or written warning. Restriction of privileges, restitution, probation, suspension, or dismissal may be appealed. A transcript notation may not be appealed separately but may be appealed at the same time as another appealable sanction.

A student may submit a written appeal of a sanction to the Assistant Dean within five business days of the date of the hearing decision (SOHPRegistrar@ccf.org). A sanction may be appealed on one or both of the following bases:

1. A procedural error in the investigation or hearing substantially impacted the outcome of the hearing; or
2. The sanction is substantially disproportionate to the violation of applicable law and policy.

The Assistant Dean shall share the written appeal with the Program Director and allow the Program Director five business days to respond to the appeal.

The Assistant Dean will serve as appeal officer and decide the appeal based on the record of the corrective action, including any investigation report, documentation considered at the hearing, the written decision from the hearing, and any additional documentation submitted as part of the appeal. If the Assistant Dean investigated the conduct, was the hearing officer or was part of a hearing panel, the Dean will serve as appeal officer. If considered necessary by the appeal officer, they may, but are not required to, meet with the student, the Program Director or any other individual with knowledge of the student's conduct, the corrective action process, or sanctions imposed in response to similar conduct.

Within 15 business days from the date of the appeal, the appeal officer shall issue a written appeal determination. The appeal officer may uphold the sanction, modify the sanction or remove the sanction. The appeal officer's determination, and the basis for it, shall be provided to the student, the Program Director, the Registrar and the Dean. The appeal officer's determination shall be final.

Documentation

All corrective action shall be documented in a student's file once final. Program Directors shall inform the Registrar within two business days of the implementation of any corrective action. Appealable corrective action shall only be documented after the appeal process is completed or the date to appeal the corrective action has passed.

Retaliation

Retaliation against anyone who participates in the investigation of misconduct or the corrective action process is prohibited. Reports or retaliation must be submitted to the Assistant Dean.

Confidentiality

The investigation of student conduct and the imposition of corrective action are considered confidential processes. Anyone, other than the student, who shares information outside of those who need to know shall be subject to disciplinary action.

Reference: [SOHP Student Corrective Action Policy](#)

Employment During Program

SOHP programs are rigorous, intensive educational programs meant to prepare students for employment in a health professions field. Programs vary in length and may require students to be available up to 40 hours a week for educational and clinical activities. Students should understand the demands and expectations of the program in which they are enrolled. Students are encouraged to speak with the Program Director to learn about expectations for students related to employment while enrolled.

FERPA (Family Educational Rights and Privacy Act)

Pursuant to the Cleveland Clinic School of Health Professions' (SOHP) Family Educational Rights and Privacy Act (FERPA) Policy (the "Policy"), the following notice is provided to SOHP students. Terms used in this notice have the definitions set forth in the Policy.

Participants in SOHP educational programs and activities who are enrolled as students in an affiliated educational institution should refer to their educational institution's FERPA notice for information regarding how to access their education records. SOHP shall cooperate with affiliated institutions to provide education records as required under the applicable affiliation agreement and applicable law and regulation.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days after the day SOHP receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records when the student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask SOHP to amend a record should submit a written request to the Registrar, clearly identifying the part of the record the student wants changed and specifying why it should be changed.
If SOHP decides not to amend the record as requested, SOHP will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before SOHP discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. SOHP discloses education records without a student's prior written consent under the FERPA exception for disclosure to SOHP or Cleveland Clinic officials with legitimate educational interests. For the purposes of FERPA, a SOHP official is any Cleveland Clinic employee working in a health professions education program; a person serving on any health professions education board or advisory committee; a student serving on an official committee; and a volunteer or contractor outside of SOHP who performs a function for which SOHP would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records. An SOHP official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities. Upon request, SOHP also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cleveland Clinic or SOHP to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records without consent of the student if the disclosure meets certain conditions found in the FERPA regulations. SOHP is required to maintain a record of disclosures, except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student. Students have a right to inspect and review the record of disclosures.

Directory Information

FERPA also permits the disclosure of appropriately designated "directory information" without written consent. SOHP has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Program/field of study
- Dates of attendance
- Current year of study
- Participation in officially recognized activities
- Degrees, certificates, honors, and awards received
- The most recent educational institution attended prior to entering their current program
- Cleveland Clinic ID number

If you do not want SOHP to disclose any or all of the types of information designated above as directory information without your prior written consent, you must notify the Registrar in writing at SOHPRegistrar@ccf.org.

Students requesting release of or access to their records must complete and submit the [FERPA Release Authorization form](#) or by contacting the Registrar at SOHPRegistrar@ccf.org.

Student Records

A student record will be retained in a secure location with the following confidential information while the student is enrolled in the program:

- Program Application
- Transcripts (if applicable)
- Acceptance/Rejection Letters
- Enrollment Agreement
- Health requirement documentation (Core Requirements: negative two-step Mantoux TB test or QuantiFERON-TB Gold test or T-Spot test, MMR immunity, Varicella immunity, Tdap (booster within the last 10 years), Hepatitis B positive titer or waiver, flu vaccine (October through March))
- Negative or Approved Background check confirmation

- Forms and/or Letters of Recommendation (if applicable)
- Emergency Contact Information
- Course/program grades
- Competency evaluations
- Summative evaluations
- Candidate interview forms (if applicable)
- Requests for letters of recommendations
- Requests for unofficial and official transcripts

Once the student has graduated from the program, a graduate's permanent student record will be confidentially maintained and will include:

- Dates enrolled in the program
- Course/program grades
- Transcript
- Diploma/Certificate
- Student requests for letters of recommendations
- Student requests for unofficial and official transcripts.

All other documents, unless otherwise required by accrediting agencies or federal mandate, will be removed from the students' record and securely destroyed after one year of the students' graduation date.

Transcript Requests and Education Verification

Official transcript requests can be emailed to the office of the Registrar at SOHPRegistrar@ccf.org. Transcript requests should include where transcripts should be sent along with a signed FERPA release form.

Students can download unofficial transcripts through the student portal.

Grievance Procedure

The School of Health Professions defines a grievance as a claim by a student that Cleveland Clinic and/or one or more of its employees has violated a specific Cleveland Clinic policy or procedure.

A student may resolve a grievance through an informal grievance resolution process or a formal grievance review. Incidents addressed under other policies or processes, such as the Grade Appeal Process, or the Non-Discrimination, Harassment or Retaliation Policy, may not be grieved.

Informal Grievance Resolution

If a student feels comfortable doing so, they are advised to discuss their grievance informally with the person who is the subject of the grievance. If the parties resolve the grievance, it is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by their Program Director. It is expected that most grievances will be discussed and resolved in a timely fashion informally between the student and the Program Director. The Program Director shall keep a record of the resolution.

If the response from the Program Director is unacceptable to the student, or if the Program Director is the subject of the grievance, the student may initiate the formal grievance review.

Formal Grievance Review

A student may initiate a formal grievance review by submitting their grievance to the School of Health Professions by email (SOHP@ccf.org). The grievance should include the student's name and program, the name(s) of the Cleveland Clinic employee(s) involved, the specific policy or procedure that may have been violated, and a brief description of the facts giving rise to the grievance. A formal grievance review must be initiated within fifteen (15) business days of the date on which the action giving rise to the grievance is known, whether or not an informal grievance resolution was attempted. This deadline and those set forth below may be extended by the Dean of the School of Health Professions when the Dean determines there is good reason to do so.

Step 1:

Upon receipt of a grievance, the School of Health Professions shall notify the Program Director, unless the Program Director is a source of the grievance. If the Program Director is a source of the grievance, the School of Health Professions shall notify the Dean of the School of Health Professions who shall designate an individual to fulfill the Program Director's role in Step 1 of the formal grievance review.

The Program Director shall contact the student who submitted the grievance within 5 business days of receipt of the grievance, and schedule a meeting with the student as soon as possible, but no later than 10 business days of receipt.

After meeting with the student, the Program Director shall meet with the employee(s) who is/are the subject of the grievance and may gather additional information if necessary.

The Program Director shall render a decision with respect to the grievance as soon as possible, but no later than 10 business days after meeting with the student. The decision shall include any findings, a determination whether the relevant policy or procedure has been violated, and, if so, any consequences for the violation. The Program Director shall provide the decision in writing to the student, the employee(s) involved and the School of Health Professions.

If the student does not agree with the Program Director's resolution, they may appeal the decision to the Health Professions' Education Council's Student Appeals Committee (the "SAC") by contacting the School of Health Professions within 3 working days of receipt of the Program Director's decision.

Step 2:

Upon receipt of an appeal to Step 2, the School of Health Professions shall forward the appeal, the grievance, the Program Director's decision and any additional information gathered by the Program Director to the SAC. The SAC chairperson and two committee members will review the record of the grievance and reach a final decision. The SAC may uphold the Program Director's decision, alter the decision or require the Program Director to conduct additional investigation. The SAC shall render its decision within ten (10) business days of receipt of the appeal. The SAC's decision is final.

The **Office of Educational Integrity** and **Legal Departments** are available, in a consultative capacity, to the Program Director, SAC and Dean of the School of Health Professions Education or to the Chief of the Education Institute as it relates to the student's grievance.

Complaints to Accrediting and State Approving Agencies

Students have the right to file a complaint with their program's accreditor. Please refer to the Accreditation section in the general portion or the Accreditation section of the program-specific section of this catalog to obtain contact information for the agency.

In addition to the program's accrediting agency, students who are enrolled in a program approved by the Ohio State Board of Career Colleges and Schools (OSBCCS) may file a complaint with the State Board. Information on how to file a complaint with OSBCCS can be found [here](#).

Infection Control

Students receive infection control education as part of program orientation and ongoing coursework, as applicable. Students are responsible for adhering to standard infection control practices in both didactic and clinical settings.

Expectations for infection control while participating in SOHP didactic activities include, but are not limited to:

- Performing appropriate hand hygiene before and after classroom or laboratory activities, and when indicated by the activity or environment
- Using personal protective equipment (PPE) as required for laboratory, simulation, or instructional activities
- Following established procedures for cleaning and disinfection of equipment, supplies, and learning spaces used during educational activities
- Complying with all SOHP, Cleveland Clinic, and governmental safety and infection control guidelines applicable to the educational setting

Students who exhibit signs or symptoms of a communicable illness may be restricted from participation in in-person didactic activities in accordance with SOHP and Cleveland Clinic guidance.

During clinical education experiences, students are required to comply with all infection control policies and procedures of the assigned clinical site, including but not limited to:

- Hand hygiene practices
- Standard and transmission-based precautions
- Use of required PPE
- Equipment cleaning and disinfection protocols
- Immunization, health screening, and exposure management requirements

Failure to comply with clinical site infection control requirements may result in removal from the clinical site and may impact the student's ability to successfully complete program requirements.

Letters of Recommendation

To request a letter of recommendation from a Program Director or faculty member, a student must fill out and submit the Student Request for a Letter of Recommendation or Verbal Reference form. It is recommended that this form be submitted four weeks in advance of the due date. If it is submitted within two weeks of the due date, completion of the letter is not guaranteed. Program Directors and faculty reserve the right to deny any request for any reason.

Non-Discrimination Statement

Cleveland Clinic is committed to providing a working and learning environment in which all individuals are treated with respect and dignity. It is the policy of Cleveland Clinic to ensure that the working and learning environment is free from discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, pregnancy, marital status, age, national origin, disability, military status, citizenship, genetic information, or any other characteristic protected by federal, state, or local law. Cleveland Clinic prohibits any such discrimination, harassment, and/or retaliation.

Any participant in a Cleveland Clinic educational program, including any student, trainee or employee, who may have been subject to discrimination on the basis of a protected characteristic is encouraged to make a report to the Title IX Coordinator: TitleIX@ccf.org.

Non-Smoking Policy

Students must comply with Cleveland Clinic's commitment to a smoke-free campus. Therefore, using any smoke-producing products (including but not limited to cigarettes, e-cigarettes, cigars, pipes and vaporizers (aka "vapes"), or the usage of any tobacco products is prohibited on all Cleveland Clinic owned and leased properties and private property adjacent to the facilities.

Reference: [Non-Smoking Policy \(Smoke-Free Campus\)](#)

Professional Appearance

While engaging in educational activities at Cleveland Clinic or an external site, students are expected to demonstrate safety and professionalism in behavior and appearance. Students should be aware of dress and appearance requirements specific to their program or clinical site, including whether they are required to wear uniforms/scrubs or business casual attire. These requirements promote student and patient safety, as well as promote inclusion for our students and patients. Programs will make reasonable accommodations related to the Professional Appearance policy if required based on a student's disability or religious beliefs. Students seeking such an accommodation should contact the Program Manager of Student Affairs and Alumni Relations (PMSAAR) for the School of Health Professions.

At minimum, students should be aware of the following requirements:

1. Hair styles (including facial hair), jewelry, makeup, and fingernail lengths should be appropriate to their program and to achieve a look of professional credibility.
2. Facial hair must be well-groomed and able to meet respiratory fit testing, if required by the program.
3. Shoes should be appropriate for the work being performed and the location/site. Some programs may permit athletic shoes with uniforms based on department.
4. Tattoos that convey messages that are inconsistent with SOHP values must be covered at all times.
5. No more than two pair of simple earrings may be worn per ear. Septum and nose rings are not permitted to be worn and only small nose stud piercings are allowed. Ear gauges that are visible should have solid, skin-colored plugs in place.
6. Hats or other headwear should be worn only if they are part of the approved uniform.
7. Prohibited attire includes, but is not limited to:
 - Attire with political endorsements.
 - Attire that is vulgar, obscene, threatening, intimidating, or harassing.
 - Attire that conveys a message contrary to Cleveland Clinic's policies against discrimination or harassment.
 - Attire that provokes a debate over social issues.

Reference: [Professional Appearance Policy](#)

Sexual Misconduct in Education

The Cleveland Clinic School of Health Professions is committed to the safety and inclusion of all students. In accordance with Title IX of the Education Amendments of 1972, as amended, the Violence Against Women Reauthorization Act of 2013 (VAWA) and other applicable statutes and regulations, Cleveland Clinic prohibits all forms of discrimination on the basis of sex, gender, sexual orientation, and gender expression in its educational programs and activities. More information regarding Title IX is available on the Office of Educational Integrity [website](#).

Cleveland Clinic has a designated Title IX Coordinator with the responsibility to oversee Cleveland Clinic's response to reports of sex discrimination, sexual harassment, sexual violence and retaliation and to identify and address any related patterns or systemic problems. All participants in, or applicants to, the School of Health Professions educational programs and activities who believe that they have been subjected to sex discrimination, sexual harassment, sexual violence, or retaliation are strongly encouraged to make a report.

Cleveland Clinic's Title IX Coordinator is:

Rachel King
Director, Educational Integrity / Title IX Coordinator
TitleIX@ccf.org
216.317.6494

Reference: [Sexual Misconduct in Education \(Title IX\) Policy](#)

Social Media

While engaging in educational activities, students should limit the use of social media as to not interfere with learning.

Additionally, students must adhere to the social media usage policies described below:

1. In the interest of guarding the privacy of patients, students must not publish any content – including photos, names, likenesses, descriptions or any identifiable attributes or information – related to any Cleveland Clinic patient on any form of social media or to any third party. Postings that attempt to describe any specific patient and/or patient care situation, or that contain any patient identifier, or in combination with other information may result in identification of a particular patient directly or indirectly, are inappropriate and strictly prohibited.
2. Students should never use SOHP or Cleveland Clinic's name, logo, trademark, or any other brand elements as to avoid being perceived as representing the School or Clinic.
3. Students should not post images of other students or Cleveland Clinic employees without permission.
4. Student must not post content on any social media site that is related to confidential or proprietary information of SOHP or Cleveland Clinic, its patients, or vendors, such as health information or trade secrets.
5. Do not use a Cleveland Clinic-issued email address to register for any personal social media accounts or sites.
6. Students must not use SOHP or Cleveland Clinic-sponsored social media or sites to solicit for or promote personal businesses or other organizations, including but not limited to outside business ventures, charities, political campaigns, or religious groups.
7. If a student's social networking (including but not limited to their online profile) includes any information related to SOHP or Cleveland Clinic, the student must not represent in any way that the employee is speaking on behalf of SOHP or Cleveland Clinic.

Reference: [Social Media Use Policy](#)

Substance Abuse

The School of Health Professions and Cleveland Clinic are committed to maintaining a safe, drug-free learning environment for its students, trainees, employees, patients and visitors. All students may be subject to urine and/or breath testing when reasonable suspicion exists that the student is in an impaired condition and/or under the influence of drugs and/or alcohol on Cleveland Clinic premises. A reasonable suspicion of impairment exists: (1) when the student exhibits aberrant behavior and/or the type of behavior that shows symptoms of intoxication or impairment caused by drugs and/or alcohol; and (2) the behavior cannot reasonably be explained by other causes. Students may be subject to an appropriate search on Cleveland Clinic premises when reasonable suspicion exists that a student is in improper possession of alcohol, illegal drugs and/or a controlled substance or may have diverted a controlled substance.

Reference: [Student Substance Abuse Policy](#)

Surveys

Surveys provide students with the opportunity to give feedback on educational experiences while enrolled in and after completing a program. Surveys help SOHP gauge students' satisfaction with course content, instructors and preceptors, resources, learning facilities, and the program overall.

Student surveys are used to assess satisfaction with didactic and clinical courses. Students assess each of their courses and are asked to rate the instructor, course structure, and classroom environment. Student satisfaction is assessed at the end of the program in the areas of Instruction, educational resources, student services and clinical experiences.

Graduate satisfaction is assessed with a post-completion survey approximately six months after the last enrollment period. Questions focus on the areas of preparedness for entry into the field, training and education and career services.

Telephone and Cellular Phone Usage

While engaging in educational experience, students are responsible for doing their part to ensure a quiet, professional, healing environment for patients and protecting confidentiality by avoiding personal calls or engaging in non-work-related conversations. Cleveland Clinic issued phones are reserved for business purposes only. Personal cell phones must remain on silent or vibrate, and students should avoid excessive calls, texting, social media activity, and accessing the internet while on site.

Reference: [Telephone and Mobile Device Use Policy](#)

Transportation

Students are responsible for their own transportation to participate in educational activities. Parking will be provided by the Cleveland Clinic Foundation at no cost to the student. All other transportation costs are the responsibility of the student. To learn more about student parking, please review the Parking section under Student Services.

Weapons and Contraband Policy

SOHP students are not permitted to bring firearms or weapons into any Cleveland Clinic-owned or leased properties. Students should be advised that Carry Concealed Weapons Permits from Ohio or any other state, local, or law that allows the carry of weapon without a permit, do not authorize individuals to carry a

firearm or weapon inside any Cleveland Clinic-owned or leased premises. Any item determined by hospital staff to be hazardous or that may unduly violate the privacy of other patients may be classified as contraband. If any item or substance is suspected of being contraband, it is to be reported to Police/Security authority immediately.

Violations of this policy will result in mandatory termination and/or prosecution.

Reference: [Weapons and Contraband Standing Operating Procedure](#)

Visitation of Students

Visitation of students while engaging in educational activities is strongly discouraged. Students are responsible for advising family members and friends not to visit the workplace and for limiting the duration of those personal visits that are unexpected or outside of the student's control. Exceptions to this policy require authorization of the Program Director and are expected to minimize disruption to the workplace. In no case will visitors be permitted in areas where direct patient care is occurring.

FINANCIAL RIGHTS AND RESPONSIBILITIES

Tuition Refund Policy

If a student is not accepted into the program, withdraws, or is dismissed, all efforts will be made to refund pre-paid amounts for books, fees, and supplies. The refund policy does not apply to items that were ordered specifically for the student or if the items were returned in a condition that prevents them from being used by or sold to another student. Additionally, the refund policy does not apply to individually documented non-refundable fees for goods or services provided by third party vendors.

Refunds shall be based upon the date of the student's official withdrawal through the student information system (SIS), or date of program determination (unofficial withdrawal due to absences or other criteria as specified in the School Catalog). The School shall make the appropriate refund within 30 days of the date the School is able to determine that a student has withdrawn or has been terminated from a program.

Eligibility to receive refunds for tuition and applicable fees shall be determined as outlined below:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

For programs that are approved by the Ohio State Board of Careers Colleges and Schools (OSBCCS) (School Registration No. 2165), additional parameters regarding refunds may apply. [Click here](#) for details.

Programs approved by OSBCCS include: Beachwood Diagnostic Medical Sonography, Beachwood Radiologic Technology, Cardiac Ultrasound, Cardiovascular Perfusion, Computer Tomography, Phlebotomy, Post-Primary Magnetic Resonance Imaging, and Primary Magnetic Resonance Imaging.

The Beachwood Radiologic Technology and Primary Magnetic Resonance Imaging programs are approved for Title IV funding. A return to Title IV (R2T4) calculation is completed for each withdrawn student of these programs through the U.S. Department of Education's Common Origination & Disbursement (COD) website. The last date of attendance is based on the student's last date of participation in any required clock hour delivery method. The date of determination is the date of the official or unofficial withdrawal. Title IV funds that are required to be returned as a result of the R2T4 calculation are processed through COD within 30 days of the date of determination.

Refunds to students that are a result of a credit balance on the student's account will be issued within 14 days of the credit balance.

Veterans Refund Policy

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254(c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

Student Account Collections Policy

The Cleveland Clinic School of Health Professions' (SOHP) office of the Registrar uniformly administers tuition and fee charges to students. Students agree to pay the total tuition and fees administered at the time of enrollment into the program. Additional payment arrangements may be agreed upon by the office of the Registrar, the Program Director, and the student. In the event of a balance owed to SOHP after a student leaves the program, via graduation, withdrawal, or termination, the following collection procedures will be enforced.

- A. The student account will be thoroughly reviewed at the time of the student's separation from the SOHP by the office of the Registrar to ensure accuracy and resolve any inaccuracies.
- B. The office of the Registrar will notify the holder of the student account via email and/or telephone of the remaining balance owed. The email notification will include how to remit payment through Momentum, which will also be electronically transmitted to the system of record, Campus Café.
- C. Collection activity through SOHP will continue on a bi-weekly basis for a duration of 12 months if applicable.
- D. Student account balances that remain unpaid beyond the 12-month period after separation from SOHP will be turned over to the collection agency utilized by the parent company, Cleveland Clinic, which is Revenue Group.

Federal Financial Aid

The Beachwood Radiologic Technology Program participates in federal financial aid programs. To be considered for financial assistance, a student must complete a free application for Federal Student Aid, (FAFSA). The FAFSA school code for the School of Health Professions is 015252. You can apply online for federal financial aid at <https://studentaid.gov/h/apply-for-aid/fafsa>. Contact the Program Director with questions.

No other programs within the School of Health Professions are eligible for federal financial aid at this time.

Veterans Benefits

The Paramedic, Computed Tomography, Post-Primary Magnetic Resonance Imaging, and the Beachwood Radiologic Technology Program participate in the Department of Veteran Affairs GI Bill®.

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Cleveland Clinic School of Health Professions in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

STUDENT HEALTH REQUIREMENTS AND RESOURCES

Cleveland Clinic Health and Wellness Resources

The health and wellness of students are key factors in ensuring a successful pathway to becoming future healthcare professionals while at Cleveland Clinic. As such, students may access many of the same services available to employees.

Caring for Caregivers

Caring for Caregivers offers confidential programs and services that help manage life's challenges, support work satisfaction, and promote overall well-being.

Services are provided at no cost and address a number of life areas, including (but not limited to):

- Marital and relationship issues
- Stress
- Grief and loss
- Depression and anxiety
- Substance abuse
- Parenting challenges
- Work and career concerns

Services include:

- Assessment
- Short-term counseling and coaching
- Referrals
- Case Management
- Management consultation
- Critical incident response

- Education and training

Contact information:

Phone: 216.445.6970 or 1.800.989.8820

Website: portals.ccf.org/caregivers

Cleveland Clinic AtWork

Cleveland Clinic AtWork services can be accessed at the following locations:

Main Campus – CCAW

9500 Euclid Ave., H18

Cleveland, OH 44195

216.445.6528

Hours: Monday – Friday, 7:30 a.m. – 4 p.m.

Garfield Heights – CCAW

5595 Transportation Blvd., Suite 220

Garfield Heights, OH 44125

216.587.5431

Hours: Monday – Friday, 7:30 a.m. – 4 p.m.

Medina – CCAW

1000 E. Washington St/North MOB., Suite 203

Medina, OH 44256

330.721.4955

Hours: Monday, Wednesday, and Friday, 7:30 a.m. – 4 p.m.

Health and Immunization Requirements

Annual Influenza Immunization

All students are required to receive an influenza vaccination during the flu season (November through March), unless an approved exemption has been granted. Students are responsible for the cost of this vaccination. Students who do not comply with this requirement will not be allowed to participate in an educational experience at Cleveland Clinic. Proof of vaccination will be required during the onboarding process. The exemption request process is outlined below.

Other Immunizations and Requirements

In addition to receiving an annual influenza vaccination, students should be aware of requirements for other tests and immunizations including a negative TB test and immunization for varicella, MMR, hepatitis B, and T-dap.

Each School of Health Professions program may establish additional immunization requirements.

Applicants are responsible for completing all required health screenings to enroll and may complete the requirements by scheduling an appointment with [Cleveland Clinic AtWork](#) or the provider/pharmacy of their choice.

Immunization/Test	Requirement
Negative tuberculosis (TB) test	Negative test result Two-step Mantoux test (TB test), QuantiFERON®-TB Gold test, or T-Spot test within twelve (6) months before the program start date, with annual updates while in the program.
Subsequent annual tuberculosis (TB) test	Negative test result One-step Mantoux test (TB test), QuantiFERON®-(TB Gold test or T-Spot)
Immunization for chicken pox (varicella) OR positive titer	Dated immunization record OR Dated positive titer results (if had chicken pox previously)
Immunization for measles, mumps, and rubella (MMR)	Dated immunization record OR Dated positive titer results
Hepatitis B titer OR waiver	No Vaccination = Waiver No Titer = Waiver Partial Vaccination = Waiver Vaccination + Negative Titer = Waiver Vaccination + Positive Titer = Titer Results
Tdap (tetanus, diphtheria, pertussis) booster within the past 10 years	CDC-approved boosters: Adacel and Boostrix
Influenza vaccination (November-March) annually	Dated immunization record

Exemptions

Students enrolled in a SOHP program may receive a medical exemption to immunization requirements when receiving the vaccine is contraindicated.

Medical exemption requests must be made by the student to the Office of the Registrar at SOHPRegistrar@ccf.org or 216.444.5678.

Students requesting a religious exemption may request an exemption form from the Registrar's office. The student will be notified in writing of the decision regarding their request. **Exemptions from the flu vaccine are considered on an annual basis.** If an exemption to obtaining the influenza vaccine is granted, the student must resubmit a request for exemption each year.

Reference: [Student Immunization Policy](#)

Additional Health Requirements

In addition to the health and immunization requirements described in this section, some programs may have additional health requirements, which are detailed in the program-specific sections of this Catalog.

Some external clinical sites may also require additional health requirements beyond the school's requirements. Any costs associated with these requirements are the responsibility of the student.

Student Injuries and Exposures

Students assume the risk of exposure to patients who may carry a contagious or infectious disease, including bloodborne pathogens, while engaged in educational activities related to the program. In the

event of a program-related injury or exposure, the student will be referred to the emergency department or to their own provider for treatment. Students experiencing a program-related needle stick or blood/body fluid splash should report to the 24/7 Bloodborne Pathogen Exposure (BBPE) Hotline at 216.445.0742. No Safety Event Reporting (SERS) report is required.

The student is responsible for all health care costs not covered by their health insurance, (e.g. copays, deductibles, etc.). Students are required to report the program-related injury to the Program Director within 48 hours of its occurrence and comply with any applicable program policies and procedures.

For questions regarding student health services and required health screenings and immunizations, contact the Director of Student/Learner Health:

Tony Tizzano, MD
Director of Student/Learner Health
Assistant Clinical Professor of Surgery | CCLCM - CWRU Mobile: 330.464.2111
tizzana@ccf.org

Reference: [Non-Employee Bloodborne Pathogen Exposure Standard Operating Procedure](#)

ACADEMIC POLICIES AND PROCEDURES

Academic Honesty and Integrity

Academic integrity requires that each student acknowledge that the work performed in all educational programs and activities is their own and not the result of an unfair advantage procured by the student. SOHP prohibits all forms of academic dishonesty in its educational programs and activities. Students found in violation of SOHP's academic honesty and integrity policies will face disciplinary action up to and including dismissal from the program.

SOHP defines academic dishonesty as any fraudulent action or conduct designed to affect the evaluation of a student's academic performance or record of academic progress. It includes, but is not limited to:

Cheating

Cheating occurs when a person misrepresents their mastery of course content or clinical experience by using or attempting to use unauthorized material, information, notes, study aids, devices or communication during an academic activity. Examples of cheating include:

- Possessing, referring to, or using in any way unauthorized textbooks, notes, study aids, websites, devices, electronic transmissions, or other information when completing an academic assessment;
- Submitting someone else's work as a person's own, including, but not limited to, material obtained in whole or in part from commercial study or homework help websites, or content generated or altered by artificial intelligence (AI) or digital paraphrasing tools;
- Unauthorized giving to another person answers, information or materials when completing an academic assessment, unauthorized receiving of such answers, information or materials from another person, or unauthorized collaboration with another person on such answers, information or materials;
- Taking an examination or completing an assignment for another person or asking or allowing someone else to take an examination or complete an assignment for the student; and
- Submitting a substantial portion of one's own work from a previous course or assignment without permission from the instructor.

Plagiarism

Submitting the work done by another with the intent that it be viewed and evaluated as one's own work. Examples of plagiarism include:

- Copying another person's actual words or images without the use of quotation marks and attribution;
- Paraphrasing or restating another person's ideas or theories without acknowledging the source;
- Using facts, statistics, or other material taken from a source without acknowledging the source;
- and Failing to acknowledge collaborators.

Fabrication or Falsification

Deliberately inventing, falsifying or manipulating information, data or findings with the intent to deceive. Examples of fabrication or falsification include:

- Citing a source that does not exist, does not include the information cited, or was not used in the work;
- Intentionally presenting false or invented data, or misrepresenting how data was obtained;
- Falsifying or omitting information, including forging signatures, on applications or official academic records, such as a grade report, evaluation, or record of attendance or clinical hours; and
- Misrepresenting one's contribution to academic work.

Obtaining Unfair Advantage

Any action taken by a student or trainee that gives, or attempts to give, that person an unfair advantage over another. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials or unauthorized access to curriculum materials;
- Depriving others of access to library or other academic materials by stealing, destroying, defacing, or concealing them;
- Intentionally obstructing or interfering with another person's work;
- Unauthorized copying, photographing, retaining, possessing, using, distributing or publishing previous or current assignments or assessment materials; and
- Misrepresentation of an excuse to avoid academic work or gain another advantage, such as false

Reference: [Academic Integrity Policy](#)

Attendance and Enrollment

Attendance

Attendance and active participation in all aspects of the program are essential to student success. Failure to adhere to attendance-related policies can negatively impact grades and progress in a program up to and including dismissal. Students enrolled into clock hour programs are required to complete **all** specified clock hours to successfully complete their program of study. Refer to the specific program sections for number of clock hours required for completion. Program attendance can vary depending on the delivery method of the required clock hours. While the following attendance-related policies are universal to all SOHP programs, students should carefully review requirements and procedures of the program in which they are enrolled. This information can be found in the program-specific portion of this catalog.

Bereavement

Students are permitted up to three (3) days off for documented evidence of death of immediate family member. At the discretion of the program, documentation may be required, including an obituary notice, proof of relationship and proof of funeral dates

Immediate family includes:

- Current Spouse
- Parent
- Step-Parent
- Parent-in-Law
- Child
- Grandparent
- Grandchild
- Sibling
- Step-Sibling

Students are responsible for any missed assignments and must make arrangements with their instructor to make up exams and assignments within one week of returning from bereavement. Students are not penalized for late assignments.

Jury Duty

Upon request of the student, the registrar's office can provide proof of enrollment to support a petition to the court to be excused from jury duty. A student serving jury duty will receive an excused absence with documented proof of jury service.

Leave of Absence

SOHP programs may, at their sole discretion, grant leaves of absence for up to one year for students with medical, family, or emergency conditions. Leaves of absence must be approved by the Program Director of the program in which a student is enrolled. Leaves of absence related to a disability or pregnancy accommodation are covered under section [ADA and pregnancy accommodation section].

Students must complete a Leave of Absence form and submit it to the Program Director. This should be submitted at least two weeks in advance, if possible. Verification is generally required. There are no additional charges incurred for extending the length of the program due to an approved leave of absence.

Students on a leave of absence (LOA) must make up all course work, didactic and clinical, once they return from leave and before graduation. See attendance policy for make-up time specifics. Course work covered during most semesters is provided only once a year, therefore it is not always possible to reenter a program within one year of taking a LOA.

Students on an LOA are required to speak with the Program Director at least two weeks prior to the petitioned return date in order to plan for their return. The student and Program Director will develop an academic plan that includes makeup work and hours needed to re-establish academic progress toward completion of the program.

If a student is on a medical leave of absence, they may be required to submit information from their provider that they are able to return to their program or requesting accommodations in order to be able to return. Students are not allowed to return to their clinical site until this form is submitted and approved by the Program Director.

If a student who is receiving VA benefits has absences exceeding 20% of the scheduled hours in a program and/or takes an approved Leave of Absence, the School will notify the VA to terminate the payment of educational benefits.

If a student is using Title IV funds for tuition and fees, the leave of absence may not exceed 180 days in any 12-month period and is the only leave of absence granted in that 12-month period (see exceptions listed below). One additional leave of absence may be approved if it does not exceed 30 days and the School determines that it is necessary due to unforeseen circumstances. This type of leave of absence would have to be subsequent to the granting of the single leave of absence, which is granted at the School's discretion. Subsequent leaves of absence may be approved if the School documents that they are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3), enacted February 5, 1993.

Military Duty

The School of Health Professions will grant leave to students who are called to active military duty without penalty to admission status. When a student is notified of military duty, they should contact the Program Director immediately. The Program Director will coordinate procedures for arranging a leave of absence and returning to their program upon completion of the military assignment. The Program Director will submit the necessary LOA paperwork to the office of the registrar to include with the student's record.

Students must provide a copy of their military orders in order to request a leave of absence for military reasons.

Withdrawal Policy

Official withdrawal forms must be completed by the student and submitted to the Program Director. The Program Director is required to sign the Official withdrawal form and submit it to the Registrar for final signature. The date of withdrawal listed on the form is considered the date of determination. The amount of tuition and fees to be charged for the student's enrollment into the program through the withdrawal date is determined by the Tuition Refund Policy.

Unofficial withdrawals can be made by the Program Director or School of Health Professions Registrar. The Program Director or Registrar reserves the right to withdraw the student from the program for Satisfactory Academic Progress (SAP), code of conduct violation, or violation of the attendance policy. The unofficial withdrawal will follow the same Tuition Refund Policy as the official withdrawal by the student. For official and unofficial withdrawals, the last date of attendance is used to determine the federal financial aid refund. The last date of attendance is recorded for all students that have withdrawn from any School of Health Professions program. The last date of attendance will be considered as the last date that the student actively participated in any required clock hour for the program. Reasonable attempts will be made by both the Program Director and the Registrar to acquire the student's signature on the unofficial withdrawal form. In the event the student's signature is unobtainable, the form will be noted as such.

Official and unofficial withdrawals are processed within 30 days of the date of withdrawal.

Enrollment Agreement

Students are required to sign an enrollment agreement with SOHP upon matriculation. This document serves as a "contract" between the student and the School and outlines important details such as:

- Title and revision date
- Name, address, and contact information of the School
- Clock hours and length in weeks required to complete the program
- Method of delivery
- Program/course start and anticipated completion date

- Tuition and fees assessed for the program
- Credential awarded for the program
- Complaint or grievance procedure
- The School's withdrawal and tuition refund policy
- Cancellation and refund policy
- Signature of School official

The enrollment agreements also requires students to attest to the following:

- Receipt of the Cleveland Clinic School of Health Professions student catalog, addenda, and supplemental handbook if applicable
- Receipt of an electronic copy of the signed enrollment agreement
- Understanding the terms in which the enrollment agreement may be terminated
- Understanding that enrollment into the School of Health Professions does not guarantee employment
- Understanding the potential of additional fees for the non-return of books or equipment belonging to the School
- Understanding Satisfactory Academic Progress must be maintained
- Understanding the School must be notified in the event personal information has changed
- Review of disclosures
- Understanding that clinical experiences may occur beyond a typical commuting distance from the primary location the program delivers classroom instruction
- Review of Technical Standards outlined on the program's website and affirmation these items can be met with or without reasonable accommodation
- Achievement of high school diploma or equivalent

Grading Scale

The School of Health Professions recognizes the grading scale described below. Students should review their program's grading scale and procedures, as some programs may deviate from the standard grading scale.

Scale	Grade	Grade	Definition
90-100%	A	4.0	Excellent
80-89%	B	3.0	Good
70-79%	C	2.0	Satisfactory
60-69%	D	1.0	Unsatisfactory
0-59%	F	0.0	Inadequate/Fail
	I		Incomplete
	W		Withdrawal
	P		Pass

Students must maintain a "C" grade or better to remain in good standing. Failure to meet the minimum academic requirement may result in dismissal from the program.

Volunteer Human Subjects for Educational Purposes Policy

For educational purposes only, students shall be permitted to volunteer to be examined or subject to procedures by their fellow students or instructors during didactic or clinical education when other subjects are not available. Members of the public, including Cleveland Clinic employees, are also permitted to volunteer to be examined or subject to procedures by students. Acceptable activities include, among other things, using volunteers to practice patient positioning, scanning, performing phlebotomy

procedures, providing patient histories and taking vitals. Volunteers may not be used for any activity that requires the removal of clothing to a volunteer's undergarments or constitutes an invasive or sensitive examination including transvaginal, transrectal, breast or testicular examinations.

All individuals volunteering shall sign a Consent and Release form. Minors under the age of 18 may be used as volunteer human subjects to demonstrate anatomy and scanning techniques specific to pediatric patients. A parent or legal guardian must provide written consent prior to minor volunteers participating in scanning activities.

All student and nonstudent volunteers must sign a Consent and Release form prior to the examination or procedure taking place. If a student signs a Consent and Release form at the beginning of an academic year or semester, the instructor shall receive additional verbal consent prior to the examination or procedure. Under no circumstances should a student or nonstudent volunteer be coerced into volunteering. A student's choice to volunteer or not shall not affect their grades or learning opportunities. During volunteer examinations and procedures, appropriate safety protocols must be followed at all times, including but not limited to hand washing, disinfection of probes and disinfection of equipment.

All persons volunteering to participate in an examination or procedure must be advised and confirm their understanding that there is a possibility that an adverse result may be found during an educational exam or procedure. During an examination or procedure, both the volunteer and the student examiner shall maintain confidentiality regarding the results. If an adverse result is detected, the student and volunteer shall take the following steps:

1. The examining student confidentially informs the volunteer of the suspicious finding.
2. The examining student and volunteer confidentially inform the instructor.
3. The instructor asks permission to perform the same physical examination.
4. If the instructor confirms the suspicious finding, the instructor recommends that the volunteer seeks medical advice.
5. The instructor reminds the examining student of the duty of to maintain confidentiality regarding the incident.

All individual volunteers must also be advised and confirm their understanding that pathology may be present and may not be discovered during an examination or procedure by a student.

Incomplete Grade Policy

An incomplete grade, or "I", is a temporary grade that can be given to students who are unable to finish all course requirements due to extenuating circumstances. Students must have completed more than half of the course work at the time of awarding the incomplete grade. It must be mathematically possible for the student to achieve a passing grade by completing the remainder of the course work. It is the student's responsibility to request an incomplete grade from the instructor before the end of the term. The student must have a mitigating circumstance for not completing the course work when required, such as illness, military service, etc.

The student and instructor must sign a written agreement that includes the work to be completed, the deadline for completion, and the default grade if the work is not completed. The course instructor and/or the Program Director have discretion in determining both whether to grant the incomplete grade and determining the terms of the agreement. The maximum allowable timeframe to resolve an incomplete grade is 30 days following the end of the course for which the incomplete grade is issued.

The Incomplete Grade agreement between the student and instructor should be submitted to the office of the Registrar at the time of the "I" grade submission. If the student fails to meet the terms of the agreement by the deadline established, the Registrar will convert the "I" grade to "F". The instructor can submit a grade change at any time prior to or on the deadline once the student has met the terms of the agreement. The student will be notified of any grade changes made to their record.

Grade Appeal Policy

Policy

Students at any School of Health Professions program who received a final grade that they dispute on the grounds of either: (1) a computational error, or (2) non-uniform grading practices, may submit a Grade Appeal. A student's final grade may not be raised by doing additional assignments after the course has concluded or by revising previously submitted assignments.

The responsibility for determining all grades and for judging the quality of academic performance in a course rest with the instructor assigned to the course. Only letter grades used in calculating the grade point average may be appealed. The indications of "Pass" or "Fail" may not be appealed. The burden of proof that such an unfair influence has affected a grade rest with the student who appeals the grade. Only final course grades may be formally appealed to the Program Director in which the course was taken. The student has 30 calendar days from the grade posting date (may vary according to each program) to appeal.

If a student is suspected of violating the academic integrity policy or the code of conduct, the faculty member has the discretion to assign a grade of **F** for the course. The grade of **F** will stand as a final grade, notwithstanding a subsequent withdrawal from the program by the student. A faculty member shall notify the Registrar of the intention to assign a grade of **F** for the course, in addition to notification of the Program Director.

Procedure

- a) A student who believes that an assigned grade is incorrect should first discuss the grade with the instructor who assigned it. This contact normally is informal, and the instructor may take what action is deemed advisable in attempting to resolve the issue.
- b) If the student still is not satisfied following the informal dispute over the final course grade, then a formal grade appeal may be made to the Program Director. This appeal must be filed within 30 calendar days after the Registrar's posting of the final course grade. The appeal must include supporting information.
- c) The Program Director will request written information about the case from the instructor involved to consider and include with final determination of the grade appeal.
- d) The Program Director (or designee) will make the final decision on the grade appeal and send it in writing to the student, the instructor, and the Registrar within 10 business days of the student's grade appeal submission. The Program Director's ruling is final and cannot be appealed.

Satisfactory Academic Progress (SAP) - Qualitative and Quantitative Elements

All SOHP matriculating students are required to maintain Satisfactory Academic Progress (SAP). SAP is a measure that consists of both qualitative (e.g., grades) and quantitative (e.g., number of clock hours completed) measurements. Both measurements are evaluated on an academic term basis for each program. Details about the timing and frequency of SAP review for each program are contained in the program-specific sections of the school catalog. Variances of the SOHP SAP requirements are also stated within each program section of the school catalog. To maintain Satisfactory Academic Progress, a student must always meet the minimum standards established by each program for both qualitative and quantitative measures.

The Satisfactory Academic Progress policy applies to all SOHP students. These standards are consistently applied by the Registrar to all students, regardless of financial aid status or delivery of the program. To graduate, a student must successfully complete all courses in the program with the designated minimum score for passing (which varies from program to program, but 70% as a minimum).

Qualitative Elements of SAP

General Information

Qualitative measurement consists of a student's grades, whether expressed numerically or with letter grades (see Grading Scale below). Some programs may calculate these grades into a cumulative Grade Point Average (GPA). Some courses may be graded according to the pass/no pass system. Some programs use competency-based assessment as a qualitative measure in addition to a grading scale. In these cases, student performance of competency-related tasks is assessed to determine whether a student has obtained competency (pass) or not (fail). Each program-specific section of the school catalog provides additional details regarding each program's qualitative measurement.

Grading Scale & Definitions

Scale	Grade	Definition	GPA
90-100%	A	Excellent	4.0
80-89%	B	Good	3.0
70-79%	C	Satisfactory	2.0
60-69%	D	Unsatisfactory	1.0
0-59%**	F	**Inadequate	0.0
	P	Pass – Any course with a “P” grade is not calculated into the grade point average. A pass grade for a course does earn the student hours completed toward the terms completion rate.	
	NP	No Pass – Any course with an “NP” grade is not calculated into the grade point average. However, the course must be passed to graduate. An NP grade for any course is a failing grade and will not count toward the earned hours or completion rate of the term.	
	I	Incomplete – May be used at the discretion of the instructor in those cases in which the student is not able to complete work in the designated timeframe. Refer to the Incomplete Grade Policy. Any course with an “I” grade is not calculated into the grade point average. Once a grade is assigned to the course (when conditions are met that allow for the removal of the “I” and assignment of a final grade), that grade will factor into the student's GPA. SAP cannot be evaluated until the “I” grade is updated. This can potentially cause a delay in awarding federal financial aid.	
	W±	Withdrawal – Utilized when a student leaves the course due to an approved leave-of-absence or withdrawal from the school prior to the scheduled completion of a course. Any course with a “W” grade is not calculated into the grade point average. Withdrawals affect the quantitative elements of SAP, as they lower the completion rate which has a requirement of a 67% minimum.	

*Individual program sections of the school catalog contain information on program-specific grading scales.

****Programs may, at their discretion, establish a grade threshold higher than the institutional minimum, but with an unsatisfactory grade threshold of 69% and lower. All programs must apply and enforce their failing grade thresholds uniformly among students enrolled in the program.**

± Non-punitive grades for courses awarded by the school include “W”. Non-punitive grades are not included in the computation of a student’s overall Cumulative Grade (or Point) Average. The clock hours associated with any courses for which non-punitive grades are assigned are included as hours attempted when calculating the student’s Maximum Time Frame and clock hour completion percentage.

Matriculating students in all programs, with the exception of Computed Tomography and Post-Primary Magnetic Resonance Imaging, may not repeat any course for which a grade has already been assigned. Non matriculating students are permitted to repeat a course and/or area of study at their own expense.

Minimum Average

All students must maintain a minimum qualitative average (expressed as percentage points, grades, GPA and/or competencies passed) as defined by each program to maintain Satisfactory Academic Progress. Students must achieve the minimum qualitative average at each review of SAP to maintain Satisfactory Academic Progress. Minimum passing average is 70%, while some programs may require a minimum of 75% based on their grading scale. Review the program specific section of the school catalog for more information.

Student Grievance Concerning Grades

Students should seek redress of a problem with a grade as soon as possible after the release of final term grades. Students should confer directly with the course instructor about grade concerns. Every effort should be made to resolve the problem fairly and promptly at this level. The student should refer to the Grade Appeal Policy for more information.

Quantitative Elements of SAP

For all programs, the quantitative measurement of SAP consists of a student’s satisfactory completion of program hours, based on a rate-of-progress calculation. The rate of progress calculation is the percentage of total hours completed of those hours the student has attempted. This measurement ensures that all students progress at a rate sufficient to allow them to complete their programs within the maximum time allowed. Each program establishes a number of hours to be attempted, and a number required to be completed for the student to maintain Satisfactory Academic Progress. More information is available in each program’s section in the school catalog.

Students’ progress against quantitative SAP requirements is measured at the end of each program’s term. The student must have earned a 67% minimum of the term’s attempted clock hours by the end of each program’s term. Defined terms of each program are outlined in the program specific portion of the school catalog. SAP evaluation dates for each program will be outlined in the academic calendars.

Readmitted Students/Students Changing Programs

If a student is re-admitted into SOHP, changes program of study, or seeks to earn an additional credential, the clock hours that are applicable to the student’s current program of study will be included in determining the student’s satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student’s evaluation periods.

Maximum Time to Complete Program

All students are expected to complete their program of study within an acceptable period of time, as defined by each program, but in no case to exceed 150% of normal program length. Students failing to complete their program of study within the maximum time will be dismissed from the program. These students are not eligible for reinstatement.

Time spent in any of the following situations/activities counts toward the maximum time to complete SOHP programs:

- Courses for which a grade of incomplete or failure was recorded
- Courses from which the student withdrew
- Time in a SOHP-approved leave-of-absence.

Maximum Timeframe by Program (in Clock Hours):

Program	Total Clock Hours	Maximum Timeframe
Beachwood Diagnostic Medical Sonography	2306	3459
Beachwood Radiologic Technology	2328	3492
Cardiac Ultrasound	1464	2196
Cardiovascular Perfusion	2894	4341
Computed Tomography	412	618
Cytology	1237	1855.5
Dietetic Internship	1344	2016
Medical Dosimetry	1657	2485.5
Medical Laboratory Science	1332	1998
Mercy Diagnostic Medical Sonography	1862	2793
Mercy Radiologic Technology	2344	3516
Paramedic Education	962	1443
Phlebotomy	240	360
Post-Primary Magnetic Resonance Imaging	412	618
Primary Magnetic Resonance Imaging	1776	2664

SAP Progress Evaluations

Each student's progress in completing the program is evaluated at the end of each term. During these evaluations, the student's Cumulative Grade (or Point) Average and rate of progress in completing program hours are calculated. Students will receive an email notification from the Office of the Registrar within five days that SAP has been evaluated. The student will be notified of their SAP status, which is Satisfactory, Warning, Probation, or Dismissal.

Students are notified verbally by program faculty, and in writing by the school's Registrar, should they fail to meet the minimum standards of Satisfactory Academic Progress during an evaluation term. Students who fail to maintain SAP in an evaluation period are placed on SAP Warning, unless there are two or fewer terms left in the program following the term for which the evaluation is provided, in which case the student will be placed on Academic Probation. More information on SAP Probation is contained in the SAP Probation section of the school catalog.

Non matriculating students are exempt from SAP evaluations.

SAP Warning

SAP Warning periods may vary by program and by student. A SAP warning period immediately follows a satisfactory term. All students begin the program with a SAP status of Satisfactory. Federal financial aid funds (for applicable programs) may be disbursed during SAP Warning periods. When placed on SAP Warning, students are provided notification in writing that outlines the reasons why the student has been placed on SAP Warning and the requirements the student must meet to be removed from SAP Warning (an "Academic Plan"). The Academic Plan is designed to bring the student into compliance with Satisfactory Academic Progress standards within a single term. The student's Academic Plan and progress toward its completion will be reviewed with the student during the period of SAP Warning according to the details of the Plan.

At the end of the Warning period, if the minimum standards of Satisfactory Academic Progress are not met a student will be placed on SAP Probation. Students who satisfy the conditions of Satisfactory Academic Progress at the end of the Warning period will be returned to Satisfactory Academic Progress status.

School personnel, including the program instructors and/or the Program Director and/or Manager are available to discuss any concerns students may have.

SAP Probation (Temporary SAP Suspension)

Students failing to maintain Satisfactory Academic Progress immediately following a term of SAP warning, will be placed on SAP probation. When placed on SAP probation, students are provided written notification that outlines the reasons why the student has been placed on probation.

Students are not allowed to have more than one period of SAP probation while enrolled in their program. Students on SAP probation who do not successfully complete the terms of their SAP Academic Plan will be provided the opportunity to withdraw. If the student refuses to withdraw, they will be dismissed from the program. Students on probation who successfully complete the terms of their Academic Plan will return to Satisfactory Academic Progress standing, and academic probation status will be removed. During the term of academic probation, students are placed on a temporary SAP suspension, which prohibits them from attending class or clinicals. The student has five working days to appeal the suspension or to withdraw. Federal Financial Aid (for applicable programs) cannot be disbursed for a student with a SAP status of Probation. The student has the right to appeal the SAP status. A successfully appealed Probation status will revert the student's status to Warning.

The student must either submit an official withdraw from the program or an appeal to the program director within five working days. If the student does not submit anything during the temporary SAP suspension period, the Registrar or Program Director will submit an unofficial withdrawal for the student. If the Program Director elects to deny the Probation appeal, an unofficial withdrawal will be submitted to the Registrar.

SAP Probation Appeal

Students who have been placed on academic probation may appeal the probation decision. To do so, the student must submit an appeal request to the SOHP Program Director in writing (email is acceptable) within five working days of being placed on probation.

The appeal request must include:

- Information about the circumstances or events that prevented the student from maintaining Satisfactory Academic Progress, and
- What has changed in the student's situation to allow the student to be successful in the future.

The student may submit documentation along with the appeal request. The SOHP Program Director will review the appeal and any documentation submitted by the student. The Director will also speak with involved faculty. The student will be notified of the outcome of the appeal in writing within five business days of the appeal submission. The decision of the Program Director is final.

If the appeal is not successful, probation status will continue until 1) the student meets the requirements of the SAP Academic Plan and returns to Satisfactory Academic Progress status, or 2) the student fails to meet the requirements of the SAP Academic Plan and subsequently withdraws or is dismissed from the program. If the appeal is successful, the student will not be placed back into a status of warning, but the program may impose requirements the student must complete in order to return to Satisfactory Academic Progress.

SAP Dismissal Policy

Students who have been placed on SAP probation and do not return to Satisfactory Academic Progress status within the time required by their Academic Plan will be given the opportunity to withdraw or be dismissed from the program. Students may also be dismissed from the program after a period of temporary suspension. Students dismissed from SOHP programs are required to immediately return to SOHP their student IDs and any books, equipment or other materials issued to them by SOHP as outlined in their enrollment agreement.

SOHP programs pursue dismissal only after a student has been given a reasonable period of warning and/or probation to address deficiencies. Dismissal may also be recommended at any time for a student who demonstrates either a singular egregious behavior or is involved in one or more serious incidents inconsistent with the expectations for students of SOHP, or in violation of SOHP policy.

A decision to pursue dismissal requires participation of the program director and relevant program faculty and administrators. The Program Director will meet with the student to hear the student's explanation, including any mitigating circumstances in the situation. The Program Director will then meet with relevant program faculty and administrators to consider factors in the situation and render a determination. The dismissal decision is described in a notice to the student written by the Program Director. This communication is presented to the student, in person whenever possible, by the Program Director, although an in-person meeting may not be possible in all cases.

SAP Dismissal Appeal

A student who is dismissed from a SOHP program has the right to appeal. Each appeal is decided on an individual basis. The process for appealing a dismissal decision is as follows:

- The student must submit a written appeal to the School of Health Professions Dean. The appeal must be submitted at least one month prior to the start of the term in which the student wishes to be granted entrance into the program.
- Appeals must include a detailed explanation of the circumstances related to the dismissal. As

relevant, such appeals should include official supporting documentation (i.e. medical records, court documents, or any other documentation which would support an appeal).

- The appeal will be reviewed by the Dean and approved or denied based on the student's individual circumstances, past academic record, and potential to successfully complete the program.
- The Dean will provide a written decision to the student within 14 business days. The decision on the dismissal appeal is final.
- If the student is allowed to re-enroll, the Program Director may place conditions that the student must meet in order to be reinstated. The Program Director may also reinstate the student on a probationary basis. Reinstatement is based on class and space availability.
- If students who are reinstated are required to repeat coursework, that coursework must be satisfactorily completed in order to continue in the program.
- Reinstated students must maintain SOHP student accounts in good standing and may not default on any payment arrangements.

SOHP reserves the right to terminate a student's enrollment if, during the student's program of study, SOHP determines that the student has failed to maintain the minimum standards of satisfactory academic progress, or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the SOHP rules and regulations as published in SOHP's Catalog; or has failed to meet their financial obligations, which are established in the enrollment agreement. Any refund due to the student or other agencies will be calculated and refunded according to SOHP's tuition refund policy and the US Department of Education's Return to Title IV policy if applicable. A student who has been dismissed for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student applying for readmission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

SOHP Clock Hour (Contact Hour) Policy

School of Health Professions programs are based on clock hours. A "clock hour" (often referred to as a contact hour) is defined as one hour, consisting of a minimum of 50 minutes of instruction or other academic activity spent in an educational setting (didactic, lab, or clinical) to achieve the established goals and outcomes of a program, course, or area of study.

Clock hours exclude refreshment breaks, receptions and other social gatherings, and meals that do not include academic activity aligned with program/course learning outcomes.

STUDENT SERVICES

The School of Health Professions offers a wide range of services and resources to enrolled students. Some offerings may be location-specific, while others are accessible to all students regardless of where their program of study is located.

Advising

Advising is an essential student support service provided to all students by Program Directors, faculty, and School of Health Professions (SOHP) administrative caregivers.

Program Directors provide academic advising regularly to students. Students can find office hours on the course syllabi and may contact Program Directors and instructors to schedule meetings to discuss their

academic progress as needed. It is required that students see their Program Director if the status of their Satisfactory Academic Progress (SAP) evaluation is Warning, Probation, or Dismissal.

Tuition Payment advising is available through SOHP. Students may direct questions regarding transactions on their student account statements to their Program Director or the SOHP Registrar.

Students with questions surrounding health or immunization-related topics may contact the Director of Student and Learner Health to learn about resources and requirements.

Banking Services

Akron General Hospital

An ATM is located in the Main Lobby across from the hospital gift store.

Lutheran Hospital

An ATM is located in the cafeteria on the Ground Floor.

Main Campus

ATMs are available 24 hours a day across Cleveland Clinic's main campus in the following areas:

- First floor of the J Building - Sydel & Arnold Miller Family Pavilion (near the skyway elevators)
- First floor corridor between M Building - Cleveland Clinic Children's and H Building
- Lobby of the A Building - Crile Building
- Skyway between the A Building - Crile Building and main hospital buildings.
- Lobby of the C Building - W.O. Walker Center
- Lobby of the E Building - Emergency
- Lobby of the Intercontinental Hotel
- Lobby of the Intercontinental Suites

Students may access three KeyBank locations available at Main Campus:

J Building - Sydel & Arnold Miller Family Pavilion

Hours: Monday - Thursday, 9 a.m. - 4:30 p.m.

Friday, 9 a.m. - 6 p.m.

Saturday - Sunday, Closed

Phone: 216.229.2189

2010 E 90th St., Cleveland, OH 44106

Hours: 24-hour ATM

2049 E 100th St., Cleveland, OH 44106

Hours: 24-hour ATM

Career Assistance and Planning

Program Directors will provide career counseling to students and facilitate access to Cleveland Clinic recruiters. The Program Manager for Career Services can provide additional assistance with resume preparation. SOHP hosts quarterly resume and interview workshops available through Center for Health Professions Education. While SOHP provides career assistance and planning, the School does not offer guaranteed job placement.

Computer Labs

In addition to the computer labs and laptops accessible to them, students may utilize free Wi-Fi access at all Main Campus and separate educational center locations.

Main Campus

Students whose program takes place at Main Campus have access to free Wi-Fi while on site. Students may work independently in a variety of spaces across campus, with access to tables and soft seating. Access to dedicated program-specific computer labs, laptops and study spaces will vary by program. Students should inquire with the Program Director to learn about technology resources offered.

Akron General

Students have access to 18 laptops available in the classroom where the students have lecture. Students may access laptops as needed and can independently work on the devices Monday – Friday from 8:30 am until 5:30 pm if needed.

CCAC

Students enrolled in programs at CCAC have access to three classrooms with student workstations in each room. Additionally, the DMS scanning lab has 10 laptops available for student access.

Lutheran Hospital

Students may use 12 computers available in the lecture classroom to work independently.

Mercy Hospital

Students have 24/7 access (with identification badge) to 7 computers in the Medical Library at Mercy Hospital.

The Mercy Radiologic Technology Program has a computer lab with 10 workstations available to its students.

University of Akron Wayne College

Students may use computers available in two classroom spaces utilized by the program.

Dining Facilities

Students have access to on-site cafeterias, restaurants, and vending machines to purchase food items and take breaks at Main Campus and each separate education center. Offerings vary across locations.

Akron General

Students can find Au Bon Pain and Panera Bread available in the Main Lobby of Akron General. Additionally, a Fresh Inspirations Café is located on the lower level of the hospital.

Vending machines can be found in the cafeteria, on the ground floor and throughout the hospital. Please ask a caregiver for the nearest vending location.

Cleveland Clinic Administrative Campus (CCAC)

The Administrative Campus has accessible tables and chairs, soft seating, and kitchens across the 5 buildings at the location. Students are permitted to utilize these spaces while on-site.

Lutheran Hospital

Lutheran Café is located on the Ground Floor of Lutheran Hospital, students can choose from multiple grab-and-go options for busy students as well as various entrees, sandwiches, pizza and soup.

Additionally, vending machines are available in the following areas:

- Inside the Cafeteria on the Ground Floor
- Emergency Department Waiting Room
- ICU Waiting Room

Main Campus

Students have access to several on-site cafeterias, restaurants, and coffee shops across Main Campus to purchase food items and take breaks. Options include grab-and-go meals, snacks, entrees, soups, salads, sandwiches, fine dining and more.

To find a dining option at Main Campus, [click here](#).

Mercy Hospital

Students can purchase dining options at the Mercy Café and Subway. Mercy Café features meals such as soup, rice bowls and flatbread pizza, as well as grab-and-go options, Mercy Café is yet another option for students looking for meal options. The on-site Subway offers made-to-go flatbreads, subs, and salad as well as a grab-and-go boxed lunches.

University of Akron Wayne College

The Zip Station is located in Wayne College's Student Life Building. Here students can purchase a variety of food options such as burgers, quesadillas, sandwiches, salads and more.

Email Accounts

Programs may request that students receive a CCF email account during the onboarding process. During orientation, students are made aware of expectations for communicating via email, including whether they are required to use their CCF or personal email account. Emails sent to CCF email addresses should not be automatically forwarded to a non-Cleveland Clinic email address.

Fitness Facilities

Students are permitted to access Cleveland Clinic fitness centers at a monthly rate of \$45, three months for \$120, or for a full year at \$360. Learners who are current employees of Cleveland Clinic may access these facilities for free. To sign up, students must complete an online application and receive confirmation of access via email.

Fitness centers are located at several Cleveland Clinic locations, including Main Campus and separate educational centers (Akron General, CCAC, Lutheran Hospital, and Mercy Hospital).

To learn more about the available fitness facilities and complete an application, [click here](#).

Library Access

Students enrolled in Cleveland Clinic's School of Health Professions programs are encouraged to take advantage of resources available through Cleveland Clinic libraries.

Main Campus

Students may access the Cleveland Clinic Floyd D. Loop Alumni Library located at Main Campus on the 3rd floor of the JJ South building. There are three additional regional medical library locations at Fairview, Hillcrest, and South Pointe Hospitals. Cleveland Clinic libraries provide access to print and electronic resources, inter-library loans, literature search services, training and instruction, and live virtual reference services.

Students may sign-up for a library account to access electronic resources including books, textbooks, and journals. To register, students must have a Cleveland Clinic ID number. When registering for an account, students should choose the "Other" option under Job Position to indicate their student status and program. To sign-up for electronic access, [click here](#).

To access the Floyd D. Loop Alumni Library, [click here](#).

Akron General

To learn more about services offered and hours of operation, visit the Akron General Medical Library's webpage by [clicking here](#).

The Medical Library and Community Health Library of Cleveland Clinic Akron General is open to students. Both Libraries are located on the second floor off the Main Lobby.

Students who would like to check out books from the Medical Library must apply for a Cleveland Clinic Akron General Library card. Once a card has been issued, students may check out books from the Medical Library as well as any other OhioLINK library. Journals and Reference Books do not circulate. All materials circulate for 3 weeks and may be renewed if no hold has been placed on the item. Students who fail to return or renew materials within the allotted time will be charged a replacement fee, and processing fee and risk losing library privileges.

Students who register with the Cleveland Clinic Akron General Medical Library have access to all OhioLINK services including research databases, interlibrary loans, and the Electronic Journal Center. The library staff is available to assist students with these services.

Mercy Hospital

To learn more about services offered and hours of operation, visit the Mercy Hospital Medical Library's webpage by [clicking here](#).

Students may sign-up for a library account to access electronic resources including books, textbooks, and journals through the Mercy Hospital Medical Library. To register, students must have a Cleveland Clinic ID number. When registering for an account, students should choose the "Other" option under Job Position to indicate their student status and program. To sign-up for electronic access, [click here](#).

Office of Educational Integrity

Cleveland Clinic's Office of Educational Integrity (OEI) addresses all forms of unlawful discrimination, harassment and/or retaliation. The OEI handles all reports of any potential violation with urgency and

care, and it is strongly suggested that any perceived incidents of discrimination and harassment are reported in a timely manner so that the OEI can better address the issue.

Individuals who wish to report an instance of discrimination, harassment or retaliation have three avenues to do so:

- Program Leadership (of any educational program/activity in which the reporter or the alleged offender participates)
- The Office of Educational Integrity (through EduIntegrity@ccf.org)
- Anonymous Reporting (using the [anonymous online reporting tool](#))

For more information, visit: [Office of Educational Integrity](#)

Orientation

After completing onboarding and prior to beginning their program, students will attend a virtual, general new student orientation followed by a program-specific orientation on or before the first day of class. The general orientation focuses on universal information, policies, and resources available to all School of Health Professions students. Students will be notified by the Program Director of when their program-specific orientation will be held. At this session, students will meet faculty and other personnel and become familiar with educational facilities, expectations, procedures, schedules, and other aspects specific to the program.

Parking

Parking is available to students at Main Campus and all separate education centers at Akron General, CCAC, Lutheran Hospital, Mercy Hospital and University of Akron Wayne College at no cost.

Main Campus

Students whose program takes place at Main Campus will receive parking assignments at an off-site surface parking lot at no charge. Students must have a Cleveland Clinic ID badge to receive a parking assignment. Students at Main Campus may use the free shuttle service to and from their assigned lot. Students are required to park in their assigned lots during normal business hours (5:30 a.m. to 5:30 p.m.). If students are required to be on campus for third shift, weekends and holidays, they will have automatic default access to a designated on-campus parking garage.

All Main Campus registered parkers have “default” access to garages during the following:

- Weekday entry after 6:00 p.m. and before 5:00 a.m. the following day, WITH exit after 8:00 p.m. and before 10:30 a.m. the following day (Mon-Fri)
- Weekend entry after 6:00 p.m. Friday and before 5:00 a.m. Monday WITH exit after 8:00 p.m. Friday and before 10:30 a.m. Monday
- Cleveland Clinic recognized holidays (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day). Entry after 6:00 p.m. the day before the holiday and before 5:00 a.m. the day following the holiday, WITH exit after 8:00 p.m. the day before the holiday and before 10:30 a.m. the day following the holiday.

Akron General (Paramedic Education)

Students will park in Lot A, using their badge to gain access to this lot. Students will follow all Cleveland Clinic Akron General guidelines regarding parking and appropriate related conduct. Parking guidance for clinical and field sites for Paramedic Education students will be provided as needed.

University of Akron Wayne College

Parking at this location is free, with handicapped parking also available, located in the lot behind the Boyer Gymnasium. There are, however, certain rules for parking at this location:

- Parking is prohibited on the entirety of the main driveway, as well as the oval drive at the front of the building
- The designed traffic flow should not be obstructed by parking

Note: Wayne College reserves the right to ticket vehicles subject to fine and/or to have the car towed at the individual's expense.

Post Office

Main Campus

Airborne Express and blue U.S. Postal Service boxes are located outside the Cleveland Clinic Pharmacy and on the East 100th Street side of the Crile (A) Building during the following hours: Monday – Saturday 7 a.m. - 5 p.m..

Security and Protective Services

The safety of students is a top priority of SOHP. Protective services are offered across Main Campus as well as the separate education centers, including a Safety Escort Program.

Students should report suspicious activity or acts of violence to the Cleveland Clinic Police Department by dialing 216.444.2250 or call 911 in the case of an emergency. For other non-emergency matters, the Police Department can be reached at 216.444.2250.

Safety Escort Program

The Safety Escort Program is a free service available provided by the Cleveland Clinic Police Department for those who need safe transportation to and from various locations at their site. Main Campus and the separate education centers at Akron General, Lutheran Hospital, and Mercy Hospital take part in this program.

Where offered, Safety Escorts are available 24 hours a day, 7 days a week, 365 days a year. Escorts are provided either by foot or police vehicle depending on the situation and call volume at the time of the request.

Students may request a Safety Escort by calling the phone number for their location:

- Main Campus: 216.444.2250 ext.2250
- Akron General: 330.344.7604
- Lutheran Hospital: 216.363.2436
- Mercy Hospital: 330.489.1250
- Fairview Hospital: 216.476.4344

Requesters will be asked to provide the following information to dispatchers:

- Your first and last name
- Your contact number

- Your pickup location
- Your destination

Students enrolled in programs at Cleveland Clinic Administrative Campus (CCAC) can request a security escort by stopping at one of the security desks located in Building 2 until 10 PM, Building 5 until 4PM, or 24-hours a day in Buildings 3 and 4 or call one of the phone numbers below.

CCAC Security Desk Phone Numbers

Security Building 2 – 216.448.5151

Security Building 3 – 216.448.0090

Security Building 4 – 216.448.5753

Security Building 5 – 216.970.6156

University of Akron Wayne College

The University of Akron Wayne College employs a full-time police officer as part of its faculty. The officer is commissioned by the State of Ohio with full law enforcement authority.

If individuals are unable to reach the Wayne College campus police officer for assistance, they are encouraged to contact the Student Services Office at 330.684.8900 or reach out to 911. Blue emergency response devices have been added throughout parking lots as an additional emergency resource.

Student Housing

The Student Housing Program works to meet the housing needs of individuals completing a School of Health Professions program. Short-term (up to one year) and long-term (one to five years) arrangements are available.

Individuals interested in pursuing housing should visit the [Student Housing Program website](#) to learn more about student housing options and helpful resources, including:

- Factors to consider when searching for housing
- Budgeting tips
- Process of signing a lease
- Cleveland neighborhoods where housing is available
- Transportation options

Student Resources Intranet Page

The [Student Resources intranet page](#) offers many resources and services offered to students through the School of Health Professions, including:

- Academic Success Resources
- Library Access
- Parking Services
- Student Health Resources
- Student Housing
- Scholarships
- Safety Event Reporting Link (to use in the case of injury or illness)
- Student-Focused Newsletters and Events

Students must be logged into the Cleveland Clinic VPN or using a Cleveland Clinic device to access the Student Resources intranet page.

Technical Support Services

Support is available to students experiencing issues with a course or logging in to MyLearning, as well as general tips on how to use and navigate the learning platform by visiting the [Learner Support tab](#). Here students will find helpful videos, handouts, and FAQs. Students may also contact the cTEKI Help Desk at elearning@ccf.org. The Help Desk is available Monday through Friday from 9:30 a.m. – 4:00 p.m.

OPERATIONAL POLICIES

Accessing Policy & Procedure Manager (PPM) and Intranet Links

Some linked documents throughout the School Catalog may only be accessible to students when utilizing a Cleveland Clinic issued device or while connected to Cleveland Clinic wi-fi. This includes links to documents housed in PPM and the Intranet.

Identification Badges

Identification badges are issued to all learners upon the completion of student onboarding. Badges are issued in an effort to promote safety and used to provide access to educational spaces and parking, timekeeping, distinguish between employee and non-employees, and identify individuals in the case of an emergency.

Students must wear their issued badge at all times while on Cleveland Clinic property and any other sites in which they are participating in educational activities. As with other non-employees, student badges are blue. For instances in which a student is also an employee of Cleveland Clinic, the student should be sure to present with their blue badge when on site as a learner.

To obtain an identification badge, students must bring one of the following forms of photo ID (Driver's License, Passport, State ID) to the Cleveland Clinic ID Badge location as instructed during onboarding. Badges must be obtained prior to the first day of class.

Students who have received a badge in the past and have not yet turned it in to Cleveland Clinic, must bring the old badge with them to exchange it for a new one. Students will be charged \$30.00 for a replacement if the old badge is not returned at the point of obtaining a new badge. Badge fees must be paid with Credit Card only (No Cash). Students who are scheduled to complete an additional clinical rotation at Cleveland Clinic should keep their student ID badge until the end of their final clinical rotation at Cleveland Clinic.

Reference: [Identification Badge Policy](#)

Program Discontinuation Policy

In the event a program is discontinued, new student enrollment will cease. The School of Health Professions (SOHP) will make reasonable efforts to protect the academic and financial interests of currently enrolled students.

Students affected by a program discontinuation will receive written notification via email from the school to the student email on file. Affected students will be provided with information regarding available options, which may include completing the program under an approved teach-out plan at SOHP, transitioning to a comparable program offered by another appropriately accredited institution, or

withdrawing from the program. Teach-out arrangements are developed in accordance with applicable state and programmatic accreditation requirements.

Students who elect to withdraw from a discontinued program, or who are unable to complete the program through a teach-out option, will have any applicable tuition and fee refunds calculated in accordance with the School of Health Professions Tuition Refund Policy, as published in the School catalog and enrollment agreement, and applicable state and federal requirements. Participation in a teach-out does not, by itself, constitute grounds for a tuition refund.

SOHP will ensure the secure maintenance and accessibility of student academic and financial records and will provide information regarding grievance and complaint processes consistent with published School policies and applicable regulatory requirements. For programs approved by the [Ohio State Board of Career Colleges](#) and Schools, additional student protections and refund provisions may apply under Ohio law.

School of Health Professions Emergency Preparedness

Comprehensive policies have been established to ensure the safety and well-being of students, Program Directors, faculty, administrative personnel, and patients during emergencies. Information about specific policies are provided during student onboarding and can be accessed on the Cleveland Clinic network through the Cleveland Clinic Policy and Procedure Manager ([PPM](#)) and [Department of Emergency Management intranet page](#). The School of Health Professions detailed Emergency Preparedness Plan is located on the [student intranet page](#). Students, faculty, and administrative personnel participating in School-related activities on non-Cleveland Clinic locations (clinical sites, field trips, educational facilities used under agreement with an external agency, etc.) should familiarize themselves with the emergency procedures of that location.

In the event of an emergency situation that disrupts educational programs, efforts will be made to ensure continuity of instruction through assignment of alternate learning facilities, flexible scheduling, remote learning, or another means as determined to be appropriate by the Program Director.

All faculty, administrative personnel, and students are empowered to report Critical events to the appropriate Security Operations Center or designated emergency phone number or via the Cleveland Clinic StaySafe app. The app is geofenced to our hospitals, family health centers, ambulatory surgery centers, free-standing emergency departments and administrative buildings to request site-specific emergency and non-emergency services, including:

- Emergency Police and Security response
- Non-emergency questions and requests, including a Safety Escort
- Code response for Cardiac/Respiratory Emergencies and Rapid Response
- Anonymous tip line to text information and images
- A safety timer to contact emergency contacts while walking
- Library with additional safety resources

Not at one of these locations? No worries. The app is programmed to default to 911 for other Cleveland Clinic locations. Users can also use some of the features anywhere in the U.S.

Cleveland Clinic StaySafe app can be downloaded directly from the [Apple](#) and [Google Play](#) app stores.

Cleveland Clinic Police Department

Non-Emergency: 216.444.2250

Emergency: 216.444.2222 or 911

Email: police@ccf.org

Additional Hotlines & Emergency Numbers

[More Information](#)

Student Location and Contact Information Policy

Cleveland Clinic School of Health Professions students are required to provide accurate and timely information regarding their address(es), telephone number(s), and other contact information to the School's Registrar or the Program Director. Students are required to verify their contact information, including physical address, mailing address, telephone number, and email at the time of enrollment into the School.

Contact information concerning students and their emergency contacts facilitates effective communication and access to these persons in appropriate circumstances. Such circumstances include, but are not limited to, the following:

- Health and safety emergencies affecting students
- Notification concerning opportunities or important events about which students may wish to be informed
- General information sharing from the School or its program(s).
Location

Contact information will be maintained in accordance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA). Contact information can include:

- Name (first and/or last)
- Telephone number
- Mailing and/or physical address (P.O. Box does not qualify as physical address)
- Personal email address

Students must submit contact information updates via email to the office of the Registrar at SOHPRegistrar@ccf.org within 10 business days of the change.

Students are advised that failure to comply with this policy could result in disciplinary action.

The student's physical location and a change to that physical location may impact their ability to complete the program or gain employment in the field, including eligibility for credentialing requirements for employment.

PROGRAMS

BEACHWOOD DIAGNOSTIC MEDICAL SONOGRAPHY

<i>Program Snapshot: Beachwood Diagnostic Medical Sonography</i>	
Program Director	Angela Perry, BSAS, RDMS, RVT, RMSKS
Location	CCAC – Building 5 3275 Science Park Drive Beachwood, OH 44122
Clock Hours	2306
Program Length	88 weeks / 21 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$15,875

Overview

The Beachwood Diagnostic Medical Sonography Program is a full time, 21-month (5 semester) diploma-level program. Upon completion, a student will receive a diploma which will allow them to take the Sonographic Principles and Instrumentation (SPI) examination along with a specialty area examination through the American Registry for Diagnostic Medical Sonography (ARDMS).

Mission Statement

To develop exceptional imaging professionals who meet the needs of the community and provide a foundation for lifelong learning.

Objectives

Goals & Outcomes

Goal #1: The student/graduate will be clinically competent.

Outcomes:

- Student will provide appropriate patient care.
- Student will demonstrate clinical competency appropriate to their level of experience.
- Student will perform exams safely.
- Student will produce quality diagnostic images.

Goal #2: The student/graduate will demonstrate professionalism.

Outcomes:

- Student will demonstrate an understanding of the importance of professionalism.
- Student will demonstrate professional behavior.
- Student will demonstrate an understanding of patient confidentiality (HIPAA).

Goal #3: The student/graduate will demonstrate effective critical thinking.

Outcomes:

- Student will be able to modify routine procedures for non-routine patients.
- Student will effectively critique images to determine if corrective action is required.
- Student will acquire critical thinking skills and problem-solving abilities that enhance their clinical experience.

Goal #4: The student/graduate will demonstrate effective communication.

Outcomes:

- Student will demonstrate effective written communication.
- Student will develop professional verbal communication in the healthcare environment.

Accreditation

The Beachwood Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street N. #7709
Seminole, FL, 33775-7709
727.210.2350

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
P.O. Box 2050
Ellicott City, MD 21041

State Approval

The Beachwood Diagnostic Medical Sonography Program is approved by the Ohio State Board of Career Colleges and Schools in accordance with Ohio Revised Code Chapter 3332 (School Registration No. 2165).

Ohio State Board of Career Colleges and Schools
30 E Broad St Suite 2481
Columbus, OH 43215
614.466.2752
Scr.ohio.gov

Faculty

Angela Perry, BSAS, RDMS, RVT, RMSKS, Program Director/Full-time Faculty

Education: Bachelor of Science in Applied Science, Youngstown State University
Major: Allied Health

Diploma, Sanford-Brown College
Program: Diagnostic Medical Ultrasound

Amy Varcelli, BSAS, RDMS, RVT, RMSKS, Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science in Applied Science, Youngstown State University
Major: Allied Health
Minor: General Psychology

Associate of Applied Science, Cuyahoga Community College
Major: Diagnostic Medical Sonography

Amy Headley, BSAS , RDMS, RDCS, Full-time Faculty

Education: Bachelor of Science in Applied Science, Youngstown State University
Major: Allied Health

Diploma, Sanford-Brown College
Program: Diagnostic Medical Sonography

Associate of Individualized Studies
Major: Individualized Studies

Mike Manning, BA, R.T.(R)(CT), Full-time Faculty

Education: Bachelor of Arts, Ohio State University
Plan: Aviation-Arts and Sciences Major

Associate of Applied Science, Cuyahoga Community College
Major: Radiography

Facilities

The program has sufficient classroom and office space available to meet our needs. There are additional spaces available to the students for study purposes the scan lab is also equipped with several ultrasound units. In addition, the program has access to a multifunctional device, printer, and a Scantron grading machine.

The program's equipment and supplies are readily available to support the delivery of the program curriculum. The sonographic equipment is in good working order and is industry current. The records of all preventative maintenance and physicist reports are kept on hand and up to date.

Sufficient supplies are available to accommodate all enrolled students in class, lab, and clinical. Each student is provided with a SonoSim learning system. The program provides adequate instructional equipment, laboratory supplies, and storage. Students have access in each classroom to computers with internet and intranet. They are also able to access MyLearning and Trajecsyst on the computers.

Advisory Board

The Beachwood Diagnostic Medical Sonography Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of internal and external in-field specialists, an employer, a physician, a clinical affiliate representative, a current student, a graduate representative and a public member who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Conditional admittance
- Selective admissions
- Required admissions documents
- Required enrollment documents

Graduation Requirements

Students must meet the following requirements to graduate from the Beachwood Diagnostic Medical Sonography Program:

- Satisfactory completion of all program courses.
- All competencies must be completed as outlined in the Clinical Competency Examination Policy.
- All required JRC-DMS mandatory & elective competencies must be completed.
- All regular and make-up hours must be completed.
- Tuition payment and fees must be paid in full.
- All reference books or other material must be returned, including any resources from the CC Library.
- ID badge must be returned. A fee will be charged for missing ID badge. All fees must be paid prior to graduation.
- Graduation survey must be completed.
Employer release form must be signed.
- Students must attempt the ARDMS Sonography Principles & Instrumentation and the ARDMS Abdomen Specialty Exam prior to graduation.

Academic Awards at Graduation

Based on the final cumulative grade point averages achieved by graduates. A graduate with a GPA between 3.5 and 3.99 will be commended as graduating with Academic Honors. A graduate with a GPA of 4.0 will be commended as graduating with Academic Distinction.

Graduation Ceremony

Graduating students who are attending the ceremony are not required to attend clinical on that day. If a student is not attending the graduation ceremony, they are expected to be at clinical that day or they can use PTO. Students are required to purchase a forest green cap and gown for the ceremony.

Important Graduation Information

If you have a record of criminal conviction of a crime, including a felony, alcohol and/or drug related violations, a gross misdemeanor or misdemeanors with the sole exception of speeding and parking violations, criminal proceedings where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilt or nolo contendere, military court-martial that involves: substance abuse, sex-related infractions or patient-related infractions, or have pending litigation, these conditions may prevent an applicant from becoming registered. These applicants are encouraged to schedule a meeting with the Program Director and to contact the American Registry for Diagnostic Medical Sonography at (800)541-9754, option 1, or www.ardms.org, to determine examination eligibility.

Grading Scale

The following grading scale is used by the program:

Scale	Grade	GPA	Definition
93-100%	A	4.0	Excellent
84-92%	B	3.0	Good
*75-83%	C	2.0	Satisfactory
67-74%	D	1.0	Unsatisfactory
0-66%	F	0.0	Inadequate/Fail

Students must maintain a "C" grade or better in each academic and clinical course in the Beachwood Diagnostic Medical Sonography Program. Students not satisfying this minimal academic requirement will be dismissed from the program.

If a student does not complete all required course assignments by the end of the semester, they will receive an incomplete grade. Incompletes must be resolved within 5 weeks into the next semester, or the grades converts to an "F", or failing grade.

Students are counseled as needed throughout the semester regarding academic grades, clinical grades, attendance, tardiness, evaluations, semester GPA, cumulative GPA, and other pertinent information regarding student progress.

Clinical Grades

Students will be given an established number of points for each clinical experience. Each semester the clinical grade will be determined by:

- The number of evaluations turned in by the end of the semester
- The completion of the department orientation checklist
- The number of competencies completed
- Observance of program/department policies & practices

The following worksheet will be used to determine clinical grades:

Number of Evaluations Completed					4 points off for each one not turned in by end of semester
Department Orientation Checklist					8 points off if not turned in by end of semester
Number of Competencies Completed					8 points off, each week comps are not completed after semester ends
Program/Department Policies & Practices					4% off - documented counseling 10% off - written corrective action. 16% off - final written or suspension

Clinical evaluations are reviewed when received by the clinical coordinator. The clinical coordinator meets privately with each student who has a score of 2 or less and/or comments on the evaluation that need to be discussed.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Beachwood Diagnostic Medical Sonography Program will occur after the completion of the first, second, third, and fourth semesters of the program. This will ensure Beachwood Diagnostic Medical Sonography students are meeting the 75% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

This policy establishes standards of appropriate attendance, provides a procedure for notification of absence and tardiness, and establishes guidelines for the discipline and improvement of substandard attendance and tardiness.

The ethics and attitudes developed through adherence to this policy will help ensure student success in the future, regardless of their place of employment. Excessive tardiness or absenteeism negatively affects patient care and hospital morale and is therefore unacceptable. Failure to comply with these policies will result in corrective action based on a point system, up to and including expulsion from the program.

General Attendance and Timeliness

It is the responsibility of each student to be accountable to the faculty of the program and the clinical preceptors at each clinical site. Please use the following guide for informing the faculty of any changes to your schedule. Depending on the circumstances, corrective action may result. Please see the Corrective Action Policy for more detail.

Contact Beachwood DMS Faculty:

- a. If a student is unable to attend class or clinical. Student must text all three program faculty no later than 7:00 a.m.
- b. If a student is running late to class or clinical. Message must include an estimated time of arrival.
- c. If a student is told to leave clinical for lack of work. Requires documentation from clinical preceptor.
- d. Any PTO to be used in the morning must be requested **prior to midnight the night before**, or the student will be considered tardy.

Attendance Book Documentation

Student must inform Program Director or Clinical Coordinator regarding PTO. Approval is based on PTO balance

- a. If a student knows ahead of time they will be using PTO for all or part of the day.
- b. If a student knows ahead of time they will be absent from class or clinical.
- c. If there is any change to their schedule.

Call Faculty for Permission

If a student unexpectedly needs to leave clinical early, they need to contact the Clinical Coordinator or Program Director for permission.

Class and Lab Specific Attendance

Class days are 8:00 am – 4:30 pm. Regular and prompt attendance for Beachwood Diagnostic Medical Sonography Program courses and labs is essential for students to meet the educational challenges and to accomplish learning outcomes of the Beachwood Diagnostic Medical Sonography Program. Due to the progressive nature of the individual courses and the program, attendance and punctuality are seen as essential qualities for a student's success. All classes and labs will begin as scheduled. Please allow for weather, traffic and other circumstances that may cause a delay. In the event of absence or tardy, please see **Points section**.

1. Students must clock in and out upon arrival and departure from class and lab.
2. Students are expected to be in the classroom or lab prior to the official start time.
3. A student will be considered tardy if they are 1 minute late or greater.
4. If a student has more than two (2) unexcused absences from class, the student's grade will be affected.
5. If a student is absent for 50% or more of a scheduled class or lab session, they are considered absent for that class or lab session.
6. An extended lunch period is considered an incident of tardiness.
7. Severe weather or driving conditions, as deemed by the Program Director, may be considered an excused absence.

Clinical Education Specific Attendance

Clinical days are 8:00 am – 4:30 pm Other times may be offered if the clinical site finds it is advantageous to the student. This option will be discussed with the student to see if the student can adjust to the schedule change. The student should be in the department and ready to start the day by the start-time. Attendance and punctuality are seen as essential qualities for your chosen profession. Timeliness is essential at the clinical site as it can be a direct indicator of what type of employee you may become. It is the student's responsibility to inform the program and the clinical preceptor if they are running late, will be absent, or have scheduled time off. Clinical days are eight (8) hours in length, not including the lunch break. Please make time allowances for weather, traffic and other circumstances that may cause a delay. In the event of absence or tardy, please see **Points section**.

1. Students must clock in and out upon arrival and departure from clinical.
2. Students are expected to be in their assigned area and ready to work at their official start time.
3. If a student leaves the facility for lunch or any other reason, they are required to clock out and in.
4. Students are not to clock in more than 15 minutes before their scheduled start time at clinical.
5. A student will receive 0.5 point if:
 - a. They are one minute or more late.
 - b. They take an extended lunch period.
 - c. They leave before the end of their scheduled time without pre-approval*.
6. A thirty (30) minute lunch break is required when a student is at the clinical site for more than five (5) hours (*some sites allow 45 minutes, must check with clinical site*).
7. If a student wishes to stay longer than eight (8) hours, they need to inform the program of their intentions and receive permission prior to doing so.
8. Students cannot attend clinical in excess of 10 hours per day.
9. Students may **not** exceed 40 hours in a week of clinical and class time (Monday-Friday).
10. Severe weather or driving conditions, as deemed by the Program Director, may be considered an excused tardy.

*If the clinical site sends the student home early, due to lack of work or all scheduled patients are completed, the preceptor and student must notify the Clinical Coordinator or Program Director regarding the early dismissal. For these circumstances, the student will not be penalized

Excused Absences

Bereavement and jury duty are considered excused absences from class or clinical and therefore do not count toward the absences that can cause a course letter grade to drop. Students are responsible for any missed assignments and must make arrangements with their instructor to make up exams and assignments within one week of returning to class. PTO is not needed for excused absences from clinical. If extended time off is needed from class or clinical, the student may request a Leave of Absence (LOA).

Please refer to the Leave of Absence Policy for more detail.

Personal Time off (PTO)

In addition to pre-scheduled program breaks and holidays, students are permitted 24 hours of PTO per semester. PTO accumulates and unused PTO will carry over into the next semester. PTO can only be taken in 30-minute increments. Students should reserve PTO for unforeseen personal or family illnesses or emergencies. All PTO requests must be approved by program faculty.

Any PTO to be used in the morning must be requested before midnight the night before, or the student will be considered tardy.

For planned absence, PTO must be requested and documented in the attendance book and the student must also notify the clinical preceptor or designee in advance. Students who wish to leave early, or leave and return to the clinical site, must get permission from program officials.

Interview Day: Students may take up to two (2) separate 3.5-hour blocks for a scheduled Cleveland Clinic sonography interview. Documentation is required.

Earned Personal Time Off (EPTO)

Students may earn PTO by participating in extracurricular activities related to Diagnostic Medical Sonography and/or community service. All activities must be approved by program officials.

EPTO can be earned by participating in the following community service / professional activities:

- A DMS professional society meeting (1 hour of the educational session).
- Blood donation (2 hours/donation)
- Cleveland Multiple Sclerosis Walk (1 hour/hour walked)
- Cleveland Alzheimer's Walk (1 hour/hour walked)
- Greater Cleveland Food Bank (1 hour/hour donated)

EPTO Maximums

A maximum of fourteen (14) hours per academic year is permitted to be earned.

Exceeding PTO

Exceeding PTO will result in corrective action. Exceeded PTO will require make-up time at the end of the 5th semester. Make-up time begins the Monday after the end of the 5th semester from 8:00 am – 4:30 pm each day until completed. If a student has less than two hours of total make up time, they may add that time to their final week of clinical with program permission.

Scheduled Break Weeks

Students have twelve (12) scheduled break weeks over the length of the program as indicated

by the academic calendar. Students who wish to take a vacation should utilize break weeks for this purpose.

School Closure

Class and/or clinical may be canceled by the Program Director, or designee. Closure of the program as a result of inclement weather or other emergencies will be communicated to the students via text or email. It is the student's responsibility to inform the program of email address or phone number changes.

Make-Up Time

Make-up time for approved LOA, tardiness or exceeding PTO must be completed after the end of the fifth semester. Make-up time will start the Monday after the end of the 5th semester from 8:00 am – 4:30 pm. All program policies will remain in effect until all make-up time is completed, and all graduation requirements are met. Make up time can only be performed at a primary clinical site. Make-up time less than two (2) hours might be able to be completed during the final week of the program with faculty permission

Students are not eligible to take the ARDMS (AB) or (OB) examinations until 60 days prior to graduation. If one or both of the ARDMS examinations are passed, credentials will be granted by the ARDMS contingent on if all graduation requirements have been met.

Students must adhere to the 8:00 am – 4:30 pm (or other time agreed upon) clinical rotation schedules and are only permitted to stay over in order to complete a procedure.

Points

Points for attendance violations are accumulated accordingly and remain for one (1) rolling year. A rolling year is defined as the 12-month period of active student participation immediately preceding the date of the chargeable occurrence. In the event of a leave of absence (LOA) of more than 21 days, the rolling year will be extended beyond 12 months by the amount of time approved on the LOA. The first two incidents of tardy or failure to swipe in/out are forgiven and will not result in points.

Failure to Clock In or Out

For each instance that a student forgets to clock in or out, they must provide time verification from a technologist . See chart below for points for failure to swipe in and out.

Tardy / Leaving Early .50

Failure to Clock in or Out .25

Two occurrences of no clock in/out within day:

The student is required to provide documentation within one week of the occurrence or will be charged with eight (8) hours of make-up time **and** the incident will be considered a **NO CALL / NO SHOW** requiring corrective action. Time verification is still required.

Corrective Action for Points

Corrective action for accumulation of points will be initiated according to the chart below. Corrective action will be initiated **each time** a student reaches a point level. Any corrective action (including points for attendance) may affect the student's clinical grade.

Corrective Action Full-Time

Documented Counseling: 4 points
Written Corrective Action: 8 points
Final Written Warning / Suspension: 10 points
Dismissal: 12 points

No Call/No Show

This applies when a student does not attend class or clinical and fails to report the absence to the program faculty and/or clinical preceptor. If notification is not received within **two hours** of the scheduled start time, it will be deemed a "NO CALL/NO SHOW."

Tuition and Fees

Acceptance Fee: \$300.00 (Non-refundable)
(Applicable toward first semester tuition)

Semester Tuition: \$3,175 per semester

Total Program Tuition & Fees: \$15,875.00

Estimated Additional Expenses

Application Fee	\$20.00
Textbooks	\$1,100.00*
Uniforms	\$200.00*
School Patch	\$2.00
Graduation Cap and Gown	\$25.00*
ARDMS SPI Exam Fee	\$275.00
ARDMS Specialty Fee	\$300.00- per specialty

* Estimated

Payments must be made on or before the due date. Tuition must be paid in full before a student can continue to the next semester unless they have received permission to do so from the Program Director. The tuition and fees are subject to change upon due notice to the student.

The Beachwood Diagnostic Medical Sonography Program has the right to deny access to grades, transcripts, letters of recommendation, actions on appeals or grievances, class, clinical experience, exams and ARDMS notification of completion, if a student fails to meet financial obligations for tuition and fees. Students who are delinquent on any payments while using the IPP agreement described below, will be denied future use of the plans.

Payment Options

1. Payment in full
2. Semester payments: Due before the start of the first day of classes.
3. If payment is received after due date, a \$25 late fee will be assessed for each overdue payment
4. Installment Payment Plan

Installment Payment Plan (IPP)

The program offers an Installment Payment Plan (IPP) for students who desire this option. The plan allows the student to pay the semester tuition and fees in monthly payments beginning on the tuition due date. The cost of this service is \$25.00. There will be no other fee or interest charges for the service unless the student fails to meet payment deadlines. If a student fails to meet a pre-arranged payment due date, a \$25 monthly charge will be assessed to each overdue payment.

Academic Calendar

Date	Calendar Description
August 24, 2026	Fall Semester Begins
September 7, 2026	Labor Day – No Class or Clinical
September 10, 2026	Last Day to Receive 75% Tuition Refund
September 17, 2026	Constitution Day – Classes/Clinicals in Session
September 22, 2026	Last Day to Receive 50% Tuition Refund
October 9, 2026	Last Day to Receive 25% Tuition Refund
October 19-23, 2026	Fall Break – No Class or Clinical
November 26-27, 2026	Thanksgiving Break - No Class or Clinical
December 14-18, 2026	Final Exam Week
December 22, 2026	SAP Evaluation
December 21, 2026-January 1, 2027	Semester Break - No Class or Clinical
January 4, 2027	Spring Semester Begins
January 21, 2027	Last Day to Receive 75% Tuition Refund
February 2, 2027	Last Day to Receive 50% Tuition Refund
February 19, 2027	Last Day to Receive 25% Tuition Refund
March 1-5, 2027	Spring Break - No Class or Clinical
April 27 –26- April 30, 2027	Final Exam Week
April 30, 2027	Graduation
May 3, 2027	SAP Evaluation
May 3-May 14, 2027	Semester Break – No Class or Clinical
May 17, 2027	Summer Semester Begins
May 29, 2027	Last Day to Receive 75% Tuition Refund
May 31, 2027	Memorial Day - No Class or Clinical
June 6, 2027	Last Day to Receive 50% Tuition Refund
June 18, 2027	Last Day to Receive 25% Tuition Refund
July 5, 2027	Independence Day Holiday – No Class or Clinical
August 2-6, 2027	Final Exam Week
August 9, 2027	SAP Evaluation
August 9-20, 2027	Semester Break - No Class or Clinical

Curriculum Outline

Fall Term		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DMS101B	Introduction to Sonography & Patient Care	32	0	0	32
DMS111B	Diagnostic Medical Sonography- Abdomen I	72	0	0	72
DMSL111	Introduction to Sonography Scan Lab	0	64	0	6
DPHY100	Ultrasound Physics & Instrumentation	64	0	0	64
TOTAL TERM					232

Spring Term		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DMS112B	Diagnostic Medical Sonography- Abdomen II	64	0	0	64
DMSL112B	Sonography Scanning Lab II	0	48	0	48
DMS102B	Gynecology and Introduction to Obstetrics	72	0	0	72
DMSL102	Sonography Scanning Lab III	0	48	0	48
DCL102	Clinical Experience I	0	0	304	304
TOTAL TERM					536

Summer Term		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DMS103B	Advanced Obstetrics	54	0	0	54
DMSL103	Sonography Scanning Lab IV	0	36	0	36
ETH101	Healthcare Ethics and Law	24	0	0	24
DMS200	Registry Review: SPI	24	0	0	24
DCL103	Clinical Experience II	0	0	288	288
TOTAL TERM					426

Fall Term		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DMS223	Introduction to Vascular	16	0	0	16
DMSL223	Sonography Scanning Lab V	0	24	0	24
DCL201	Clinical Experience III	0	0	512	512
TOTAL TERM					552

Spring Term		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DMS226	Registry Review- Abdomen	16	0	0	16
DMS227	Registry Review- Ob/Gyn	16	0	0	16
DMS230	Capstone	16	0	0	16
DCL202	Clinical Experience IV	0	0	512	512
TOTAL TERM					560

TOTAL CLOCK HOURS: 2306

Professional Appearance

Students should carefully review the Professional Appearance section located in the General School Information and Policies portion of the School Catalog that outlines universal expectations as approved by Cleveland Clinic. Students are expected to follow these guidelines in addition to those specific to the program outlined below.

If a student must be reminded repeatedly of the Professional Appearance expectations, it will result in Corrective Action.

Uniforms

Uniforms consist of either navy-blue uniform tops (scrub) and white pants (scrub) or white uniform tops (scrub) and navy-blue pants (scrub). Warm-up jackets may be included but must be the same color as the uniform tops. Sweaters or fleece jackets are not permitted to be worn at clinical sites. All shirts and jackets must have the program patch sewn on the left sleeve, two finger widths down from the top of the left shoulder seam.

1. Shirts (tanks, t-shirts, turtlenecks) both long or short sleeved may be worn under the uniform but must be solid white. If you wear a long sleeve white shirt, the shirt may not extend beyond the wrist and may not have thumbholes. No decals, designs or words are permitted on the undershirts. Crew-neck shirts are highly recommended under V-neck uniform tops. If a short sleeve t-shirt is worn underneath a short-sleeve uniform top, the sleeves of the t-shirt must not hang below the uniform top sleeves. $\frac{3}{4}$ sleeve length tops are not permitted.
2. Socks must be solid white, black, grey, or navy blue.
3. If undergarments are visible through white scrubs, they should be white or nude colored.
4. Uniforms must be freshly laundered and wrinkle-free each time they are worn.
5. Shoes must be either white, black, grey, or navy blue athletic shoes (no crocs). They can be a combination of the above colors, but must not have colored stitching, stripes, insignias, etc. and must always be kept clean.
6. The Cleveland Clinic ID badge must be worn at all times, with the name and photo visible, at the chest or collar level.

In-class Dress Code

Same as above, however, students are permitted to wear Imaging and Cleveland Clinic logo fleece, sweatshirts, or t-shirts.

Grooming

1. Gum chewing is prohibited both in clinicals and in class.
2. Perfume, cologne, and scented lotions are prohibited. Students must minimize any other strong odors.
3. Hair must be neatly groomed, and hair longer than shoulder length must be tied back.
4. Unnatural hair colors to human hair are not permitted (e.g. purple, green, red, pink, and blue).
5. Fingernails must be kept short (1/4 inch or shorter). Nail polish must be clear or pastel and must not be chipped. No artificial nails (including, but not limited to acrylics, extenders and embellishments) of any sort are not permitted as they harbor bacteria.

Jewelry and Accessories

1. No more than two "post" style earrings per ear are permitted. Earrings that may interfere with patient care, such as hoops, dangling or large earrings are prohibited. A single small nose stud piercing is permitted with the exception of septum piercings.

2. Visible body piercings, including tongue, mouth, and eyebrows are not permitted.
3. Wearing a ring and/or watch is permitted. Any item of jewelry that is worn must be able to be removed when scrubbing in or performing special procedures.
4. Ear gauges that are visible must have solid, skin-colored plugs in place.
5. The wearing of hats/caps is not prohibited. An exception to this rule is headgear that is part of a religious protocol or is required by the clinical facility (i.e., surgical caps, hoods, etc.).

Classroom Dress Code for Approved Dress Down Days

- Please remember that even though we are in class, we are on hospital grounds and professional behavior is important. Students are responsible for their own appearance and are required to wear attire that is neat, clean, pressed, and in good repair and condition.
- The following articles of clothing are not permitted: tank tops, tube tops, halter tops, leggings, capri style pants, spaghetti strap shirts or dresses, clothing with holes, midriff shirts, and shorts that are too short.

If the appropriateness of any student's apparel is in question, the Program Director will make the final decision, and students may be asked to go home and change.

BEACHWOOD RADIOLOGIC TECHNOLOGY

<i>Program Snapshot: Beachwood Radiologic Technology</i>	
Program Director	Halley Majersky, MEd, R.T.(R)(M)(CT)(MR)
Location	CCAC – Building 5 3275 Science Park Drive Beachwood, OH 44122
Clock Hours	2328
Program Length	88 weeks / 21 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$16,250.00

Overview

The Beachwood Radiologic Technology Program is a full-time, 21-month (5 terms) program designed to prepare students for a career as a radiologic technologist. Upon completion of the program and college degree requirement courses, the graduate will earn a diploma in Radiologic Technology from Cleveland Clinic and be eligible to sit for the ARRT Registry Examination.

Mission Statement

To develop exceptional imaging professionals who meet the needs of the community and provide a foundation for lifelong learning.

Objectives

Goal #1: The student/graduate will be clinically competent.

Outcomes:

- Student will provide appropriate patient care.
- Student will demonstrate clinical competency appropriate to their level of experience.
- Student will perform exams safely.
- Student will produce quality diagnostic images.

Goal #2: The student/graduate will demonstrate professionalism.

Outcomes:

- Student will demonstrate an understanding of the importance of professionalism.
- Student will demonstrate professional behavior.
- Student will demonstrate an understanding of patient confidentiality (HIPAA).

Goal #3: The student/graduate will demonstrate effective critical thinking.

Outcomes:

- Student will be able to modify routine procedures for non-routine patients.
- Student will effectively critique images to determine if corrective action is required.
- Student will acquire critical thinking skills and problem-solving abilities that enhance their clinical experience.

Goal #4: The student/graduate will demonstrate effective communication.

Outcomes:

- Student will demonstrate effective written communication.
- Student will develop professional verbal communication in the health care environment.

Accreditation

Programmatic Accreditation

The Beachwood Radiologic Technology Program is accredited by the Joint Review committee on Education in Radiologic Technology:

Joint Review Committee on Education in Radiologic Technology (JR-CERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL, 60606-3182
312.704.5300

JRCERT Standards

Students may access the JRCERT 2021 Radiography Standards [here](#).

State Approval

The Beachwood Radiologic Technology Program is approved and registered by the Ohio State Board of Career Colleges and Schools in accordance with Ohio Revised Code Chapter 3332 (School Registration No. 2165).

Ohio State Board of Career Colleges and Schools
30 E Broad St Suite 2481
Columbus, OH 43215
614.466.2752
Scr.ohio.gov

Faculty

Halley Majersky, MEd, R.T.(R)(M)(CT)(MR), Program Director/Full-time Faculty

Education:	Master of Education, Cleveland State University Plan: Adult Learning & Development
	Bachelor of Radiologic Imaging Science, Kent State University Major: Radiologic and Imaging Science Major/Concentration: Computed Tomography Hospital/ATS
	Associate of Technical Study, Kent State University Major: Radiologic Technology
	Certificate, Trumbull Memorial Hospital School of Radiologic Technology Major: Radiologic Technology
	Diploma, School of Diagnostic Imaging / Cleveland Clinic Major Program: Magnetic Resonance Imaging

Kevin McDermott, MEd, R.T.(R), Full-time Faculty/Clinical Coordinator

Education: Master of Education, Cleveland State University
Major: Health Professions Education

Bachelor of Science, Kent State University
Major: Electronic Media
Major Concentration: Electronic Media Production

Associate of Applied Science, Cuyahoga Community College
Major: Radiography

Jennifer Bridge, BRS, R.T.(R)(CT), Full-time Faculty

Education: UCBA Baccalaureate, University of Cincinnati
Plan: Blue Ash College - Radiation Science Major

Associate of Applied Science, Cuyahoga Community College
Major: Radiography

Associate of Applied Science, Cuyahoga Community College
Major: Sport & Exercise Studies

Diploma, School of Diagnostic Imaging / Cleveland Clinic
Computed Tomography

Diploma, School of Diagnostic Imaging / Cleveland Clinic
Major Program: Radiologic Technology

Mike Manning, BA, R.T.(R)(CT), Full-time Faculty

Education: Bachelor of Arts, Ohio State University
Plan: Aviation-Arts and Sciences Major

Associate of Applied Science, Cuyahoga Community College
Major: Radiography

Facilities

The Beachwood Radiologic Technology Program has a dedicated classroom with access to additional classrooms and all classrooms include computers with internet and intranet. Students are able to access MyLearning, Trajecsyst, and Rad Tech Boot Camp on the computers. The program's equipment and supplies are readily available to support the delivery of the program curriculum. Sufficient supplies are available to accommodate all enrolled students in class, lab and clinical as necessary.

The program also provides adequate instructional equipment, laboratory supplies, and storage for student use and for teaching the didactic and supervised laboratory education components in the on-site energized lab. The students are provided with dosimeters to document their radiation exposure and Cleveland Clinic physicists review the exposure reports to ensure that no student has an unacceptable exposure.

Advisory Board

The Beachwood Radiologic Technology Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Conditional admittance
- Selective admissions
- Required admissions documents
- Required enrollment documents

Graduation Requirements

All students must meet the following criteria for graduation. Students graduate from the program with a diploma in Radiologic Technology after completing 5 semesters of education. Students must graduate within 32 months (150% of program length) after starting the program.

Criteria

1. Satisfactory completion of all program courses.
2. All competencies must be completed as outlined in the Competency Examination Policy.
3. All required ARRT mandatory & elective competencies must be completed.
4. All required ARRT general patient care procedures must be completed.
5. All regular and make-up hours must be completed.
6. Tuition payment and fees must be paid in full.
7. All reference books or other material must be returned, including any resources from the CC Library.
8. ID badge, dosimeter, and markers must be returned. A fee will be charged for missing ID badge, dosimeter, and markers. All fees must be paid prior to graduation.
9. Graduation survey must be completed.
10. Employer release form must be signed.
11. All required college-level courses for degree completion must be completed and official transcript received by Program Director.
12. Formal venipuncture class must be satisfactorily completed.
13. Satisfactorily write a short paper on professionalism. (Instructions on OSRT meeting form)

Post Graduation Certification and Licensure

1. American Registry of Radiologic Technologists (ARRT) Examination
2. Ohio Department of Health Radiologic Technology License
3. Other states may or may not have licensure laws or specific requirements. Check with the ARRT at www.arrt.org for more information.

Academic Awards at Graduation

Based on the final cumulative grade point averages achieved by graduates. A graduate with a GPA between 3.5 and 3.99 will be commended as graduating with Academic Honors. A graduate with a GPA of 4.0 will be commended as graduating with Academic Distinction.

Graduation Ceremony

Graduating students who are attending the ceremony are not required to attend clinical on that day. If a student is not attending the graduation ceremony, they are expected to be at clinical that day or they can use PTO. Students are required to purchase a navy blue cap and gown for the ceremony.

Academic Degree Requirement

Eligibility requirements for ARRT certification in Radiography require candidates to have an associate or more advanced degree from an accrediting agency recognized by the ARRT. The degree does not need to be in the radiologic sciences, and it can be earned before entering or during the radiography program. Students will not be able to take ARRT certification exam until they complete all degree and radiography program requirements.

Important Graduation Information

If you have a record of criminal conviction of a crime, including a felony, alcohol and/or drug related violations, a gross misdemeanor or misdemeanors with the sole exception of speeding and parking violations, criminal proceedings where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilt or nolo contendere, military court-martial that involves: substance abuse, sex-related infractions or patient-related infractions, or have pending litigation, these conditions may prevent an applicant from becoming registered. These applicants are encouraged to schedule a meeting with the Program Director and to contact the American Registry of Radiologic Technologists at (651) 687-0048, or at www.arrt.org to determine examination eligibility.

Grading Scale

The following grading scale is used:

Scale	Grade	GPA	Definition
93-100%	A	4.0	Excellent
84-92%	B	3.0	Good
75-83%	C	2.0	Satisfactory
67-74%	D	1.0	Unsatisfactory
0-66%	F	0.0	Inadequate/Fail

Students must maintain a "C" grade or better in each academic and clinical course in the Radiologic Technology Program. Students not satisfying this minimal academic requirement may be dismissed from the program. See SAP policy for additional information.

If a student does not complete all required course assignments by the end of the semester, they will receive an incomplete grade. Incompletes must be resolved within 5 weeks into the next semester or the grades convert to an "F", or failing grade.

Students are counseled as needed throughout the semester regarding academic grades, clinical grades, attendance, tardiness, evaluations, semester GPA, cumulative GPA, and other pertinent information regarding student progress.

Course grades are reviewed by the instructor and students are counseled as needed throughout the semester. At mid-semester the Program Director identifies students who are at risk of not passing a class and sends an email for them to meet and discuss what approach to take to improve the grade. Students who are dismissed for academic reasons may utilize the Grievance Procedure Policy.

Clinical Grade Purpose

Students will be given an established number of points for each clinical experience. Each semester clinical grade will be determined by:

1. Submitting the 'Radiology Department Orientation Checklist' during the first clinical rotation. Eight points will be deducted if not completed.
2. The number of evaluations turned in by the end of the semester. Four points will be deducted from the established number of clinical points for each missing evaluation.
3. The number of competency evaluations completed by the end of the semester. Eight points will be deducted each week that the competencies are not turned in.
4. The number of failed competency examinations each semester as outlined in the Competency Examination Policy.
5. Observance of program and department policies and practices. Each corrective action will deduct a corresponding percentage of points.
6. Only one student clinical evaluation per two-week rotation will be accepted.

Clinical evaluations are reviewed when received by the coordinator. The coordinator meets privately with each student who has a score of 2 or less or there are comments on the evaluation that need to be discussed.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Beachwood Radiologic Technology Program will occur after the completion of the first, second, third, and fourth semesters of the program. This will ensure Beachwood Radiologic Technology students are meeting the 75% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

This policy establishes standards of appropriate attendance, provides a procedure for notification of absence and tardiness, and establishes guidelines for the discipline and improvement of substandard attendance and tardiness. The ethics and attitudes developed through adherence to this policy will help ensure student success in the future, regardless of their place of employment. Excessive tardiness or absenteeism negatively affects patient care and hospital morale and is therefore unacceptable. Failure to comply with these policies will result in corrective action based on a point system, up to and including expulsion from the program as outlined in this policy and the Corrective Action Policy. Please note: records of attendance and corrective action are retained for a period of seven (7) years after graduation and are reviewable for matters pertaining to employment references, dismissal and reinstatement after dismissal.

General Attendance and Timeliness

All time off must be approved by program officials. It is the responsibility of each student to be accountable to the faculty of the program and the clinical preceptors at each clinical site. Please use the following guide for informing the program faculty of any changes to your schedule. Depending on the circumstances, corrective action may result. Please see *Points* section.

Attendance Notification

- If a student is unable to attend class or clinical, they must text both Kevin McDermott (216.678.1753) and Jennifer Bridge (216.633.5301) on their cellphones, and the student must call the clinical site by 7:00 a.m.
- If a student is running late to class or clinical include an estimated time of arrival.
- If a student is required to leave clinical for lack of work, documentation is required from the clinical preceptor.
- Any PTO to be used in the morning must be requested before midnight the night before, or the student will be considered tardy.

Attendance Book

The following will be documented in the attendance book after approval by a faculty member:

- If a student knows ahead of time they will be using PTO for all or part of the day.
- If a student knows ahead of time they will be absent from class or clinical.
- If there is any change to their schedule.
- Unexpected Circumstance:
 - If a student unexpectedly needs to leave clinical early, they must call a faculty member for permission.

Class/Lab Specific Attendance

Class days are 8:00 a.m. – 3:30 p.m.*

Regular and prompt attendance for Beachwood Radiologic Technology Program courses and labs is essential for students to meet the educational challenges and to accomplish learning outcomes of the Beachwood Radiologic Technology Program. Due to the progressive nature of the individual courses and the program, attendance and punctuality are seen as essential qualities. All classes and labs will begin as scheduled. Please allow for weather, traffic and other circumstances that may cause a delay. In the event of absence or tardy, please see Points section.

1. Students must clock in and out upon arrival and departure from the classroom/lab.
2. Students are expected to be in the classroom or lab before the official start time.
3. A student will be considered tardy if they are 1 minute late.
4. If a student has more than two unexcused absences from class, the student's grade will be affected. Please see course syllabi for specifics.
5. If a student is absent for 50% or more of a class or lab, they are considered absent for that class.
6. An extended lunch period is considered an incident of tardiness.
7. Severe weather or driving conditions, as deemed by the Program Director, may be considered an excused tardy.

***Mandatory 3:30 p.m. -11 p.m. scheduled rotation during summer semester for one week.**

Clinical Education Specific Attendance

Clinical days are 8:00 a.m – 3:30 p.m.

Attendance and punctuality are seen as essential qualities for your chosen profession. Timeliness is essential at the clinical site as it can be a direct indicator of what type of employee you may become. It is the student's responsibility to inform the program and the clinical preceptor if they are running late, will be absent, or have scheduled time off. Clinical days are seven (7) hours in length, not including the lunch break. Please make time allowances for weather, traffic and other circumstances that may cause a delay. In the event of absence or tardy, please see Points section.

1. Students must clock in and out upon arrival and departure from clinical.
2. Students are expected to be in their assigned area and ready to work at their official start time.
3. If a student leaves the facility for lunch or any reason, they are required to clock out and in.
4. Students are not to clock in more than 15 minutes before their scheduled start time at clinical.
5. A student receives .5 point if:
 - They are one minute late.
 - They take an extended lunch period.
 - They leave before the end of their scheduled time if not pre-approved.
6. A one-half hour lunch break is required when a student is at the clinical site for more than five (5) hours (some sites allow 45 minutes, must check with clinical site).
7. If a student wishes to stay longer than seven (7) hours, they need to inform the program of their intentions.
8. Students cannot attend clinical in excess of 10 hours per day.
9. Students may not exceed 40 hours in a week of clinical and class time (Monday-Friday).
10. Severe weather or driving conditions, as deemed by the Program Director, may be considered an excused tardy.

Demagnetized / Damaged ID Badges

If a student demagnetizes an ID badge in MRI or the ID is damaged, the student must notify a program official immediately. The student will be directed to take the non-working ID badge to a badging location where a new badge will be issued. The student is responsible for any fees associated with replacing a badge.

Scheduled Break Weeks

Students have twelve (12) scheduled break weeks over the length of the program as indicated by the academic calendar. Students who wish to take a vacation should utilize break weeks for this purpose.

Holidays

Students are scheduled off clinical and class on the following six (6) holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (including the day after Thanksgiving), and Christmas. Students are not permitted to be at clinical during scheduled holidays.

Excused Absences

Bereavement and jury duty are considered excused absences from class or clinical and therefore do not count toward the absences that can cause a course letter grade to drop. Students are responsible for any missed assignments and must make arrangements with their instructor to make up exams and assignments within one week of returning to class. PTO is not used for excused absences from clinical. (follow course syllabus for absences). Clinical time is not required to be made up for bereavement.

Personal Time Off (PTO)

In addition to scheduled breaks and holidays, students are permitted 21 hours of PTO per semester. PTO accumulates and unused PTO will carry over into the next semester. PTO can only be taken in 30-minute increments. Students should reserve PTO for unforeseen personal or family illnesses or emergencies. All PTO requests must be approved by program faculty.

- A. Exceeding PTO will require make-up time at the end of the 5th semester and will receive corrective action in accordance with the policy.
- B. Any PTO to be used in the morning must be requested before midnight the night before, or the student will be considered tardy.
- C. For planned absence, PTO must be requested and documented in the attendance book and the student must also notify the clinical preceptor or designee in advance.
- D. Students who wish to leave early, or leave and return to the clinical site, must get permission from program officials.
- E. Interview Day: Students may take up to two (2) separate 3.5 hour blocks for a scheduled Cleveland Clinic radiography interview in the fifth semester. Documentation is required.

Earned Personal Time Off (EPTO)

Students may earn PTO by participating in extracurricular activities related to radiologic technology and/or community service. All activities must be approved by program officials and documentation is required.

- 1. EPTO can be earned by participating in the following activities. All activities must be completed outside of class hours.
 - 1. OSRT Student and Educator Symposium SES (1 hour/each additional educational session attended after meeting requirements)
 - 2. Blood donation (2 hours/donation)
 - 3. Cleveland Multiple Sclerosis Walk (1 hour/hour walked)
 - 4. Cleveland Alzheimer's Walk (1 hour/hour walked)
 - 5. Greater Cleveland Food Bank (1 hour/hour worked)
- 2. EPTO MAXIMUMS
 - 1. A maximum of fourteen (14) hours per academic year is permitted to be earned.
 - 2. Class officers are required to attend specific events and therefore may earn more than 14 hours per academic year.

Exceeding PTO

Exceeding available PTO will result in a corrective action. Please refer to the Corrective Action Policy for more detail. Exceeded PTO will require make-up time at the end of the 5th semester. Make-up time begins the Monday after the end of the 5th semester from 8:00 am – 3:30 pm each day, until completed.

If a student has less than two hours of total make up time, they may add that time to their final week of clinical with program permission.

School Closure

Class and/or clinical may be canceled by the Program Director or designee. Closure of the program because of inclement weather or other emergency will be communicated to the students via text . It is the student's responsibility to inform the program of phone number changes.

Degree Completion College Courses

Students are never permitted to schedule degree completion courses during class days. Courses should be scheduled at times that do not conflict with class or clinical. If a student must schedule a degree completion course that conflicts with clinical, the course and schedule must be approved by the Program Director. Any missed time for this purpose will need to be made up at the end of the program.

Make-Up Time

Make-up time for approved LOA, tardiness or exceeding PTO must be completed after the end of the fifth semester. Make-up time will start the Monday after the end of the 5th semester from 8:00 am – 3:30 pm. All program policies will remain in effect until all make-up time is completed and all graduation requirements are met. Make up time can only be performed at the primary clinical site. Make-up time less than two (2) hours might be able to be completed during the final week of the program with faculty permission.

Students are not eligible to take the ARRT exam until all graduation requirements are met. Students may not exceed 10 hours per day. Radiologic technology students must adhere to the 8:00 am – 3:30 pm schedule and are only permitted to stay to complete a procedure.

Lack of Work

If a student is requested to leave by the clinical site because of lack of work, PTO will not be used. Documentation is needed from the clinical preceptor or designee for each occurrence. A student may be reassigned to another area of the department. VA BENEFITS: Students receiving full time VA educational benefits must maintain a minimum of 22 hours of participation each week.

Points

Points for attendance violations are accumulated accordingly and remain for one (1) rolling year. A rolling year is defined as the 12-month period of active student participation immediately preceding the date of the chargeable occurrence. In the event of a leave of absence (LOA) of more than 30 days, the rolling year will be extended beyond 12 months by the amount of time approved on the LOA. The first two incidents of tardy or failure to swipe in/out are forgiven and will not result in points.

Failure to Clock-In/Clock-Out

For each instance that a student forgets to clock in or out, they must provide time verification from the preceptor. See chart below for points for failure to swipe in and out.

Tardy / Leaving Early	.50
Failure to Clock In or Out	.25

Two Occurrences of No Clock-In/Clock-Out in One Day

The student is required to provide documentation within one week of the occurrence or will be charged with seven (7) hours of make-up time and the incident will be considered a NO CALL / NO SHOW requiring a corrective action. Please refer to the Corrective Actions Policy for more detail. Time verification is still required.

Corrective Action for Points

Corrective action for accumulation of points will be initiated according to the chart below. Please see the Corrective Action Policy for more detail. A corrective action will be initiated each time a student reaches a point level. Any corrective action (including points for attendance) may affect the clinical grade. See the Grading Procedures Policy for more detail.

<u>Corrective Action</u>	<u>Points</u>
Documented Counseling	4 points
Written Corrective Action	8 points
Final Written Warning / Suspension	10 points
Dismissal	12 points

No Call/No Show

This applies when a student does not attend class or clinical and fails to report the absence to the program faculty and/or clinical preceptor. If notification is not received within **two hours** of the scheduled start time, it will be deemed a "NO CALL/NO SHOW."

Leave of Absence

The Beachwood Radiologic Technology Program reserves the right to deny or grant a leave of absence. Students must complete a Leave of Absence form and submit it to the office of the Registrar. Review the School's leave of absence policy for more information.

Tuition and Fees

Individuals who have been accepted as students in the Beachwood Radiologic Technology Program are subject to the following tuition and fees:

Application Fee:	\$20.00
Acceptance Fee:	\$300.00 (Non-refundable, Applicable toward first semester tuition)
Semester Tuition:	\$3,250.00 per semester
Total Program Tuition & Fees:	\$16,250.00

Estimated Additional Expenses:

OSRT Membership Fee:	\$30.00
Textbooks:	~\$1,400.00
Cap & Gown:	~\$25
Uniforms:	~\$200.00
School Patch:	\$2.00 each
National Registry Exam Fee:	\$225.00
State Licensure Fee:	\$65.00

* There is no charge for parking, liability/malpractice insurance, or background screening.

Academic Calendar

Date	Calendar Description
August 24, 2026	Fall Semester Begins
September 7, 2026	Labor Day – No Class or Clinical
September 10, 2026	Last Day to Receive 75% Tuition Refund
September 17, 2026	Constitution Day – Classes/Clinicals in Session
September 22, 2026	Last Day to Receive 50% Tuition Refund
October 9, 2026	Last Day to Receive 25% Tuition Refund
October 19-23, 2026	Fall Break – No Class or Clinical

November 26-27, 2026	Thanksgiving Break - No Class or Clinical
December 14-18, 2026	Final Exam Week
December 21, 2026	SAP Evaluation
December 21, 2026 – January 1, 2027	Semester Break - No Class or Clinical

January 4, 2027

January 21, 2027
February 2, 2027
February 19, 2027
March 1-5, 2027
April 26 – April 30, 2027
April 30, 2027
May 3, 2027
May 3-14, 2027

Spring Semester Begins

Last Day to Receive 75% Tuition Refund
Last Day to Receive 50% Tuition Refund
Last Day to Receive 25% Tuition Refund
Spring Break - No Class or Clinical
Final Exam Week
Graduation
SAP Evaluation
Semester Break – No Class or Clinical

May 17, 2027

May 29, 2027
May 31, 2027
June 6, 2027
June 18, 2027
July 5, 2027
August 2-6, 2027
August 9, 2027
August 9-20, 2027

Summer Semester Begins

Last Day to Receive 75% Tuition Refund
Memorial Day - No Class or Clinical
Last Day to Receive 50% Tuition Refund
Last Day to Receive 25% Tuition Refund
Independence Day – No Class or Clinical
Final Exam Week
SAP Evaluation
Semester Break - No Class or Clinical

Curriculum Outline

Fall Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
PTC101	Patient Care in Imaging	64	0	0	64
TECH101	Radiographic Technique I	64	0	0	64
POS101	Radiographic Positioning & Procedures I	64	0	0	64
POSL101	Radiographic Positioning I Lab	0	64	0	64
CL101	Introductory Clinical Experience I	0	0	112	112
TOTAL TERM					368

Spring Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
PHY102	Principles of Radiation Physics	32	0	0	32
TECH102	Radiographic Technique II	32	0	0	32
POS102	Radiographic Positioning & Procedures II	32	0	0	32
POSL102	Radiographic Positioning II Lab	0	64	0	64
CL102	Introductory Clinical Experience II	0	0	336	336

TOTAL TERM 496

Summer Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
ETH101	Healthcare Ethics and Law	24	0	0	24
POS201	Advanced Radiographic Procedures	24	0	0	24
SP201	Special Procedures in Radiologic Technology	24	0	0	24
CL103	Intermediate Clinical Experience I	0	0	336	336
TOTAL TERM					408

Fall Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
BIO201	Radiation Biology & Protection	32	0	0	32
REG201	Registry Review I	32	0	0	32
CL201	Intermediate Clinical Experience II	0	0	448	448
TOTAL TERM					512

Spring Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
RT202	Radiographic Analysis	32	0	0	32
PATH201	Radiographic Pathology	32	0	0	32
REG202	Registry Review II	32	0	0	32
CL202	Advanced Clinical Experience	0	0	448	448
TOTAL TERM					544

TOTAL CLOCK HOURS: 2328

Professional Appearance

Students should carefully review the Professional Appearance section located in the General School Information and Policies portion of the School Catalog that outlines universal expectations as approved by Cleveland Clinic. Students are expected to follow this guidance in addition to those specific to the program outlined below.

If a student must be reminded repeatedly of the Professional Appearance expectations, it will result in Corrective Action.

Uniforms

Uniforms consist of either navy blue uniform tops (scrub) and white pants (scrub) or white uniform tops (scrub) and navy-blue pants (scrub). Warm-up jackets may be included but must be the same color as the uniform top. Sweaters, fleece jackets, and sweatshirts are not permitted at the clinical site unless in the classroom. All shirts and jackets must have the program patch sewn on the left sleeve, two finger widths down from the top of the left shoulder seam.

1. Shirts (tanks, t-shirts, turtlenecks) both long or short sleeved may be worn under the uniform but must be solid white. If you wear a long sleeve white shirt, the shirt may not extend beyond the wrist and may not have thumbholes. No decals, designs or words are permitted on the undershirts. Crew-neck shirts are highly recommended under V-neck uniform tops. If a short sleeve t-shirt is worn underneath a short-sleeve uniform top, the sleeves of the t-shirt must not hang below the uniform top sleeves. $\frac{3}{4}$ sleeve length tops are not permitted.

Additionally, students should be aware of the following:

1. Socks must be solid white, black, grey, or navy blue.
2. If undergarments are visible through white scrubs, they should be white or nude colored.
3. Uniforms must be freshly laundered and wrinkle-free each time they are worn.
4. Shoes must be either white, black, grey, or navy blue athletic shoes (no crocs). They can be a combination of the above colors, but must not have colored stitching, stripes, insignias, etc. and must always be kept clean.
5. The program-provided dosimeter must be worn at all times when at clinical.
6. The Cleveland Clinic ID badge must be worn at all times, with the name and photo visible, at the chest or collar level.

In-class Dress Code

Same as above but students are permitted to wear Imaging-related and Cleveland Clinic logo fleece, sweatshirts, or t-shirts.

Additionally, students should be aware of the following:

Grooming

1. Gum chewing is prohibited both in clinicals and in class.
2. Perfume, cologne, and scented lotions are prohibited. Students must minimize any other strong odors.
3. Hair must be neatly groomed, and hair longer than shoulder length must be tied back.
4. Unnatural hair colors to human hair are not permitted (e.g. purple, green, red, pink, and blue).
5. Fingernails must be kept short (1/4 inch or shorter). Nail polish must be clear or pastel and must not be chipped. No artificial nails (including, but not limited to acrylics, extenders and embellishments) of any sort are not permitted as they harbor bacteria.

Jewelry and Accessories

1. No more than two "post" style earrings per ear are permitted. Earrings that may interfere with patient care, such as hoops, dangling or large earrings are prohibited. A single small nose stud piercing is permitted with the exception of septum piercings.
2. Visible body piercings, including tongue, mouth, and eyebrows are not permitted.
3. Wearing a ring and/or watch is permitted. Any item of jewelry that is worn must be able to be removed when scrubbing in or performing special procedures.
4. Ear gauges that are visible must have solid, skin-colored plugs in place.
5. The wearing of hats/caps is not prohibited. An exception to this rule is headgear that is part of a religious protocol or is required by the clinical facility (i.e., surgical caps, hoods, etc.).

Surgical Scrub Policy

This policy has been implemented to encourage hygiene. Students should be aware of the following:

- Surgical scrubs cannot be worn outside of the hospital/facility or to and from work.
- Students must change into surgical scrubs once they enter their surgical locations and change again before leaving the hospital.
- When leaving the surgical or procedure rooms, surgical scrubs must be covered with a buttoned lab coat or warm-up jacket while inside the hospital – for example, during a lunch break in the cafeteria or running an errand outside the surgical department.
- Disposable hats, masks, gowns, gloves and shoe coverings must be removed when leaving surgical departments. Discard these items prior to leaving the surgical department or procedure room.

Classroom Dress Code for Approved Dress Down Days

- Please remember that even though we are in class, we are on hospital grounds and professional behavior is important. Students are responsible for their own appearance and are required to wear attire that is neat, clean, pressed and in good repair and condition.
- The following articles of clothing are not permitted: tank tops, tube tops, halter tops, leggings, capri style pants, spaghetti strap shirts or dresses, clothing with holes, midriff shirts, and shorts that are too short.
- If the appropriateness of any student's apparel is in question, the Program Director will have the final decision, and students may be asked to go home and change.

Additional Health Requirements

N95 Particulate Respirator

Students are not fit-tested for N95 particulate respirators and therefore cannot assist on exams where respirators are required.

MRI Safety and Medical Eligibility Attestation

An MRI Safety and Medical Eligibility Attestation must be completed prior to the student's MRI rotation. Students will receive the form from the Program Director or faculty.

CARDIAC ULTRASOUND

<i>Program Snapshot: Cardiac Ultrasound</i>	
Program Director	Amy Dillenbeck, MS, ACS, RDCS, RCS, FASE
Location	Main Campus 9500 Euclid Avenue Cleveland, OH 44195
Clock Hours	1464
Program Length	50 weeks / 12 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$15,000

Overview

The Cardiac Ultrasound program is a certificate-level, full-time, 12 month program divided into three terms 16-18 weeks in length – Fall, Spring, and Summer. The program is designed for echocardiographic sonography with coursework that builds upon prior courses. It consists of clinical training, including hands-on practice, and includes an academic curriculum in echocardiographic principles, technology, physics, and instrumentation. Students successfully completing the program are eligible to sit for the national registry exam through either Cardiovascular Credentialing International (RCS) or American Registry for Diagnostic Medical Sonographers (RDCS). Graduates may work in a variety of allied healthcare settings, from large hospital centers to small outpatient clinics, performing diagnostic ultrasound examinations of the adult heart.

Mission Statement

The mission of the Cardiac Ultrasound Program is to prepare competent entry-level cardiac sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. We will train cardiac sonographers of the highest caliber, consistent with the standards and expectations of the Cleveland Clinic.

We are committed to valuing all people throughout our organization, regardless of background or culture. An engaging environment for students and staff and welcoming care for our patients, are essential to fulfilling our vision to be the best place for care anywhere and the best place to work in healthcare. We welcome students from all backgrounds.

Objectives

Upon graduation the student shall be able to:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- Perform appropriate procedures, record and analyze anatomic, pathologic, and/or physiologic data for interpretation by a physician
- Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services
- Demonstrate appropriate communication skills with patients and colleagues
- Act in a professional and ethical manner

Accreditation

Institutional Accreditation

The Cardiac Ultrasound Program is approved by the Cleveland Clinic which is accredited by the Joint Commission (TJC), Centers for Medicare and Medicaid Services (CMS), and the Ohio Department of Health (ODH).

Programmatic Accreditation

The Cardiac Ultrasound Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street N., #7709
Seminole, FL, 33775-7709
727.210.2350

State Approval

The Cardiac Ultrasound Program is approved by the Ohio State Board of Career Colleges and Schools (School Registration No. 2165) in accordance with Ohio Revised Code Chapter 3332.

Ohio State Board of Career Colleges and Schools
30 E Broad St Suite 2481
Columbus, OH 43215
614 466-2752
Scr.ohio.gov

Faculty

Amy Dillenbeck, MS, ACS, RDCS, RCS, FASE, Program Director/Full-time Faculty

Education: Master of Science, University of South Carolina
Major: Exercise Science

Bachelor of Science, Clemson University
Major: Health Science
Major Concentration: Preprofessional Health Studies

Diploma, Institute of Medical Ultrasound
Program: Diagnostic Medical Sonography
Major: Cardiac Ultrasound

Certificate of Graduate Study, University of South Carolina
Major: Gerontology

Melinda Imbrogno, BBA, RDCS, FASE, Full-time Faculty/Clinical Coordinator

Education: Bachelor of Business Administration, University of Toledo
Major: Marketing

Associate of Applied Science, Cuyahoga Community College
Major: Diagnostic Medical Sonography

Facilities

The Cardiac Ultrasound Program has a classroom and scan lab that contains the appropriate equipment and training materials for students. Supplies necessary to effectively train students are readily available and stored in the classroom. Labs are furnished with industry-current equipment, such as scanning beds, scanning chairs and ultrasound systems. To ensure equipment is in proper working order, Cleveland Clinic biomedical engineering inspects equipment once a year.

Advisory Board

The Cardiac Ultrasound Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of internal and external in-field specialists, an employer, a physician, a clinical affiliate representative, a current student, a graduate representative and a public member who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Conditional admittance
- Required admissions documents
- Required enrollment documents
- Selective admissions criteria
- Background check

Graduation Requirements

To successfully remain in any program and be eligible for graduation the student must:

- Complete all clinical rotations with 900 hours
- Complete all course requirements
- Successful completion of the CCI or ARDMS (SPI & Adult Echo) registry exam
- Maintain passing grade of 75% including clinical competency evaluations

If a student does not receive a passing grade in the academic or clinical rotations, the student will not be able to continue in the program. At that time, the student will be dismissed from the program and will receive a letter documenting the total hours (both clinical and didactic) that they have completed for their own records.

Credentialing Exams

Students are required to sit for the CCI or ARDMS registry exam prior to graduation. Successful passing of the exam in the respective field of study is required to graduate from the program. Students that do not pass the registry exam will not graduate from the program. If a student passes the registry exam within one year after the graduation date they will graduate from the program. In addition, the program will reimburse the cost of the exam to the student when passing the registry exam.

Upon successful completion of the registry exam, the student will earn the following credential:

CCI Credentials: Registered Cardiac Sonographer (RCS)

ARDMS Credentials: Registered Diagnostic Cardiac Sonographer (RDCS – AE)

Clinical Rotation

Students are required to rotate through all clinical sites designated by the program. Students are also required to attend didactic classes throughout the year. It is the program's philosophy that students will be better prepared for the workforce by the experience they gain in varied clinical rotations approved by the program. Requests for fixed or multiple clinical site experience will be considered on a case-by-case basis, but ultimately determined by the Program Director. Students who successfully complete their clinical rotation and didactic classes will be eligible for graduation.

Students should adhere to the following standards to succeed in clinical rotations:

- Never turn down scan time.
- Anticipate the needs of the sonographers with whom you will be working (stock the room, clean the bed, remove dirty linens, etc).
- Carry a small pocket notebook/tablet for recording questions and techniques pertaining to various procedures in which you observed or participated.
- Ensure that you maintain patient confidentiality and keep the notebook in your control at all times.
- Familiarize yourself with the operation and controls layout of the different pieces of equipment with which you will work. This is best done in clinic downtime when equipment is idle or in lab time.
- Ask your supervisor whenever you are in doubt about a procedure or patient care technique.
- Do additional reading at home or ask your clinical instructor for more information or resources.
- Know when and to whom to report significant patient symptoms.
- Acquaint yourself with your department and how it functions: hours, duties, supplies, resources, and interdepartmental conduct.
- Know about your institution's emergency, fire and disaster regulation and procedures.
- Observe and participate in as many procedures performed in your assigned area.
- Maintain all records as required by the Cardiac Ultrasound Program.
- Learn and develop proper professional attitude and ethics needed when working in the clinical environment.
- Supply your own transportation to and from the clinical site.
- Maintain high ethical and professional standards at all times.
- Develop proficiency in all aspects of the clinical environment.

To successfully complete the clinical aspect of training, each student must complete the required knowledge, skills, and objectives listed in the Clinical Site Attendance and Records Keeping outlined in this section of the catalog.

Grading Scale

Grade reports are available to students at any time throughout the program via MyLearning. Course grades are based on attendance, written tests, laboratory work, clinical assignments and projects as indicated on each course syllabi.

Course Grade Scale

Scale	Grade	GPA	Definition
95-100%	A	4.0	Excellent
92-94%	A-	3.7	
89-91%	B+	3.3	Above Average
86-88%	B	3.0	
83-85%	B-	2.7	
80-82%	C+	2.3	Average
77-79%	C	2.0	
*75-76%	C-	1.7	
71-74%	D+	1.3	Below Average
68-70%	D	1.0	
65-67%	D-	0.7	
0-65%	F	0.0	Failed

Clinical Grade Scale

Scale	Grade	Definition
*75-100%	P	Pass
0-74%	NP	No Pass

*Minimum passing grade is 75% for all classes, which is a C-. Grades are rounded up from ≥ 0.50 .

Dismissal and Readmission Policy

Students that are dismissed from the program are not eligible for readmission or reinstatement in future years.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Cardiac Ultrasound Program will occur after the completion of the first and second terms of the program. This will ensure Cardiac Ultrasound students are meeting the 75% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

Attendance affects the quality of a student's academic performance. Therefore, prompt and regular attendance in lectures and lab sessions is expected for all students. A student's absence from class or

labs could affect clinical competence and possibly compromise patient safety at hospital sites. For these reasons, full attendance and punctuality is expected for all classes and clinical education.

Students are awarded a bank of 10 benefit days (80 hours) to use for personal and sick time over the course of the 12-month program. It is the responsibility of the student to inform the program of an absence, scheduled or unscheduled.

Unscheduled – Text the Program Director and coordinator (at least one hour prior to the scheduled class/clinical):

- If a student is ill and is unable to attend class or clinical.
- If a student is running late to class or clinical (include an estimated time of arrival)
- If a student needs to leave early from class or clinical
- Missed time will be subtracted from benefit hours

Scheduled – Submit a time off request in Trajecsyst to Program Director and coordinator (at least 72 hours in advance):

- If a student plans ahead and will be absent from class or clinicals and will use bank hours for all or part of the day
- Requested dates require approval from Program Director

Students may be asked to verify any absence with an excuse from a medical doctor. Failure to comply with the program's attendance policy may result in corrective action. Refer to corrective action policy for more detail.

Student Notification of Clinical Site Tardiness or Absence Policy

The student is strongly discouraged from being late to the clinical site. If the student must be late or absent for clinical education, they are obligated to contact their supervisor prior to the time of scheduled arrival. Lack of notification or chronic tardiness will result in disciplinary action.

Make-up Time Policy

Any days missed from the clinical education over and above the allotted number of benefit days must be made up within the next 30 days. Make-up time must be coordinated by the student with the clinical Site Supervisor of their current rotation and approved by the Clinical Coordinator. The Clinical Coordinator has the authority to determine which days are acceptable as make-up days.

Students will not be allowed to make up time in other than four or eight-hour blocks of time with a hospital preceptor. Students may not participate in excess of eight hours in any 24-hour period or 40 hours in any one-week period of combined classroom and clinical assignments.

Excused Absence Policy

Make-up time or forfeit of benefit days will not be required for students who have permission to attend local, state, or national meetings, however, students must submit a certificate of attendance from the workshop or courses they attend at these meetings. Excused absences for other than an approved educational function must be made-up before course completion. Excused absence (other than benefit days) from Clinical Education will be allowed only if the student has permission from the Program Director or Clinical Coordinator.

Scheduled Break Weeks

Students have scheduled breaks over the length of the program as indicated by the academic calendar. Students who wish to vacation should utilize breaks for this purpose.

Inclement Weather

The student should make every attempt to report to the clinical site in inclement weather. Students are asked to contact the Program Director and Clinical Coordinator if they are not able to make it to the class on time. Tardiness or absence due to inclement weather will not be counted against the student, if the student has called. The Program Director will notify the student if delivery of class content is adapted to online learning for the day if necessary.

Clinical Site Attendance and Records Keeping by Student

Cardiac Ultrasound program students utilize the Trajecsyst online clinical record keeping system to document procedures and competencies. Falsification of records will result in dismissal from the program.

Tuition and Fees

Tuition is \$15,000 plus fees and may be paid in installments. Upon acceptance to the program, a \$300 non-refundable deposit must be submitted to secure a position. This will be applied toward initial installment due by the 1st day of class.

Tuition and Fees: \$15,000

The tuition may be paid in a lump sum or in **three installments of \$5,000** each. If paying in installments, the payments are due by the first day of each term.

1 st day of fall term	\$5,000
1 st day of spring term	\$5,000
1 st day of summer term	\$5,000

Textbook rental, Cleveland Clinic-issued laptop rental and ASE student membership are included as part of tuition payment. Students are responsible for other expenses including but not limited to navy blue uniforms. The examination fee will be reimbursed for passing either the CCI or ARDMS national credentialing examination for adult echocardiography.

Scholarships

Students will have the opportunity to apply for scholarships funded by the generosity of the Kohler Foundation. The following are Kohler Foundation scholarships in which all accepted students are eligible.

Herbert Kohler Opportunity Scholarship

The Cardiac Ultrasound Program strives to advocate for an inclusive and accepting community. The Herbert Kohler Opportunity Scholarship is funded by the generosity of the Kohler Foundation. This scholarship is intended to provide financial assistance to students from a range of backgrounds and life experiences. Preference will be given to students who have experienced significant challenges or hardships that have influenced their life journey. These challenges and experiences may revolve around any number of factors, such as family background, community setting, educational experience, health-related challenges, and general life experiences.

One \$10,000 non-renewable scholarship is awarded before the start of the program. The annual award is split evenly over fall, spring, and summer terms.

The scholarship is paid directly to the program and will result in a tuition credit towards the program tuition.

Eligibility:

To be eligible for scholarship consideration, students:

- Must be accepted into the Cardiac Ultrasound Program.
- Must have a minimum cumulative 3.0 GPA at prior academic institution(s).
- Must submit the Opportunity Scholarship Application by June 1st deadline.
- Cannot be awarded in collaboration with another Cardiac Ultrasound Program scholarship.

Award requirements:

- Scholarship is non-renewable.
- Student must maintain good academic standing as defined by the School of Health Professions Catalog.
- To maintain the scholarship, a student must be enrolled full-time and keep a minimum 2.5 GPA.

The application will include:

- A copy of academic transcript(s).
- Letters of recommendation.
- A personal statement.
 - Prompts:
 - In what ways have your unique background, experiences, and perspectives shaped who you are today? Share a specific example of how your unique or impactful experiences have contributed to your personal growth and the enrichment of your community.
 - Many individuals face challenges based on their background, ethnicity, gender, health or other personal characteristics. Share a significant obstacle you have encountered and overcome from your unique or impactful experiences. How did this experience shape your character and ambitions?

Kohler Merit Scholarship

The purpose of the merit scholarship is to reward, recognize, and incentivize those students who have shown academic and clinical excellence. There will be three \$5,000 non-renewable scholarships awarded in each of the spring and summer semesters. The scholarship is paid directly to the program and will result in a \$5,000 tuition credit toward the current term tuition. It is non-refundable.

Spring Term: Applications open Nov. 15th. Application deadline is December 15th.

Summer Term: Applications open March 15th. Application deadline is April 15th.

Eligibility

To be eligible for scholarship consideration, students:

1. Must be enrolled full-time in the Cardiac Ultrasound program
2. Must have a minimum cumulative GPA of 3.5 at the time of application
3. Cannot be awarded in collaboration with another Cardiac Ultrasound Program scholarship

Academic Calendar

Date	Calendar Description
September 8, 2026	Fall Term Begins
September 8, 2026	1/3 Tuition Payment Due
September 17, 2026	Constitution Day-Classes/Clinicals in Session
September 23, 2026	Last Day to Receive 75% Tuition Refund
October 4, 2026	Last Day to Receive 50% Tuition Refund
October 20, 2026	Last Day to Receive 25% Tuition Refund
October 15-16, 2026	Midterm Study Break
November 5, 2026	Thursday Clinicals Start
November 25-27, 2026	Thanksgiving Break
December 21-23, 2026	Final Exam Week
December 23, 2026	SAP Evaluation
December 24, 2026 - January 3, 2027	Semester Break- No Class or Clinical
January 4, 2027	Spring Term Begins
January 4, 2027	1/3 Tuition Payment Due
January 21, 2027	Last Day to Receive 75% Tuition Refund
February 2, 2027	Last Day to Receive 50% Tuition Refund
February 19, 2027	Last Day to Receive 25% Tuition Refund
February 12-15, 2027	Midterm Study Break
March 22-29, 2027	Spring Break- No Class or Clinical
April 26-30, 2027	Final Exam Week
April 30, 2027	SAP Evaluation
May 3, 2027	Summer Term Begins
May 3, 2027	1/3 Tuition Payment Due
May 19, 2027	Last Day to Receive 75% Tuition Refund
May 30, 2027	Last Day to Receive 50% Tuition Refund
May 31, 2027	Memorial Day – No Class or Clinical
June 15, 2027	Last Day to Receive 25% Tuition Refund
July 5, 2027	Independence Day Observed- No Class or Clinical
August 16-19, 2027	Final Exams Week
August 19, 2027	Graduation

Curriculum Outline

FALL		Clock Hours			
Course	Title	Lecture	Lab	Clinical	Total
AE101	Adult Echocardiography I (Mon-Wed)	138	0	0	138
AE101L	Adult Echocardiography I Lab	0	189	0	189
AE103	Clinical Externship I	0	0	170	170
TERM TOTAL					497
SPRING		Clock Hours			
Course	Title	Lecture	Lab	Clinical	Total
AE201	Adult Echocardiography II	48	0	0	48
AE201L	Adult Echocardiography II Lab	0	112	0	112
AE203	Clinical Externship II	0	0	382	382
AE102	Ultrasound Physics & Instrumentation I	32	0	0	32
TERM TOTAL					574
SUMMER		Clock Hours			
Course	Title	Lecture	Lab	Clinical	Total
AE301	Adult Echocardiography III	45	0	0	45
AE303	Clinical Externship III	0	0	348	348
TERM TOTAL					393
TOTAL CLOCK HOURS:					1464

Professional Appearance

Students are expected to adhere to the policy cited in the general portion of this catalog. Additionally, Cardiac Ultrasound students are expected to wear navy blue scrubs.

CARDIOVASCULAR PERFUSION

<i>Program Snapshot: Cardiovascular Perfusion</i>	
Program Director	Christopher Koehler, CCP, BS
Location	Main Campus 9500 Euclid Avenue Cleveland, OH 44195
Clock Hours	2894
Program Length	70 weeks / 16 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$32,000

Overview

The Cardiovascular Perfusion Program is an intensive, full-time, 16-month (4 term) program consisting of a rigorous academic schedule and intense clinical education. Students completing the program will graduate with a Certificate of Completion and will be eligible for the American Board of Cardiovascular Perfusion certification examinations.

Mission Statement

The mission of the Cardiovascular Perfusion Program is to develop highly trained, professional perfusionists capable of successfully performing clinical perfusion techniques to meet the specialized needs of patients; to perform clinical research to advance the field of perfusion; and to contribute to the education of others.

Objectives

At the completion of the Cardiovascular Perfusion Program, students will be able to:

1. Demonstrate clinical skills in cardiopulmonary bypass and mechanical circulatory devices.
2. Demonstrate clinical skills in autotransfusion, blood conservation, and blood product management.
3. Demonstrate clinical skills in laboratory analysis of blood gases, hematocrit, and coagulation.
4. Integrate perfusion theory into clinical applications.
5. Demonstrate acquired knowledge of various perfusion equipment and supplies used in the healthcare setting.
6. Demonstrate acquired perfusion knowledge and general medical knowledge.
7. Respond appropriately during crisis management.
8. Effectively manage a catastrophic event such as device failure or air emboli.
9. Conduct themselves in a professional manner and function effectively as a member of the healthcare team.
10. Pass the American Board of Cardiovascular Perfusion's Perfusion Basic Science Examination (PBSE) and Clinical Applications in Perfusion Examination (CAPE) meeting ABCP outcome thresholds.

Accreditation

Institutional Accreditation (Cleveland Clinic)

The Joint Commission
One Renaissance Blvd
Oakbrook Terrace, IL 60181
Phone: 630.792.5800
Website: www.jointcommission.org

Programmatic Accreditation

The Cardiovascular Perfusion Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Committee-Perfusion Education.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street N., #7709
Seminole, FL, 33775-7709
727.210.2350

State Approval

The Cardiovascular Perfusion Program is approved by the Ohio State Board of Career Colleges and Schools (School Registration No. 2165) in accordance with Ohio Revised Code Chapter 3332.
Ohio State Board of Career Colleges and Schools

30 E Broad St Suite 2481
Columbus, OH 43215
614.466.2752
Scr.ohio.gov

Faculty

Christopher Koehler, CCP, BS, Program Director/Full-time Faculty

Education: Bachelor of Science, United States Naval Academy
Major: English

Certificate, Cleveland Clinic School of Cardiovascular Perfusion
Postgraduate Program: Cardiovascular Perfusion

Clifford Ball, CCP, Assistant Program Director/Part-time Faculty

Education: Bachelor of Arts, Washington & Jefferson College
Major: Chemistry & Economics

Certificate, Cleveland Clinic School of Cardiovascular Perfusion
Postgraduate Program: Cardiovascular Perfusion

Vince Tobin, CCP, Clinical Coordinator/Part-time Faculty

Education: Bachelor of Science, The Catholic University of America
Concentration: Mathematics

Certificate, Cleveland Clinic School of Cardiovascular Perfusion
Postgraduate Program: Cardiovascular Perfusion

Jennifer Connell, MS, MBA, CCP, Part-time Faculty

Education: Master of Science, Case Western Reserve University School of Medicine
Major: Experimental Pathology

Master of Business Administration, Carnegie Mellon University
Major: Business

Bachelor of Science, Gannon University
Major: Biology

Certificate, Cleveland Clinic School of Cardiovascular Perfusion
Postgraduate Program: Cardiovascular Perfusion

Sadie Coates, CCP, Part-time Faculty

Education: Bachelor of Arts, Knox College
Major: Psychology, Neuroscience

Certificate, Cleveland Clinic School of Cardiovascular Perfusion
Program: Cardiovascular Perfusion

Facilities

The Cardiovascular Perfusion Program is located in the J Building on Cleveland Clinic's Main Campus hospital. The program has sufficient classroom and laboratory space and state-of-the-art cardiac bypass perfusion pumps. Cardiovascular equipment and supplies are available for training students including mechanical circulatory support devices, e.g., extracorporeal membrane oxygenation (ECMO) life support systems and left ventricular assist device (LVAD) pumps. Instructional textbooks and resources are provided to students, and additional instructional resources are available through Cleveland Clinic's Floyd D. Loop Alumni Library.

Advisory Board

The Cardiovascular Perfusion Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Required admissions documents
- Required enrollment documents

Graduation Requirements

Students will be granted a Certificate of Completion as a result of the student meeting the following graduation requirements:

- Complete all didactic courses with at least an 80% grade on all tests, exams and assignments.
- Complete the Clinical Final Exam with at least an 80% grade.
- Successfully perform 150 perfusion cases which includes 10 pediatric observations or pump cases, according to established procedures.
- Complete and present a case study.
- Complete and present a senior project.
- Completion of clinical attendance.

Grading Scale

The Cardiovascular Perfusion Program utilizes the following grading scale:

Scale	Grade	GPA	Definition
90-100%	A	4.0	Excellent
80-89%	B	3.0	Good
0-79%	F	0.0	Inadequate/Fail
80-100%	P		Pass

Students are expected to obtain an 80% or above on all didactic (classroom) tests and assignments as well as clinical tests/exams. Clinical competencies are graded on a Pass/Fail basis.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Cardiovascular Perfusion program will occur after completion of the first year's spring semester, summer semester, and fall semester. This will ensure Cardiovascular Perfusion students are meeting the 80% minimum required of the program. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

All classes are **mandatory**. All calendar days of clinical attendance are mandatory through graduation date.

Clinical Start Times

Clinical start times are as follows:

- Early – 6:15 a.m until Primary Instructor is relieved to go home.
- 12A or 12B – 6:15 a.m until Primary Instructor is relieved to go home.
- Star – 12:00 p.m and call in the AM until Primary Instructor is relieved to go home.
- Lates – 1:00 p.m until Primary Instructor is relieved to go home.
- Call – 3:00 p.m until case is complete or Primary instructor is relieved to go home.

Punctuality

Arriving late or leaving early will account for ½ personal day.

Holidays

The program recognizes the following holidays and breaks: Memorial Day, July 4th, Labor Day, Thanksgiving Thursday & Friday, and Christmas Eve through New Years.

Personal Time Off

Each student has 15 personal days to use at their discretion for the duration of the program. They may use up to 4 per term, and a maximum of 10 personal days by Dec. 31st. Unused personal days can be rolled forward into the next term. Personal days must be scheduled a week in advance and documented by email to the program director and assistant program director. Students may take 4 of 10 unscheduled days off till December 31st, and 2 of 5 unscheduled days off in the 4th term from January 1st to graduation. Violations of the Attendance policies are grounds for dismissal.

Make-Up Work Policy

Students with excused absences will be able to make-up any missed didactic or clinical tests/exams/assignments within a reasonable amount of time. Decisions will be made on a case-by-case basis.

Inclement Weather

Students are advised to contact the Program Director or Clinical Coordinator if they are not able to make it to class on time. Tardiness or absence due to inclement weather will not be counted against the student, if the student has called.

Students who request permission to leave early during extreme weather conditions may, with the Program Director's approval, be permitted to do so without using personal time or penalty.

Tuition and Fees

Tuition Total: \$32,000 (includes a \$300 non-refundable tuition deposit)

Payment - \$8,000 installments paid before the beginning of each term

Academic Calendar (Class of 2027)

Date	Calendar Description
May 11, 2026	Term 2 Begins
May 11, 2026	¼ Tuition Payment Due
May 25, 2026	Memorial Day – No Class or Clinical
May 26, 2026	Last Day to Receive 75% Tuition Refund
June 6, 2026	Last Day to Receive 50% Tuition Refund
June 21, 2026	Last Day to Receive 25% Tuition Refund
July 3, 2026	Independence Day – No Class or Clinical
August 23, 2026	Term 2 Ends
August 24, 2026	SAP Evaluation
August 24, 2026	Term 3 Begins
August 24, 2026	¼ Tuition Payment Due
September 7, 2026	Labor Day – No Class or Clinical
September 12, 2026	Last Day to Receive 75% Tuition Refund
September 26, 2026	Last Day to Receive 50% Tuition Refund
October 15, 2026	Last Day to Receive 25% Tuition Refund
November 26-27, 2026	Thanksgiving Break – No Class or Clinical
December 19, 2026 - January 3, 2027	Holiday Break – No Class or Clinical
January 3, 2027	Term 3 Ends
January 4, 2027	SAP Evaluation
January 4, 2027	Term 4 Begins
January 4, 2027	¼ Tuition Payment Due
January 22, 2027	Last Day to Receive 75% Tuition Refund
February 4, 2027	Last Day to Receive 50% Tuition Refund
February 23, 2027	Last Day to Receive 25% Tuition Refund
May 9, 2027	Term 4 End

Academic Calendar (Class of 2028)

Date	Calendar Description
January 4, 2027	Term 1 Begins
January 4, 2027	¼ Tuition Payment Due
January 22, 2027	Last Day to Receive 75% Tuition Refund
February 4, 2027	Last Day to Receive 50% Tuition Refund
February 23, 2027	Last Day to Receive 25% Tuition Refund
May 9, 2027	Term 1 End
May 10, 2027	Term 2 Begins

May 10, 2027	¼ Tuition Payment Due
May 25, 2027	Last Day to Receive 75% Tuition Refund
May 31, 2027	Memorial Day – No Class or Clinical
June 5, 2027	Last Day to Receive 50% Tuition Refund
June 20, 2027	Last Day to Receive 25% Tuition Refund
July 5, 2027	Independence Day Observed – No Class or Clinical
August 22, 2027	Term 2 Ends
August 23, 2027	SAP Evaluation

August 23, 2027	Term 3 Begins
August 23, 2027	¼ Tuition Payment Due
September 6, 2027	Labor Day – No Class or Clinical
September 11, 2027	Last Day to Receive 75% Tuition Refund
September 25, 2027	Last Day to Receive 50% Tuition Refund
October 14, 2027	Last Day to Receive 25% Tuition Refund
November 25-26, 2027	Thanksgiving Break – No Class or Clinical
December 18, 2027 – January 2, 2028	Holiday Break – No class or Clinical
January 2, 2028	Term 3 Ends
January 3, 2028	SAP Evaluation

January 3, 2028	Term 4 Begins
January 3, 2028	¼ Tuition Payment Due
January 22, 2028	Last Day to Receive 75% Tuition Refund
February 4, 2028	Last Day to Receive 50% Tuition Refund
February 24, 2028	Last Day to Receive 25% Tuition Refund
May 12, 2028	Term 4 End

Curriculum Outline

Spring Term			Clock Hours		
Course	Course Title	Lecture	Lab	Clinical	Total
PER101	Perfusion Theory I	48	0	0	48
PER102	Perfusion Theory II	33	0	0	33
PER103	Perfusion Circuit	32	0	0	32
PER100L	Clinical Instruction I	0	0	579	579
TOTAL TERM					692
Summer Term			Clock Hours		
Course	Course Title	Lecture	Lab	Clinical	Total
PER105	Research Seminar I	16	0	0	16
PER101L	Clinical Implementation I	32	0	0	32
PER104	Perfusion Theory III	33	0	0	33

PER200L	Clinical Instruction II	0	0	586	586
				TOTAL TERM	667

Fall Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
PER201L	Clinical Implementation II	28	0	0	28
PER108	Research Seminar II	16	0	0	16
PER300L	Clinical Instruction III	0	0	669	669
				TOTAL TERM	713

Spring Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
PER106	Perfusion Special Topics	16	0	0	16
PER107	Mechanical Circulatory Support	16	0	0	16
PER109	Research Seminar III	16	0	0	16
PER400L	Clinical Instruction IV	0	0	774	774
				TOTAL TERM	822

TOTAL CLOCK HOURS: 2894

Professional Appearance

Scrub lockers will be assigned, and scrubs will be issued to all students each week. Steel blue scrubs are not to be worn outside the hospital (i.e. to and from garages or any other place outside the hospital buildings). Scrubs are to be covered with a buttoned white lab coat or blue scrub jacket when leaving the operating suite (lobby, cafeteria, etc.) and disposable caps, masks, and shoe covers should be removed.

COMPUTED TOMOGRAPHY

Program Snapshot: Computed Tomography	
Program Director	Halley Majersky, MEd, R.T. (R)(M)(CT)(MR) majersh@ccf.org
Location	CCAC – Building 5 3275 Science Park Drive Beachwood, OH 44122
Clock Hours	412
Program Length	36 weeks / 9 months
Delivery Method	Blended
Total Cost (tuition + fees)	\$3,450

Overview

The Computed Tomography Program is a part-time, post-primary, 9 month program. Time to complete the program depends on the student's availability for clinical education. Students complete a clinical education experience held at two approved sites where they will obtain the required clinical competencies for Computed Tomography. Upon completion of coursework, clinical education, and required competencies, students will be awarded a diploma and will be eligible to take the American Registry of Radiologic Technologists (ARRT) Computed Tomography post-primary certification exam.

To practice in the state of Ohio as a CT technologist, you must be registered as a radiographer by the ARRT and carry a radiologic license from the Ohio Department of Health. Many hospitals and imaging centers are now requiring their CT technologists to be registered in CT by the ARRT.

Mission Statement

To develop exceptional imaging professionals who meet the needs of the community and provide a foundation for lifelong learning.

Objectives

Goal 1: *The student/graduate will be clinically competent.*

- Students will complete required competencies.
- Students will provide appropriate patient care.
- Students will demonstrate clinical competency.
- Students will perform exams safely.
- Students will produce quality diagnostic images.

Goal 2: *The student/graduate will demonstrate professionalism.*

- Students will participate in continuing education or professional development meetings.
- Students will demonstrate professional behaviors.
- Students will demonstrate an understanding of patient confidentiality (HIPAA).

Goal 3: *The student/graduate will demonstrate effective critical thinking.*

- Students will be able to modify routine procedures for non-routine patients.
- Students will effectively critique images to determine if corrective action is required.
- Students/graduates will acquire critical thinking skills and problem-solving abilities that enhance their clinical experience.

Goal 4: *The student/graduate will demonstrate effective communication.*

- Student will demonstrate effective written communication.
- Student/graduate will demonstrate professional verbal communication in the health care environment.

Approval

The Computed Tomography Program is approved and registered by the Ohio State Board of Career Colleges and Schools in accordance with Ohio Revised Code Chapter 3332 (School Registration No. 2165).

Ohio State Board of Career Colleges and Schools
30 E Broad St Suite 2481
Columbus, OH 43215
614.466.2752
Scr.ohio.gov

Faculty

Halley Majersky, MEd., R.T.(R)(M)(CT)(MR), Program Director/Full-time Faculty

Education:	Master of Education, Cleveland State University Plan: Adult Learning & Development Bachelor of Radiologic Imaging Science, Kent State University Major: Radiologic and Imaging Science Major/Concentration: Computed Tomography Hospital/ATS Associate of Technical Study, Kent State University Major: Radiologic Technology Certificate, Trumbull Memorial Hospital School of Radiologic Technology Major: Radiologic Technology Diploma, School of Diagnostic Imaging / Cleveland Clinic Major Program: Magnetic Resonance Imaging
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Kimberly Saghy, BAS, R.T.(R)(CT)(MR), MRSO, Full-time Faculty/Clinical Coordinator

Education:	Bachelor of Science in Applied Science, Youngstown State University Major: Allied Health Associate of Applied Science, Lorain County Community College Plan: Radiologic Technology
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Mike Manning, BA, R.T.(R)(CT), Full-time Faculty

Education:	Bachelor of Arts, Ohio State University
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Plan: Aviation-Arts and Sciences Major

Associate of Applied Science, Cuyahoga Community College
Major: Radiography

Facilities

The Computed Tomography Program has sufficient instructional equipment, laboratory supplies, and storage for student use and for teaching the didactic and supervised laboratory education components of the program. The program does not require laboratory space, although classroom space is available to the students for additional study purposes. Classrooms are equipped with computers that are accessible to students with internet and intranet.

The program's equipment and supplies are readily available to support the delivery of the program curriculum. Sufficient supplies are available to accommodate all enrolled students in class, lab and clinical as necessary. Students have access in each classroom to computers with internet and intranet. They are also able to access MyLearning and Trajecs on the computers.

Advisory Board

The Computed Tomography Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Conditional admittance
- Required admissions documents
- Required enrollment documents

Rolling Admissions

Students are accepted into the program based on a rolling admission process. Once all spots have been filled for a class, applicants will be placed on a waiting list. If accepted candidates relinquish their positions, candidates will be removed from the waiting list and notified of admission.

Graduation Requirements

Upon successful completion of the below courses, clinical program requirements and ARRT requirements, the student is awarded a diploma and is eligible for the ARRT registry examination.

To complete the Computed Tomography Program, the following courses must be completed:

- Introduction to Computed Tomography
- Cross Sectional Anatomy and Pathology
- Computed Tomography Physics
- Computed Tomography Clinical Experience

Additionally, prior to completion of the Computed Tomography Program, students must meet the following criteria:

- All competencies must be completed as outlined in the Competency Examination Policy.
- Tuition and fees must be paid in full.
- All reference books or other material must be returned.
- All ID badges must be returned, or a fee must be paid.
- Dosimeter must be returned or replacement fee paid.
- Clinical site survey completed.

Clinical Requirements for CT

<u>Clinical Requirements for CT*</u>
<i>Clinical rotation 1:</i>
Minimum of 10 competency evaluations
Minimum of 4 student evaluations
Minimum of 50 procedure signatures**
Required CT Safety Form - site specific
<i>Clinical rotation 2:</i>
Minimum of 15 competency evaluations
Minimum of 4 student evaluations
Minimum of 75 procedure signatures**
Required CT Safety Form - site specific

Academic Awards at Graduation

Based on the final cumulative grade point averages achieved by graduates. A graduate with a GPA between 3.5 and 3.99 will be commended as graduating with Academic Honors. A graduate with a GPA of 4.0 will be commended as graduating with Academic Distinction.

Grading Scale

The Computed Tomography Program's grading scale is as follows:

Scale	Grade	GPA	Definition
93-100%	A	4.0	Excellent
84-92%	B	3.0	Good

*75-83%	C	2.0	Satisfactory
67-74%	D	1.0	Unsatisfactory
0-66%	F	0.0	Inadequate/Fail

Students must maintain a “C” grade or better in each course of the Computed Tomography Program in order to receive a diploma upon completion of all courses. Students not satisfying this minimal academic requirement will be counseled and those receiving a “D” or “F” in any course will not complete the program.

Course grades are reviewed by the instructor and students are counseled as needed throughout the semester. Program faculty monitor student grades throughout the semester and when a student is identified to be at risk of not passing a class, the instructor will either call the student or send an email for them to meet and discuss what approach to take to improve the grade.

Upon receipt of less than a “C” in any course, the student must retake this course at his or her own expense and receive a passing grade to complete the program.

If a student does not complete all required course assignments by the end of the semester, they will receive an incomplete grade. Incompletes must be resolved within 5 weeks into the next semester or the grade converts to an “F” or failing grade.

Students who are dismissed from the program may reapply for acceptance. Their reacceptance is subject to approval by the program’s Subcommittee on Student Readmission.

Clinical Grades

Students will be given an established number of points for each clinical experience. Each semester clinical grade will be determined by:

1st Clinical Experience Rotation:

Item Required	Number	Points Possible
Evaluations	4	16
Signatures	Minimum of 50	50
Competencies	Minimum of 10	10
CT Safety Orientation	1	5
Clinical Site Evaluation	1	5
Program/Department policies & practices		Four points off for each documented counseling Six points off for each written corrective action Ten points off for each final written corrective action or suspension

2nd Clinical Experience Rotation:

Item Required	Number	Points Possible
Evaluations	4	16
Signatures	Minimum of 50	50
Competencies	Minimum of 15	15
CT Safety Orientation	1	5
Clinical Site Evaluation	1	5
Program/Department policies & practices		Four points off for each documented counseling Six points off for each written corrective action Ten points off for each final written corrective action or suspension

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Computed Tomography Program will occur after completion of the fall semester. This will ensure CT students are meeting the 75% minimum required of the program. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

Attendance in training programs has been shown to be a reasonable predictor of work attendance during employment. Therefore, attendance during a training program is carefully monitored. Each student is responsible for properly signing in and out of each class and clinical session.

A monthly review of attendance will be conducted. An alert letter may be issued based on current status. If at any point during the course of the program, it is determined that a student cannot meet the SAP standards, the student's financial aid will be terminated, and the student may be subject to dismissal from the program. The Program Director or designee may implement academic/attendance probation, or dismissal from the campus. The student may be required to furnish an alternate method of payment.

General Attendance and Timeliness

It is the responsibility of each student to be accountable to the faculty of the program and the clinical preceptors at each clinical site. Please use the following guide to inform the program faculty of any changes to your schedule. Depending on the circumstances, corrective action may result.

Call or email the program faculty:

- If a student is unable to attend class or clinical.
- If a student is running late to class or clinical (include an estimated time of arrival).
- If a student is told to leave clinical for lack of work / patients. The supervising technologist must call or email program officials.
- If a student unexpectedly needs to leave clinical early, notify a program official prior to leaving.

Record of Correction Action for Attendance

Records of corrective action for attendance may be reviewed in matters relating to employment references, early graduation, dismissal, and reinstatement after dismissal.

No Call / No Show

This applies when a student does not attend class or clinical and fails to report the absence to the program faculty and/or clinical preceptor. If notification is not received within **two hours** of the scheduled start time, it will be deemed a "NO CALL/NO SHOW."

Excused Absences

Bereavement and jury duty are considered excused absences from class or clinical and therefore do not count toward absences that can cause a course letter grade to drop. Students are responsible for any missed assignments and must make arrangements with their instructor to make up exams and assignments within one week of returning to class.

Failure to Clock In and Out

For each instance that a student forgets to clock in or out, they must provide time verification from a technologist to verify actual start/end times. Further documentation must be made to explain tardiness or early dismissal from the clinical site.

School Closure

Class and/or clinical may be canceled only by the Program Director or designee. Closure of the program as a result of inclement weather or other emergency situation will be communicated via text. Students are not to call the program or text program officials to inquire as to canceling of class or clinical.

Continuing Education

The American Society of Radiologic Technologists ASRT requires that students are present for all lectures in entirety to receive credit for the course. Students may not miss any classes for CE credit to be awarded.

Grade Drop for Excessive Absences

A student can miss no more than 2 lecture classes without penalty. Any absence after the allotted amount will drop the final grade by one letter for each absence unless an extended illness is involved or a special circumstance exists and the student brings in an approved excuse (examples of an approved excuse includes a physician's excuse, jury duty summons, or bereavement). An excuse must be turned in to the instructor within 1 week of the date the student returns to class. If a student fails to do this, the absence will be counted as an unexcused absence. It is the responsibility of the student to contact the instructor when an extended absence occurs. The student is required to meet with the course instructor upon return to class to assess missed assignments and set a timeline for completion of all missed work.

Clinical Education Specific Attendance

Attendance and punctuality are seen as essential qualities for your chosen profession. Timeliness is essential at the clinical site as it can be a direct indicator of what type of employee you may become. It is the student's responsibility to inform the program **and** the clinical site if they are running late, will be absent, or have scheduled time off. Please make time allowances for weather, traffic and other circumstances that may cause a delay.

1. Students are not to clock in more than 15 minutes before their scheduled start time at clinical.
2. Students are expected to be in their assigned area and ready to work at their official start time.
3. Students must utilize the program timekeeping system upon arrival and departure.
4. A student will receive 0.50 points if:
 - They are one minute late.

- They take an extended lunch period.
 - They leave before the end of their scheduled time without pre-approval.
5. A 30-minute lunch break is required when a student is at the clinical site for more than five (5) hours.
 6. If a student leaves the facility for lunch or any reason, they are required to clock out and back in.
 7. Students cannot attend clinical in excess of 10 hours per day.
 8. Students may not exceed 40 hours in a week between class and clinical time (Sunday-Saturday).
 9. Severe weather or driving conditions as deemed by Program Director may be considered an excused tardy.

Disciplinary Points Chart

Infraction	Points
Absent	1.0
Failure to Clock In or Out	.50
Failure to Notify School and/or Site	1-2
No submitted schedule in MyLearning	.25
Schedule change made less than 24 hours	.25
Scheduled time doesn't match timekeeping system times	.50
Tardy / Leaving Early	.50
Works less than 4 hours per day or 15 hours per week	.50

Tardy / Leaving Early

Students are expected to be at their assigned area, ready to start when their shift begins, and stay until the shift ends. When a student clocks in beyond their scheduled start time (i.e. one (1) minute after scheduled start time), or clocks out before the end of their shift (i.e. one (1) minute before end time), they will be considered tardy.

Tuition and Fees

Total Tuition

Computed Tomography Program: \$3,450.00

Individual Courses:

Introduction to Computed Tomography Online: \$480.00

Cross Sectional Anatomy and Pathology \$710.00

Computed Tomography Physics: \$800.00

Computed Tomography Clinical Experience e: \$1,430.00

Additional Expenses:

Onboarding fee: \$30.00

Application fee: \$20.00

Installment plan fee: \$25.00

Acceptance fee: \$100.00 applicable toward first semester tuition

Textbooks (estimated): \$400.00

Cap and gown: ~\$25.00

ARRT Registry Exam: \$200.00 (\$400.00 if using NMTCB or ARDMS as supporting category)
 Uniforms (estimated): \$250.00
 School Patch: \$2.00 each

Financial Aid

The Computed Tomography Program participates in the Post 911 GI Bill®. Please contact the United States Department of Veteran Affairs for current information. Information can also be found online at <https://www.va.gov/education/about-gi-bill-benefits/>.

The program will assess no penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. Students can obtain information regarding the federal governments' Lifetime Learning Credit and Hope Scholarship at irs.gov. In addition, students can search the Cleveland Foundation website to see if they meet the eligibility requirements of the various scholarships at clevelandfoundation.org. Cleveland Scholarship Program information is available [here](#).

Students are encouraged to apply for the annual Ohio Society of Radiologic Technologists (OSRT) grants. Applications and guidelines are available on the OSRT website at osrt.org and students are notified when the deadline is each year. The OSRT grants are distributed at the annual meeting. The student need not be present to be awarded a grant. Students may also be eligible for an annual American Society of Radiologic Technologists (ASRT) scholarship. Information on the ASRT scholarship is available online at asrt.org and will also be distributed to the students as it becomes available to the program.

Academic Calendar

Date	Calendar Description
August 24, 2026	Fall Semester Begins
September 7, 2026	Labor Day – No Class or Clinical
September 10, 2026	Last Day to Receive 75% Tuition Refund
September 17, 2026	Constitution Day – Classes/Clinicals in Session
September 22, 2026	Last Day to Receive 50% Tuition Refund
October 9, 2026	Last Day to Receive 25% Tuition Refund
October 19-23, 2026	Fall Break – No Class or Clinical
November 26-27, 2026	Thanksgiving Break - No Class or Clinical
December 14-18, 2026	Final Exam Week
December 22, 2025	SAP Evaluation
December 21, 2026 – January 1, 2026	Semester Break - No Class or Clinical
January 4, 2027	Spring Semester Begins
January 21, 2027	Last Day to Receive 75% Tuition Refund
February 2, 2027	Last Day to Receive 50% Tuition Refund
February 19, 2027	Last Day to Receive 25% Tuition Refund
March 1-5, 2027	Spring Break - No Class or Clinical
April 26 – 30, 2027	Final Exam Week
April 30 2027	Graduation

Curriculum Outline

Fall Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
CT104*	Introduction to Computed Tomography Online*	24	0	0	24
XAP102	Cross Sectional Anatomy & Pathology	40	0	0	40
TOTAL TERM					64
Spring Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
CT103	Computed Tomography Physics	48	0	0	48
CT200	Computed Tomography Clinical Experience	0	0	300	300
TOTAL TERM					348
*Online delivery—Not eligible for VA Benefits					
TOTAL CLOCK HOURS:					412

Professional Appearance

Students should carefully review the Professional Appearance section located in the General School Information and Policies portion of the School Catalog that outlines universal expectations as approved by Cleveland Clinic. Students are expected to follow this guidance in addition to those specific to the program outlined below.

If a student must be reminded repeatedly of the Professional Appearance expectations, it will result in Corrective Action.

Uniforms for Clinical Experience

Uniforms consist of either navy blue uniform tops (scrub) and white pants (scrub) or white uniform tops (scrub) and navy-blue pants (scrub). Warm-up jackets may be included but must be the same color as the uniform tops. Sweaters and sweatshirts are not permitted. All shirts and jackets must have the program patch sewn on the left sleeve, two finger widths down from the top of the left shoulder seam.

1. Shirts (tanks, t-shirts, turtlenecks) both long or short sleeved may be worn under the uniform but must be solid white. If wearing a long sleeve white shirt, the shirt may not extend beyond the wrist and may not have thumbholes. No decals, designs or words are permitted on the undershirts. Crew-neck shirts are highly recommended under V-neck uniform tops. If a short sleeve t-shirt is worn underneath a short-sleeve uniform top, the sleeves of the t-shirt must not hang below the uniform top sleeves. $\frac{3}{4}$ sleeve length tops are not permitted.

Additionally, students should be aware of the following:

1. Socks must be solid white, black, grey, or navy blue
2. If undergarments are visible through white scrubs, they should be white or nude colored.
2. Uniforms must be freshly laundered and wrinkle-free each time they are worn.
3. Shoes must be either white, black, grey, or navy blue athletic shoes (no crocs), or any combination of these colors. They must not have colored stitching, stripes, insignias, etc. and must always be kept clean.
4. The Cleveland Clinic ID badge must be worn at all times, with the name and photo visible, at the chest or collar level.
5. If applicable, the program-provided dosimeter must be worn at all times when at clinical.
6. Hospital provided scrubs may only be worn in surgery and must be returned before leaving the clinical site.

Grooming

1. Gum chewing is prohibited both in clinicals and in class.
2. Perfume, cologne, and scented lotions are prohibited. Students must minimize any other strong odors.
3. Hair must be neatly groomed, and hair longer than shoulder length must be tied back.
4. Unnatural hair colors to human hair are not permitted (e.g. purple, green, red, pink, and blue).
5. Fingernails must be kept short (1/4 inch or shorter). Nail polish must be clear or pastel and must not be chipped. No artificial nails (including, but not limited to acrylics, extenders and embellishments) of any sort are not permitted as they harbor bacteria.

Jewelry and Accessories

1. No more than two simple earrings per ear are permitted. Earrings must be of the “post” style. A single small nose stud piercing is permitted with the exception of septum or rings.
2. Visible body piercings, including tongue, mouth, and eyebrow are not permitted.
3. Wearing of rings is permitted, but rings must be removed when scrubbing or performing special procedures. No other rings are permitted.
4. Ear gauges that are visible must have solid, skin-colored plugs in place.
5. The wearing of hats/caps is prohibited. An exception to this rule is headgear that is part of a religious protocol or is required by the clinical facility (i.e., surgical caps, hoods, etc.).

Surgical Scrub Policy

This policy has been implemented to encourage hygiene. Students should be aware of the following:

- Surgical scrubs cannot be worn outside of the hospital/facility or to and from work.
- Students must change into surgical scrubs once they enter their surgical locations and change again before leaving the hospital.
- When leaving the surgical or procedure rooms, surgical scrubs must be covered with a buttoned lab coat or warm-up jacket while inside the hospital – for example, during a lunch break in the cafeteria or running an errand outside the surgical department.
- Disposable hats, masks, gowns, gloves and shoe coverings must be removed when leaving surgical departments. Discard these items prior to leaving the surgical department or procedure room.

Classroom Dress Code

- Please remember that even though we are in class, we are on hospital grounds and professional behavior is important. Students are responsible for their own appearance and are required to wear attire that is neat, clean, pressed and in good repair and condition.

- The following articles of clothing are not permitted: tank tops, tube tops, halter tops, leggings, capri style pants, spaghetti strap shirts or dresses, clothing with holes, midriff shirts, and shorts that are too short.

If the appropriateness of any student's apparel is in question, the Program Director will make the final decision and students may be asked to go home and change.

Additional Health Requirements

N95 PARTICULATE RESPIRATOR: Students are not fit-tested at the Cleveland Clinic for N95 particulate respirators and therefore cannot assist on exams where respirators are required. Students who have been fit-tested through their employer or previous program may assist on these exams.

CYTOLOGY

<i>Program Snapshot: Cytology</i>	
Program Director	Bridgette Springer, MBA, CT(ASCP) ^{CM} springb@ccf.org
Location	Main Campus L Building, Room L1-371 9500 Euclid Ave. Cleveland, OH 44195
Clock Hours	1237
Program Length	51 weeks / 12 months
Delivery Method	Blended
Total Cost (tuition + fees)	\$7,500

Overview

The Cytology Program is a full time, 1-year (2 terms) post baccalaureate certificate training program consisting of didactic and practical instruction in the basics of cytologic diagnosis. Preparation of cytologic slides and the microscopic detection and diagnosis of the cells seen are only a portion of the responsibility of the cytologists. Didactic instruction includes anatomy, histology, correlation of cellular findings to other clinical information, adjunct testing, and laboratory management as they relate to cytology. Classes will begin in early July and conclude the last week of June the following year. Students must successfully complete the entire course of study to obtain a certificate of completion and be eligible to take the American Society for Clinical Pathology (ASCP), Board of Certification Cytology examination.

Mission Statement

To promote an excellent learning experience for health professions students from all backgrounds in the Cleveland Clinic so that they may become providers of the best care to patients as members of the interprofessional care team.

Objectives

At the completion of the Cytology Program, students will:

- perform entry-level abilities in gynecologic, non-gynecologic, and fine needle aspiration cytopathology.
- demonstrate basic screening and detection skills applicable to the field of cytology.
- demonstrate professionalism in ethics, professional attitudes, decision-making, teamwork, and management issues.
- use cytologic skills to make accurate diagnoses from a wide variety of body sites.
- be trained and certified to screen conventional and liquid-based Pap tests.
- demonstrate operation of cytology equipment to prepare cytology specimens.
- pass the Board of Certification examination given by the Board of Certification of the American Society for Clinical Pathology.
- demonstrate the ability to perform rapid on-site evaluations and gross examination of small biopsy specimens under the supervision of a Pathologist.

Accreditation

Institutional Accreditation

Cleveland Clinic is accredited by The Joint Commission

One Renaissance Blvd.
Oakbrook Terrace, IL 60181
Phone: 630.792.5000
www.jointcommission.org

Programmatic Accreditation

The Cytology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Cytology Programs Review Committee.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street N., #7709
Seminole, FL, 33775-7709
727.210.2350

Faculty

Bridgette Springer, MBA, CT(ASCP)^{CM}, Program Director/Full-time Faculty

Education: Master of Business Administration, Western Governors University
Major: Healthcare Management

Bachelor of Science, Slippery Rock University
Major: Biology-Cytotechnology

University of Pittsburgh Medical Center, Anisa. I. Kanbour, School of
Cytotechnology
Clinical Program: Cytotechnology

Jessica Di Marco, CT(ASCP)^{CM}, Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science, University of Akron
Program of Study: Biology

Associate of Science, University of Akron
Program of Study: Science

Certificate, Cleveland Clinic School of Cytotechnology
Program: Cytotechnology

Facilities

Program facilities are located in L1-363 Pathology Education which includes 2 classrooms, 1 student laboratory, and student cubicles. Each classroom is equipped with an audio video system to host in-person and virtual education. One of the classrooms contains a 7-headed microscope to hold slide reviews and review sessions. The student laboratory contains large workbenches, a T2000 ThinPrep Processor, a sink, a centrifuge, a refrigerator and storage of personal protective equipment, reagents,

supplies and materials. There are 9 student cubicles, each has a network computer and a microscope (6 manual microscopes and 3 Hologic Imager microscopes). There are also overhead storage compartments and 3-drawer cabinets.

Faculty are provided cubicles with network computers, overhead storage compartments, and microscopes (1 manual microscope and 1 double-headed microscope). The Program Director's cubicle houses the large storage cabinet for all teaching sets, storage of educational materials (including study sets and textbooks) and locked storage for student files.

Advisory Board

The Cytology Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Required admissions documents
- Required enrollment documents
- Occupational health testing upon enrollment

Graduation Requirements

Students must meet the following criteria to be eligible for graduation:

- Successful completion of all aspects of the curriculum
- Demonstrate competence based on screening ability
- Complete program objectives demonstrated through:
 - Daily work
 - Achieving a 98% gynecologic screening record with 50 cases completed in 1 day
 - Test scores of at least a C average for each section of the curriculum

Students will receive a post graduate certificate for the program. This certificate will serve as documentation of successful completion of the program.

Students who do not successfully complete the requirements of the program will not be eligible for graduation, will be dismissed from the program and will not be eligible to take the Board of Certification examination for Cytology.

Graduating students are required to attend this event. The time, date and number of guests allowed will be determined during the last quarter of the program.

On the last day of class, prior to graduation, students will be asked to surrender all materials belonging to the program including books and slides. They will also turn in ID Badges, lab coats and parking stickers. Graduating students may make arrangements with the Program Director to return to the lab for study purposes prior to the registry examination, should they so desire.

Grading Scale

A gradebook spreadsheet will be maintained for each student. A combination of all activities and grades along with MyLearning exam grades will be tracked on the gradebook spreadsheet to calculate a final comprehensive GPA.

The grading scale for the Cytology Program will be as follows for both online and microscopic screening examinations:

Scale	Grade	GPA	Definition
93-100%	A	4.0	Excellent
86-92%	B	3.0	Good
80-85%	C	2.0	Satisfactory
0-79%	F	0.0	Inadequate/Fail

Remedial Testing

If a student scores less than an 80% on any examination the following remediation procedure will be adhered to:

1. The original test grade will remain as scored.
2. Remediation format will be determined by the program director and described/outlined on a student counseling form.
3. The student will complete remedial work assigned to ensure successful remediation of deficiencies.
4. Remedial work must be completed and submitted prior to taking the next exam.
5. The student will NOT be eligible to retake the exam.
6. Failure to comply with these procedures will result in an incomplete grade, "I", for the course. The student can continue with the next course and exams. They will then get 30 days to complete the remedial work. If they do not complete the remedial work, the incomplete grade will be converted to "F". (Refer to Incomplete Grade Policy in SOHP catalog.)

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Cytology program will occur after the completion of each quarter of the program (typically October, January, April, and Last week of June). This will ensure Cytology students are meeting the 80% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

Students should be advised that attendance will be a portion of each quarterly evaluation and will be part of the professionalism grade.

Cytology students are classified as full time (40 hours per week), temporary students in a Cleveland Clinic School of Health Professions education program. They are supervised by the faculty of the Cytology Program and will be expected to follow the regulations of the program with regard to attendance as outlined below.

Cytology students are training to become professionals. It is, therefore, reasonable that each student should be in attendance 40 hours per week as assigned, and develop attitudes and habits characteristic of professionals.

Students are required to:

- Attend ALL scheduled course clock hours and program activities, arriving on time and demonstrating respect for the faculty/instructor and an interest in the material being presented.
- Complete all daily assignments and use spare time during the scheduled eight-hour day to work on studies or assigned projects
- Be in attendance AND available between the scheduled hours of 7:30 am and 4:00 pm each day with 45 minutes allotted for lunch.
- Be patient and flexible, aware that patient work comes first. Faculty/instructors may need to occasionally reschedule events that have been previously scheduled.
- Make a reasonable attempt to attend class in adverse weather conditions. (Please refer to the Inclement Weather policy below)
-

Each student's general attitude, attendance record and promptness is considered when judging dependability and willingness to accept responsibility. Attendance will be a portion of each quarterly evaluation and will be part of the professionalism grade. Attendance is generally discussed, as references for jobs are solicited from the program.

Absences are classified as "excused," "unexcused," "tardy," or "virtual". Students must call or text Program Faculty at least one hour prior to the designated start time to report an absence for illness. All clock hours missed must be made up under the direction of the Program faculty based on the Attendance policy in the SOHP catalog. Habitual or excessive tardies/absences may result in dismissal from the program.

Students who are absent for three days (consecutive or otherwise) and fail to notify the Program faculty shall warrant immediate dismissal. When the above occurs, the Program faculty will attempt to notify the student by phone on the first day to determine the reason for absence and to advise the student of this policy.

Excused Absences

The program recognizes the following instances as excused absences:

- Cleveland Clinic Holidays
- Scheduled break days
- Funeral leave (up to 3 days for immediate family)
- Jury duty
- Military duty
- Attendance at a cytology related professional meeting
- Job interview
- Illness (doctor excuse needed for illness lasting more than 3 days)
- Extenuating circumstance
- Requested absence pre-approved by Program Director

Requested Absences

Every attempt for scheduled appointments should be made outside of regular class hours if feasible; however, you may request time if necessary. Please communicate these appointment requests via email

to the Program faculty as early as possible, no later than 24 hours prior, to avoid scheduling during program clock hours. A total of 24 hours (excluding required clock hours) for scheduled appointments can be used. **All** clock hours and any hours over 24 requested hours must be made-up under the direction of program faculty. Any hours missed over the 24 allotted hours will be addressed by program faculty in accordance with the make-up work policy (see below) and may impact the student's ability to graduate unless the time can be made up.

Make-Up Work

Students will be asked to work on daily assignments or use the time for study should a change of this type arise. Missed lectures or bench training will be rescheduled in a timely fashion so as not to impede the flow of the curriculum. Students who are absent when a test is given will have the opportunity to make up the examination provided the absence is excused. It is the responsibility of the student to coordinate a time for the makeup examination with the Program faculty within five school days. Unexcused absence for an examination will result in a failing grade for that exam. There may be an option to make up missed days beyond the allotted excused absence days. Any additional time over the 24 hours missed must be made up. This depends on the activity and/or rotation as well as when during the program the absence occurs. The opportunity to make up absences will be considered on a case-by-case basis by program faculty. If approved, a plan will be developed by program faculty *and* student to ensure equity. It will be the student's responsibility to make up all missed time and meet the requirements of the established make-up plan. Inability to complete the make-up time may result in failure to graduate from the program based on the Quantitative elements of SAP policy in SOHP catalog.

Special accommodation can be requested by the student once the need for accommodation is known. See the Program Director as soon as practical since accommodation cannot be applied retroactively.

Unexcused Absences

Any absence **not** listed above will be considered unexcused. Failure to comply with the notification time frame (1 hour) will result in an unexcused absence. Each unexcused absence will result in progressive corrective action.

Tardy

Tardiness is defined as arriving more than 15 minutes after the scheduled start time. Leaving early is defined as leaving 15 minutes before the scheduled end time.

Tardiness notifications must be sent to both faculty 10 mins prior to start time. Excused tardies will be up to faculty discretion. If a trend is noticed, these instances may ultimately be tracked as unexcused tardies.

If a student arrives 30 minutes after the scheduled start time but has notified faculty, this will be recorded as an unexcused tardy. After the first instance of an unexcused tardy or leaving early, each subsequent occurrence will initiate the first step of the progressive corrective action process.

If a student arrives 30 minutes late without providing a call or text, this will also be recorded as an unexcused tardy and will immediately trigger the first step of progressive corrective action, as outlined below.

Virtual Absences

Students may still participate in daily activities from home to ensure students do not need to make-up work or get behind in studies. Virtual days should be used if the student is exhibiting symptoms of an illness, can still participate in activities virtually but should not attend in-person to prevent spread of illness. Communication to the Program faculty is the same as all other absences. Virtual days will be limited to a maximum of 5 days per year.

Recording Attendance

Students are required to punch in and out daily using the Cleveland Clinic Kronos System. Kronos will be reviewed and if necessary, corrected by the Program Director on a 2-week basis.

Inclement Weather

Classes for the Cytology Program may be cancelled when Cleveland Metropolitan School District suspends classes for excess snow or ice. The Program Director will contact all students via text message to inform them of this. Classes will take place when that school system is closed due to low temperatures. In the event of severe weather, students are expected to make a sincere effort to get to Cleveland Clinic for class unless classes are cancelled. The option of a virtual day will be determined by the Program Director who will notify the students by text message. We realize that it may be impossible to travel due to snow or other severe weather conditions. Students are required to contact the Program faculty in the event they are unable to travel to Cleveland Clinic when classes are in session by texting or calling the Program faculty. Any student missing class due to severe weather is responsible for discussing the work missed, including lecture(s) and making arrangements to complete the work missed. The Program Director will decide the best course of action to complete the work so that it doesn't impact the student's educational progress.

Emergency School Closure Plan

In the event of an emergency closure, the students will not be required to attend classes. The closure will be determined by the Institute and continued learning will take place online to complete didactic portions of the curriculum. If a possible extended closure is mandated, the clinical and technical portions of the program will be completed upon re-opening of the School and the facilities.

Leave of Absence

Due to the rigorous, continuous nature of the required curriculum of this program students may not be allowed leave of absence. Any student with an emergency requiring an extended absence from the program can submit an LOA request to the office of the Registrar but may not be allowed to continue for the remainder of the academic year. In some cases of a denied LOA request, students may petition the program to be admitted for the portion of the program that was missed to be made up during the following academic year. The granting of this will be made by the program in consultation with the Advisory Board.

Other Attendance Issues

All other attendance issues will be handled in accordance with the School of Health Professions Attendance Policy as it pertains to students determined by the faculty of the program. All attendance policies will be modified at the discretion of the Program Director.

Tuition and Fees

Current tuition is \$7,500. All students are responsible for their own tuition payments unless they have secured payment through an outside agency.

Financial aid is not available to students through the Cytology Program but students will be made aware of scholarship opportunities available to them throughout their year of training.

Payment being made to the Cytology Program can be made in a lump sum or in two installments of \$3,750 each. If paying in installments, the first payment is due the first week of training and the second is due no later than September 30th. Other arrangements may be made for the payment of the tuition, if necessary, by speaking with the Program Director during the first week of class.

Students that do not pay tuition within the agreed upon timeframe will no longer be eligible to participate in the program until such time as the tuition is paid. Any decisions regarding tuition payments and due dates are at the sole discretion of the Program Officials.

Academic Calendar

Date	Calendar Description
July 6, 2026	First Day of Classes
July 31, 2026	Last Day to Receive 75% Tuition Refund
August 17, 2026	Last Day to Receive 50% Tuition Refund
September 7, 2026	Labor Day – No Class or Clinical
September 12, 2026	Last Day to Receive 25% Tuition Refund
September 17, 2026	Constitution Day – Classes/Clinicals in Session
November 25–27, 2026	Thanksgiving Break - No Class or Clinical
Dec. 23, 2026	Last day of Term
December 23, 2026	SAP Evaluation
December 24, 2026 – January 2, 2027	Semester Break - No Class or Clinical
January 4, 2027	2nd Term Begins
January 30, 2027	Last Day to Receive 75% Tuition Refund
February 17, 2027	Last Day to Receive 50% Tuition Refund
March 15, 2027	Last Day to Receive 25% Tuition Refund
March 26-29, 2027	Easter Break - No Class or Clinical
May 31, 2027	Memorial Day – No Class or Clinical
June 30, 2027	End of Program

Curriculum Outline

TERM 1		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
CYTO501	Introduction to Cytopathology	9	1	0	10
*CYTO505	Cytopreparation	14	22	30	66
CYTO510	Gynecologic Cytopathology	115	87	0	202
*CYTO515	Gynecologic Cytology Practicum	0	136	125	261
CYTO520	Respiratory Cytopathology	34	12	0	46
*CYTO570	The Future of Cytopathology	3	12	42	57
*CYTO601	Independent Study	0	280	0	280
TOTAL TERM					922
TERM 2		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total

CYTO530	Effusion Fluid Cytopathology	32	10	0	42
CYTO540	Gastrointestinal Cytopathology	25	8	0	33
CYTO550	Genitourinary Cytopathology	24	8	0	32
CYTO560	Fine Needle Aspiration Cytopathology	68	32	0	100
CYTO580	Non-GYN Cytology Practicum	0	0	80	80
*CYTO600	Laboratory Operations	4	24	0	28
TOTAL TERM					315
TOTAL CLOCK HOURS:					1237

*Year-Round Course

Professional Appearance

Students should follow the policy for student professional appearance in the general portion of this catalog. In the laboratory, scrubs or business casual attire is allowed and must contain long pants or stockings and closed-toe shoes. Scrubs (seafoam green for anatomic pathology) for procedures will be provided and laundered. The provided scrubs should not be worn outside of the hospital.

Additional Health Requirements

Students must complete the color discrimination test and the respirator fit test through the Cleveland Clinic's Occupational Health department located in H18. These tests are performed after the first day of class within the first month of the program.

Color Discrimination Testing

The Cytology Program requires a colorblindness determination for each student enrolled in the program. It is possible to be a cytologist and be colorblind since cytologic diagnosis is done by morphology, but color is often used to describe certain cell types and changes in cells. It is imperative that the program be aware of any student who is colorblind so that the faculty can make changes in how cells are described to emphasize the morphology over any colors seen. No student will be eliminated from the program based solely on colorblindness.

Students enrolled in the program who are colorblind will be afforded extra microscopic sessions to help overcome any difficulties they may have with microscopic diagnosis. It is the responsibility of the student to request this additional help. Students who are colorblind are required to achieve passing scores on all visual tests and have acceptable screening scores in order to complete the program.

UroVysion testing uses various colored fluorescent tags on probes that must be assessed microscopically. Students who are colorblind will be unable to perform this test and will be offered an alternative classroom experience during that portion of the course.

Students enrolled in the program should have Occupational Health assess the colorblindness test. Occupational Health is located in H18. The test should be completed with a printed form for documentation submitted to the Program Director by end of the first month of classes.

Respirator Fit Testing

The Cytology Program requires a respirator fit testing due to the students' involvement with rapid on-site evaluation (ROSE) of fine needle aspiration specimens. The clinical rotations including EBUS, EUS/Radiology and FNA may require droplet precautions to be followed and students must be aware of the correct usage of a respirator.

Students enrolled in the program should have a respirator fit test in Occupational Health in H18 and receive documentation of their testing to give to the Program Director. The documentation will be kept in the student's file.

DIETETIC INTERNSHIP

<i>Program Snapshot: Dietetic Internship</i>	
Program Director	Elizabeth Friedel, MS, RD, LD, CNSC
Location	Main Campus 9500 Euclid Avenue Cleveland, OH 44195
Clock Hours	1344
Program Length	42 weeks / 10 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$10,000

Overview

The Dietetic Internship Program is a full time, 10-month internship that provides training in the areas of clinical nutrition, food service management, sales & marketing, research, and public health/community nutrition. The experience provides a unique and broad spectrum of opportunities to fulfill the core competencies for dietetic interns, as established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Interns who fulfill all program requirements, including a confirming graduate degree, will receive a certificate of completion and will be eligible to take the National Examination for Registered Dietitians.

Mission Statement

The mission of the Dietetic Internship Program is to create entry-level registered dietitian nutritionists who will become future leaders in the nutrition profession. Critical thinking, collaboration and decision-making are skills that the interns will be required to practice and refine throughout the program. The intention of our program is to foster future cutting-edge, advanced practice dietitians who will meet the needs of their clients and provide the best care through innovative skills and research-based practice.

Goals

- The program will prepare graduates to transition from academic programs through successful completion of the internship, to attaining entry-level registered dietitian nutritionist credentialed status, and gaining employment in the dietetics field.
- The program will foster internship graduates' professional growth and provide opportunities to acquire and demonstrate skills to become future leaders of the dietetics profession.

Objectives

The program will foster internship graduates' professional growth and provide opportunities to acquire and demonstrate skills to become future leaders of the dietetics profession.

- At least 80% of interns complete program requirements within 15 months (150% of planned program length).
- At least 90 percent of program graduates take the CDR credentialing exam within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Of graduates who seek employment, at least 90 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

- 100% of graduates' employers report that knowledge level and skill competency is satisfactory or better overall for entry-level dietetics-related work.
- 100% of graduates self-report overall scores of at least satisfactory regarding internship preparedness in dietetic-related professional skills and competencies.
- 90% of graduates report leadership responsibilities in professional areas within five years of graduation.

Accreditation

The Dietetic Internship Program is fully accredited through June 30th, 2033, by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), a specialized accrediting body recognized by the United States Department of Education. Recognition by USDE affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition/dietetics education programs.

ACEND may be contacted at:

The Academy of Nutrition and Dietetics

Accreditation Council for Education in Nutrition and Dietetics
Suite 2190
120 South Riverside Plaza
Chicago, IL 60606-6995
312.899.0040, ext. 5400
<https://www.eatrightpro.org/acend>

Faculty

Elizabeth Friedel, MS, RD, LD, CNSC, Program Director/Full-time Faculty/Clinical Coordinator

Education: Master of Science in Food and Nutrition Sciences, Ohio University
Program: Food and Nutrition Sciences Major

Bachelor of Science in Food and Nutrition Sciences, Ohio University
Program: Applied Nutrition Major

Certificate, Cleveland Clinic Dietetic Internship
Program: Dietetic Internship

Facilities

The students spend the majority of their time at their clinical site locations while enrolled in this program. While on Main Campus, interns have access to dedicated office space that includes computers, printers, space to lock personal belongings, and a refrigerator. The program does not require laboratory space.

Advisory Board

The Dietetic Internship Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Required admissions documents
- Required enrollment documents

Graduation Requirements

Once accepted into the program, all learning experiences specified in the program curriculum must be completed at a level of sufficient competency. Interns will receive frequent evaluations and feedback from supervising clinical preceptors and the Program Director. Interns who fulfill all program requirements, including a confirming graduate degree, will receive a certificate of completion and will be eligible to take the National Examination for Registered Dietitians. Graduating interns must also:

- Prepare for and complete all required rotations, experiences and assignments to meet graduation criteria.
- Attend all required classes.
- Work as a team on group projects and presentations.
- Complete multiple clinical case study presentations.
- Present to Center for Human Nutrition on a research project.
- Attend internal and external (local) meetings or events as specified by the Program Director.

Grading Scale

Assignments

Although you do not receive letter grades for your class and rotation assignments, you are still expected to treat them as you would any graduate/master's level work assignments. This means that all assignments must be turned in on time and free of grammatical or spelling errors. Proper citations must be utilized as well. If the work prepared by the intern is deemed inappropriate, then the intern will be asked to redo the assignment. **An overall score of at least 2.8 (out of 4.0) -70%- is required to pass each rotation. Failing more than 1 rotation is inconsistent with the performance expectations and may result in termination from the program.**

If any assignment is turned in late (without discussion with the Program Director or the preceptor), the intern will receive a verbal warning. If the intern continues to present work late, then the Program Director will meet with the intern, and the intern will receive a documented written warning. A continual practice of not turning in work on time or in an appropriate manner may result in termination from the program. The program uses limited distance-based instruction, where virtual classes may be completed onsite

or remotely. For any required class content completed remotely, attendance and active participation are confirmed by the Program Director or designees, using the intern-specific log in, attendance records, and on-camera engagements.

Interns enrolled in assigned distance-based learning will access content using an individual log-in on a privacy-protected platform. Individual performance, including rotation and assignment scores, preceptor feedback, etc., is kept confidential, and only accessible by department or system administrators with permissions privileges specific to intern records. For an elective rotation completed outside the organization confirmation of preceptor evaluation completion is confirmed by the Program Director or designee via email. Distance-based testing is not utilized.

Performance evaluations from your preceptor are due on the last day of the rotation. Intern evaluations of their experience/preceptor are due one week from the completion of the rotation. A survey link to evaluate the rotation is located in the MyLearning course. Exit surveys are collected during graduation class week and are discussed during 1:1 exit interviews. Anonymous feedback on the internship experience is also requested during preparation for graduation.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Dietetic Internship Program will occur after the completion of each rotation. This will ensure Dietetic Internship students are meeting the 70% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

You will be expected to be physically present for all scheduled in-person rotations, classes or continuing education opportunities during all established times. Experiences have been scheduled to coincide with departmental operations; therefore, your prompt arrival and consistent attendance are essential. Repeated absences may prevent you from fulfilling program requirements and demonstrating competency.

Orientation classes and events occur the first two weeks of the program, prior to completing any rotations. There are 3 class days in the fall, one in October and 2 the Monday and Tuesday of Thanksgiving week. In March and June, there will be one week of classes during each month. Interns may attend conferences, rounds and other learning opportunities held at CC as long as they do not preclude scheduled assignments and learning experiences. Interns are encouraged to attend other local meetings on their own time and at their own expense. **It is expected for interns to attend at least three Greater Cleveland Academy of Nutrition and Dietetics' (GCAND) meetings.** The Program Director may designate or recommend other events that count as GCAND meetings. Interns are included in all department-wide communications and virtual meeting invites and encouraged to attend when approved by the rotation preceptor. Any missed mandatory classes or meetings will be made up by reviewing meeting minutes, recorded sessions and/or demonstrating knowledge or competency via demonstration, discussion and/or written submission as assigned by Director.

Attendance Record

Interns are expected to track daily supervised practice hours. Hours are submitted to the SOHP Registrar's Office by the Program Director and tracked through Campus Café.

Personal Days

Interns will each have five personal days to use throughout the program. These days can be used for illness or for job interview opportunities that may take place toward the end of the program and will not need to be made up. Interns will fill out a personal day request form when they need to use one of their five days.

Reporting Absence

Absence for any reason must be reported to the Program Director and to the preceptor one hour prior to the beginning of your scheduled shift. You are expected to either call or email the Program Director AND preceptor if you are going to be absent or unexpectedly late. If you miss more than five days throughout the program, this time will need to be made up and may extend the length of the internship. If you miss more than eight days throughout the program or if you miss two days consecutively without notification, then this will be grounds for termination from the program.

Intern Schedules

Intern schedules will be provided to each intern and a master schedule will be posted and updated regularly. The intern is responsible for contacting each preceptor the week prior to each rotation start to coordinate where and when to report for duty. Interns will be expected to work a full day and should expect to attend rotations or classes each weekday of the program from at least 8:00 am to 5:00 pm. Please plan your off-campus activities accordingly. **If it is ever necessary to change your schedule after it has been posted, please contact the Program Director and your preceptor as soon as possible.** A full day may represent up to 12 hours per day.. It is possible that your schedule will vary from week to week and will vary from preceptor to preceptor. Flexibility in hours worked is expected.

Meals & Breaks

Interns are entitled to a 30-minute meal break and, when schedules permit, a 15-minute break each day. Whenever possible, you will be expected to take these breaks at the same time as your preceptor with whom you are scheduled.

It is up to you whether you want to bring food from home or eat on campus. During food service rotations, meals may be covered. The intern office has a mini-fridge and a free coffee machine. There are multiple refrigerators and microwaves for intern access in the nutrition offices area, as well as multiple choices for purchased food.

Time Off

Interns will receive time off for most of the CC-designated holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

The Wednesday before Thanksgiving, Thanksgiving Day, and the Friday after will be considered holidays for all interns, along with two weeks during the December holidays. Each intern will select one week for spring break. Spring break may be scheduled at any time from end of March to end of May at the discretion of the intern and Program Director.

An intern who is absent from rotations or class for a religious observance may have their rotation or required class work rescheduled without penalty. It is the intern's responsibility to notify the preceptor of the absence prior to the religious holiday and to request a make-up.

A Leave of Absence for personal or medical reasons (examples include prolonged or unexpected illness, pregnancy, immediate family medical emergency) must be discussed with the Program Director. Generally, this will result in an extension to your program. Please refer to the Leave of Absence policy for more details. Breastfeeding interns are also offered the necessary time and space

to do so throughout the program.

Inclement Weather

The Cleveland Clinic does not close because of inclement weather, and employees are expected to attend work or take PTO for inclement weather. During all weather, interns are expected to be on campus or at external sites (if scheduled) unless the Program Director alerts them that they do not have to come to work. If an intern is going to be late because of weather, they need to contact the Program Director and their preceptor immediately. Any time missed because of inclement weather will need to be made up, and the intern should make these arrangements with the Director and preceptor.

Tuition and Fees

Tuition

\$10,000 paid in four installments

- For interns who commit to the program on March 15th, tuition will be reduced by 50% to \$5,000 total (paid in two installments).

Total Tuition: \$10,000

Other Expenses

- Academy Student Membership – \$58.
- Cleveland Academy of Nutrition and Dietetics Student Membership – \$15.
- Up-to-date immunizations or proof of immunity.
- Health Insurance – Variable; responsible for own arrangements.
- Liability Insurance –Variable; may purchase additional coverage; responsible for own arrangements. .
- Parking – Free.
- Housing – Variable; responsible for own arrangements.
- No meals are provided.
- Transportation - A vehicle is REQUIRED due to varied schedules and travel to affiliations. Cleveland does have a public transportation system, but this will not be helpful for all sites.
- Travel Expenses – Interns will be responsible for travel and living expenses for elective rotations (if sites outside of Cleveland are selected).

*All fees and expenses are subject to change

Academic Calendar

Date	Calendar Description
August 17, 2026	Fall Term Begins
September 4, 2026	Last Day to Receive 75% Tuition Refund
September 7, 2026	Labor Day - No Class or Clinical
September 16, 2026	Last Day to Receive 50% Tuition Refund
September 17, 2026	Constitution Day- Classes/Clinicals in Session
October 5, 2026	Last Day to Receive 25% Tuition Refund
November 25-27, 2026	Thanksgiving Break – No Class or Clinical

December 18, 2026	End of Fall Term
December 20, 2026	SAP Evaluation
December 21, 2026- January 1, 2027	Winter Break

January 4, 2027

January 26, 2027

February 10, 2027

March 5, 2027

May 31, 2027

June 4, 2027

Spring Term Begins

Last Day to Receive 75% Tuition Refund

Last Day to Receive 50% Tuition Refund

Last Day to Receive 25% Tuition Refund

Memorial Day – No Class or Clinical

End of Spring Term

Curriculum Outline

Fall		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
NUTR101	Dietetic Technician	0	0	24	24
NUTR102	Core Clinicals- Inpatient 1 & 2	0	0	240	240
NUTR103	Core Clinicals- Outpatient	0	0	120	120
TOTAL TERM					384
Spring		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
NUTR201	Electives	0	0	240	240
NUTR202	Staff Relief	0	0	80	80
NUTR203	Clinical Management	0	0	40	40
TOTAL TERM					360
Fall or Spring		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
NUTR104	Advanced Clinicals	0	0	360	360
NUTR204	Research/QI	0	0	80	80
NUTR400	Patient Foodservice Management	0	0	160	160
TOTAL TERM					600
TOTAL CLOCK HOURS:					1344

Professional Appearance

Each intern will be issued one lab coat, which you may choose to wear for all clinical rotations. All other times, you will wear appropriate business casual dress. It is your responsibility to keep the lab coat clean. If you lose your lab coat, then you will need to pay for a new coat. Medical uniforms have been approved for use in many but not all rotations. Please confirm with your preceptor before wearing medical uniforms instead of business casual. Approved color for medical uniform is black; tennis shoes, socks and undershirts must be solid black, white or gray, no prints or designs.

While in food service, comfortable shoes, which have a closed toe and heel, should be worn. You are responsible for purchasing your own work shoes of a solid black or brown color with non-skid soles. Athletic shoes/tennis shoes, canvas or cloth shoes, and open-toed sandals are not permitted. When working in all other areas, clean, business casual shoes may be worn. Open-toed shoes cannot be worn for patient care. For both men and women, shorts are not permitted. Dressy capri pants are fine. Jeans are not part of the Cleveland Clinic dress code. While in food service, all of your hair should be covered by a hairnet or covering provided by the department.

Due to the possibility of bacterial contamination, fake or glued-on fingernails are prohibited in the patient care and food service areas. If you have nails as described, you will be sent home until the nails are removed. In the food service area, gloves must be worn if your nail polish is chipped off. Gloves must be worn whenever there is direct hand contact with food items. Proper hand washing is mandatory. Jewelry is permitted. However, in the food service area, heavy or dangling bracelets, necklaces and earrings are not encouraged.

Additional Health Requirements

In order to protect themselves from harmful airborne particles, all interns will also be required to obtain a Fit Test before the start of their first clinical rotation. The Fit Test will ensure that each intern has access to a mask that fits appropriately and will prevent any foreign bodies from penetrating the mask.

MEDICAL DOSIMETRY

<i>Program Snapshot: Medical Dosimetry</i>	
Program Director	Jennifer Archambeau, MS, CMD, R.T.(R)(T)
Location	Main Campus 9500 Euclid Avenue Cleveland, OH 44195
Clock Hours	1657
Program Length	51 weeks / 12 months
Delivery Method	Blended
Total Cost (tuition + fees)	\$10,000

Overview

The Medical Dosimetry Program is a full time, one-year training program to meet the demand for qualified dosimetrists. Graduates will receive a certificate upon completion of the program, which qualifies them to apply for the Medical Dosimetrist Certification Board (MDCB) examination.

Mission Statement

The Mission of the Medical Dosimetry Program is to prepare students to provide accurate, state-of-the-art planning for the radiation oncology patient's treatment.

Upon completion of the program, the graduate will be able to:

- Demonstrate competence as an entry level Medical Dosimetrist
- Demonstrate critical thinking
- Communicate Effectively and Professionally

The Medical Dosimetry Program will provide the profession and community with qualified medical dosimetrists

Objectives

- **Goal 1**
Demonstrate competence as an entry level medical dosimetrist.
 - **Student Learning Outcome**
 - Students will produce clinically acceptable treatment plans
 - Prepared for an entry level position
- **Goal 2**
Demonstrate critical thinking.
 - **Student Learning Outcome**
 - Develop problem solving skills
 - Comparison of different treatment modalities and treatment techniques
- **Goal 3**
Communicate effectively and professionally.
 - **Student Learning Outcome**
 - Students will use effective oral communication skills
 - Students will use effective written communication skills

Accreditation

The Medical Dosimetry Program is accredited by the Joint Review Committee on Education in Radiologic Technology:

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300
Email: mail@jrcert.org

The program's current award is eight years. General program accreditation information and the current accreditation award letter can be found [here](#).

Faculty

Jennifer Archambeau, MS, CMD, R.T.(R)(T), Program Director/Full-time Faculty

Education: Master of Science in Health Sciences, Cleveland State University
Plan: Health Sciences

Bachelor of Science, University of Mary
Major: Radiologic Technology

Certificate, MetroHealth Medical Center School of Radiologic Technology
Program: Radiologic Technology

Certificate, Cleveland Clinic Foundation
Program: Radiation Therapy Technology

Tara Gray, MSBS, MS, PhD, Part-time Faculty

Education: Doctor of Philosophy, University of Texas at San Antonio
Major: Physics

Master of Science, University of Toledo
Major: Medical Physics

Bachelor of Science (Nuclear Engineering Sciences), University of Florida
Major: Nuclear Engineering Sciences

Matt Kolar, MS, DABR, Part-time Faculty

Education: Master of Science in Physics, Cleveland State University
Major: Physics

Bachelor of Science, John Carroll University
Major: Engineering Physics

Anthony Magnelli, MS, DARB, Part-time Faculty

Education: Master of Science in Physics, Cleveland State University
Plan: Physics

Bachelor of Science in Engineering, Case Western Reserve University
Major: Biomedical Engineering

Gina Wess, BS, CMD, R.T.(R)(T), Part-time Faculty

Education: Bachelor of Science, Ohio University
Program: Geologic Science Environmental Geology Major
Program: Chemistry Minor

Certificate, Cleveland Clinic School of Medical Dosimetry
Program: Medical Dosimetry

Ping Xia, PhD, DARB, Part-time Faculty

Education: Doctor of Philosophy, University of Virginia
Major: Physics

Graduate, Beijing Normal University
Major: Theor. Physics

Undergraduate, Beijing Normal University
Major: Physics

Facilities

The student office (CA-LL-037) and Conference Room (CA5_124) serve as a classroom and is equipped with a conference table, chairs, laptop and projector, and personal computers. Word processing and internet access are available.

Audiovisual equipment includes a laptop, personal headsets, and a digital projector. An anthropomorphic rando phantom is also available.

The Program Director has a private meeting room available for counseling and reviewing academic and clinical evaluations in a confidential environment. Records of prospective, current, and future graduates are securely maintained in a locked cabinet in the mail room and in a secure computer file. Faculty also has offices, which are conducive to course planning and other scholarly activities.

The Radiation Oncology Department has an extensive library of radiation oncology textbooks and supplementary reference books needed for the courses in the curriculum. The program also receives the following journals:

Medical Dosimetry, Official Journal of the American Association of Medical Dosimetrists
Radiation Therapist, The Journal of Radiologic Sciences
Radiologic Technology, The Journal of the American Society of Radiologic Technologists

Advisory Board

The Medical Dosimetry Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling educational objectives and improving program effectiveness. The

Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Required admissions documents
- Required enrollment documents

Graduation Requirements

Successful completion of the program is defined as fulfilling each of the following:

- Achievement of a passing grade in all didactic courses.
- Satisfactory performance of all required competency-based evaluations.
- Satisfactory completion of all required clinical time.
- Make-up all clinical time lost, due to absence in excess of that allowed. (See make-up time policy.)

The Medical Dosimetrists Certification Board (MDCB) administers a national certification examination in dosimetry. Students are encouraged to apply. Upon successful completion of the educational program, a certificate will be awarded.

Grading Scale

Scale	Grade	GPA	Definition
90-100%	A	4.0	Excellent
80-89%	B	3.0	Good
70-79%	C	2.0	Satisfactory
0-69%	F	0.0	Inadequate/Fail
70-100%	P		Pass

Clinical Competencies

50% based on the average weekly clinical score

The clinical staff meet weekly to score how well each student is performing day to day dosimetry tasks. The graded tasks list will be emailed to the student at the beginning of each term.

50% based on the total number of competencies completed in each term.

the total # of completed competency evaluations divided by the number of competencies required for each term.

	# of Competencies	Total
Orientation	1	1
Fall	5	6
Winter/Spring	16	22

All competencies (31/31) must be completed by July 16, 2027 to graduate.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Medical Dosimetry Program will occur after the completion of the first, second, and third terms of the program. This will ensure Medical Dosimetry students are meeting the 70% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

The daily schedule may be changed as deemed necessary by circumstances. A CMD must be present while the students are in their clinical areas.

No more than ten (10) clinical hours shall be scheduled in one day. Combined clinical and academic involvement for students is limited to forty (40) hours or less per week. Any hours in excess of ten/day or forty/week are VOLUNTARY on the student's part and are not required by the program. All make-up time will be structured to meet the clinical objectives of the program. All clinical time will be supervised and evaluated.

Student Schedule

The hours for students are:

- 7:00 a.m. – 3:30 p.m. (Early)
- 7:30 a.m. – 4:00 p.m. (Regular)
- 8:00 a.m. - 4:30 p.m. (Regular)
- 8:30 a.m. - 5:00 p.m.(Late)
- While at Fairview the start and end times may change based on the shuttle schedule

Monday through Friday

No night or weekend call is required

Lunch: One hour is permitted for lunch

When the students are not in their assigned clinical area, it is required that they let their clinical supervisor know where they are.

Time Off

The total time off for the entire academic year is 25 days. This includes the 15 scheduled days plus an additional 10 personal days (75 hours). Personal days can be scheduled time off or used for an unscheduled absence (see attendance policy). Personal time must be used in .5 hour increments, 1 full day will equal 7.5 hours. Advance notice is required. Students are discouraged from taking time off during periods when didactic classes are held. If time is missed for any reason, it is the student's responsibility to make up the clinical or class work.

Make-Up Clinical Time

The student must make-up all clinical time lost, due to absence in excess of that allowed, to successfully complete the program. A CMD must be present during all make-up time.

Clinical time may be made-up by:

- Extending the graduation date.
 - All requirements for graduation must be completed within eighteen months of the start date of the program.

OR

- Completing clinical hours during the scheduled vacation periods.

OR

- Making-up the hours prior to the graduation date.

Calling Off

The Program Director should be notified of any absence from the department. Students must email or call the Program Director (216.492.7164) each morning of absence prior to the start of the scheduled shift. The Program Director will notify the appropriate faculty or clinical site. If the Program Director is on a scheduled day off notify the clinical instructor at the assigned clinical site.

Leaving Early

The students are not permitted to leave early without authorization from the Program Director.

Students are not to ask the Clinical Preceptor/Instructor for permission to leave their assigned areas early, However, if the medical dosimetrists are finished with the daily cases, they can dismiss the student (provided that all charts, calculations, and treatment plans are in order).

School Closure

Class and/or clinical may be canceled only by the Program Director or designee. Closure of the program as a result of inclement weather or other emergency situation will be communicated via text, email or phone call. Students are not to call or text the Program Director to inquire as to canceling of class or clinical.

Tardiness/Absences

Tardiness and absenteeism negatively affect patient care and department morale and are therefore unacceptable. This policy sets forth standards of appropriate attendance and notification of absence and establishes corrective action standards for unacceptable attendance.

Absent More than 3 days in a row absent requires a physician note.

Tardy occurs when a student reports more than three minutes late of the scheduled shift. More than 5 days tardy in any 1 calendar month will result in a point lower on the student's clinical grade for the last week of the month.

In the event of inclement weather or excessive traffic backup it is up to the discretion of the Program Director to excuse the tardy. The student may stay past the normal shift end to make the time up as long as a CMD is present or use personal time.

Timekeeping

The program timekeeping is through Campus Café when the students are at Main Campus. When the

students are at Hillcrest or Fairview they must email the Program Director a “clock in” at the beginning of their shift and an “clock out” at the end of their shift from their student email. The students must clock in and clock out each scheduled day. The Program Director must be notified if clocking in or out is forgotten.

Students are to clock in and out on their own. Students are not permitted to clock each other in or out. Variation from this may be cause for corrective action.

Students who elect to study or gain additional clinical experience during their lunch hour may not enter such on the timecard and leave early.

Overtime

Students are not required to stay overtime in the clinical areas.

If a student stays overtime for clinical education or for didactic instruction, the student may then be allowed to receive compensatory time off from clinical duties if taken within the same week or on the next scheduled clinical day. The time off must be authorized by the Program Director.

Compensatory time off should not be accrued to be taken at a later date. Any compensatory time will be given at the discretion of the Program Director.

Interview Days

During the second half of the program, students may take time away from practicum for employment interviews. Time off must be pre-approved by the Program Director and will be limited to no more than two half-days. Vacation time is to be used for any time in excess of that allotted.

Tuition and Fees

Tuition is charged at \$10,000.00 per year.

A non-refundable tuition deposit of \$300.00 is due upon acceptance of the position. The balance of \$9,700.00 is due before the program starts.

A required student membership fee of \$80 (approximate) is to be paid to the American Association of Medical Dosimetrists (AAMD).

In the event the student paper or poster is accepted to the American Association of Medical Dosimetrists (AAMD) annual meeting the student is required to incur all meeting expenses if the student chooses to attend.

Academic Calendar

Date	Calendar Description
July 28, 2026	Full Tuition Due
July 29, 2026	Orientation/Summer Term Begins
August 2, 2026	Last Day to Receive 75% Tuition Refund
August 6, 2026	Last Day to Receive 50% Tuition Refund
August 12, 2026	Last Day to Receive 25% Tuition Refund
September 7, 2026	Labor Day – No Class or Clinicals
September 4 2026	End of Term

September 8, 2026

SAP Evaluation

September 7, 2026

Fall Term Begins

September 17, 2026

Constitution Day – Classes/Clinicals in Session

September 20, 2026

Last Day to Receive 75% Tuition Refund

September 29, 2026

Last Day to Receive 50% Tuition Refund

October 10, 2026

Last Day to Receive 25% Tuition Refund

November 26-27, 2026

Thanksgiving Break – No Class or Clinicals

November 27, 2026

End of Term

December 1, 2026

SAP Evaluation

November 30, 2026

Winter/Spring Term Begins

December 21, 2026 - January 1, 2027

Winter Break

December 22, 2026

Last Day to Receive 75% Tuition Refund

January 6, 2027

Last Day to Receive 50% Tuition Refund

January 29, 2027

Last Day to Receive 25% Tuition Refund

April 30, 2027

End of Term

May 3, 2027

SAP Evaluation

May 3, 2027

Spring/Summer Term Begins

May 14, 2027

Last Day to Receive 75% Tuition Refund

May 21, 2027

Last Day to Receive 50% Tuition Refund

May 31, 2027

Memorial Day – No Class or Clinicals

June 1, 2027

Last Day to Receive 25% Tuition Refund

July 5, 2027

Independence Day – No Class or Clinical

July 16, 2027

Graduation/ End of Term

Curriculum Outline

Orientation Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DOS 201*	Dosimetry	24	0	0	24
DOS301*	Radiation Physics	5	0	0	5
DOS211*	Radiation Treatment Planning	1	0	0	1
DOS111*	Computers and Computer Networking	1	0	0	1
DOS101	Medical Dosimetry Orientation	12	0	0	12
DOS511	Clinicals Phase 1	0	0	153	153
TOTAL TERM					196

Fall Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DOS211*	Radiation Treatment Planning	13	0	0	13
DOS201*	Dosimetry	12	0	0	12
DOS301*	Radiation Physics	10	0	0	10

DOS521	Clinicals Phase 2	0	0	358	358
DOS111	Computers and Computer Networking	4	0	0	4
TOTAL TERM					397

Winter/Spring Term		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DOS221	Pathophysiology and Oncology Management	24	0	0	24
DOS301*	Radiation Physics	19	0	0	19
DOS211*	Radiation Treatment Planning	20	0	0	20
DOS531	Clinical Phase 3	0	0	616	616
DOS401	Research	17	0	0	17
TOTAL TERM					696

Spring/Summer Term		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DOS501	Board Review	18	0	0	18
DOS541	Clinical Phase 4	0	0	350	350
TOTAL TERM					368
TOTAL CLOCK HOURS:					1657

**Course spans over multiple terms*

Professional Appearance

Scrubs dark blue or CCF policy for business casual. Required to wear dosimeters

MEDICAL LABORATORY SCIENCE

<i>Program Snapshot: Medical Laboratory Science</i>	
Program Director	Barbara Zingale, MSIT, MLS(ASCP) ^{CM}
Location	Main Campus 9500 Euclid Avenue Cleveland, OH 44195
Clock Hours	1332
Program Length	48 weeks / 11 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$7,500

Overview

The Medical Laboratory Science Program is a 48-week, full-time program designed to prepare students for the ever-changing landscape of the field of laboratory science. Students who successfully complete the program are eligible to apply for the Medical Laboratory Science (MLS) national certification examination offered by the American Society for Clinical Pathology, Board of Certification (ASCP-BOC).

Mission Statement

The Mission of the Medical Laboratory Science Program is to provide the highest quality classroom and laboratory education preparing students to be proficient medical laboratory scientists.

The Vision of the Medical Laboratory Science Program is to sustain excellence in the practice of laboratory medicine through the study of contemporary theory and methods supporting world class care.

Objectives

Upon successful completion of the Medical Laboratory Science program, the graduate will be able to:

- Perform specimen collection and processing procedures, evaluate specimen adequacy, and resolve issues related to specimen processing
- Perform and evaluate pre-analytical, analytical, and post-analytical procedures to ensure quality lab results
- Perform chemical and biological analytical test procedures on body fluids and tissues, evaluate lab data to correlate test results with clinical significance, and identify and correct problems
- Explain the methods and principles in the laboratory tests performed in the clinical laboratories
- Operate laboratory instrumentation with basic proficiency, performing basic maintenance on a routine basis
- Identify problems with instrumentation and follow the defined process for resolution
- Identify the physiological functions of each organ or organ system that are evaluated by laboratory testing and correlate them
- Evaluate test results, identify the probable disease associated with the results, and suggest confirmatory testing
- Explain sources of error and any effects of interfering substances on test results, including recognizing results that are inconsistent with physiological disease states
- Use the defined quality assurance programs to ensure the accuracy and reliability of the

- information being produced, including recognizing out of range quality control results and taking appropriate actions
- Evaluate new techniques or procedures for clinical usefulness, cost effectiveness, standards of performance, and establishing reference ranges
 - Prepare and present educational material for new employees, support personnel, students, and continuing education programs
 - Understand and apply principles of management and supervision, including lab safety, budgeting, instrument selection, human resource management, and governmental regulations as they apply to the clinical laboratory
 - Participate in laboratory research, assisting with developing protocols, performing data collection, interpreting the results using statistical analysis, and presenting the findings
 - Demonstrate a professional attitude in all interactions, maintain a willingness and enthusiasm to learn and accept instruction and suggestions in a positive, constructive manner, and continue to develop themselves professionally
 - Practice medical and professional ethics
 - Communicate ideas effectively in oral and written form; use electronic methods to communicate, collaborate and disseminate information

Accreditation

The Cleveland Clinic Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Further information can be obtained by contacting NAACLS at 5600 N. River Road, Suite 720, Rosemont, IL, 60018, by phone at 773-714-8880 or by visiting the NAACLS website at www.naacls.org.

Faculty

Barbara Zingale, MSIT, MLS(ASCP)^{CM}, Program Director/Full-time Faculty/Clinical Coordinator

Education: Master of Science, Capella University
Program: MS in Information Technology
Plan: Specialization in Project Management

Bachelor of Science in Medical Technology, Florida Atlantic University
Major: Medical Technology

Certificate, Cleveland State University
Major: Technical Project Management Certificate Program

Sonja Bruketa, MLS(ASCP), Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science, Cleveland State University
Plan: Biology – Medical Technology

Certificate, The John Weaver King School of Medical Technology of The Cleveland Clinic Educational Foundation
Program: Medical Technology

Ryan Collison, MEd, MLS(ASCP)^{CM}SC^{CM}, Full-time Faculty/Clinical Coordinator

Education: Master of Education, Cleveland State University
Major: Health Professions Education

Bachelor of Science, Shippensburg University of Pennsylvania
Major: Biology
Major Concentration: Medical Technology

Bachelor of Science, Shippensburg University of Pennsylvania
Major: Medical Technology

Gerald Hicks, MBA, MLT(AMT), PBT(ASCP)^{CM}, Full-time Faculty/Clinical Coordinator

Education: Master of Business Administration, University of Northwestern Ohio

Bachelor of Science in Applied Science, Youngstown State University
Major: Allied Health

Associate of Science, Lorain County Community College
Major: General Science

Associate of Applied Science, Minnesota North College
Major: Medical Laboratory Technician

Rita Khongphatthana, MLS(ASCP)^{CM}, Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science, Kent State University
Major: Medical Technology

Hilary Klenjoski, MLS(ASCP)^{CM}, Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science, Baldwin Wallace University
Major: Biology
Minor: Chemistry

Certificate, Cleveland Clinic School of Medical Laboratory Science
Program: Medical Laboratory Science

Kaitlin Landfried, MLS(ASCP)^{CM}, Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science, Pennsylvania Western University
Major: Molecular Biology
Major: Medical Technology

Amy Miller, MLS(ASCP)^{CM}, Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science, Miami University
Major: Medical Laboratory Science

Bachelor of Arts, Miami University University
Major: Biology

Pinal Patel, MBA, MLS(ASCP)^{CM}, Full-time Faculty/Clinical Coordinator

Education: Master of Business Administration, Western Governors University
Major: Healthcare Management

Bachelor of Science, Youngstown State University
Major: Medical Laboratory Science

Erick Tobin, M(ASCP)^{CM}, Full-time Faculty/Clinical Coordinator

Education: Bachelor of Applied Health Science, Bowling Green State University
Plan: With a Specialization in Applied Microbiology

Facilities

The Medical Laboratory Science Program has dedicated space within the Center for Pathology Education suite consisting of two conference/lecture rooms, one huddle room, and cubicles for up to 16 MLS students. The L1-377 conference room is used as the exam room and has 28 dedicated laptops that are used for the proctored online exams and quizzes. The program also has access to 10 conference rooms and several huddle rooms used at various times throughout the year for lectures, classroom activities, exam reviews and exams. These rooms all contain projectors and screens with computers or LCD monitors. The huddle room is commonly used for small study sessions and other small group activities.

Students have access to a variety of lab spaces with educational equipment to facilitate learning, including a 10 headed scope for large group slide review sessions and a five headed scope for small group sessions. There are two and three headed scopes in the student labs and in the Hematology and Microbiology laboratories. Students perform their hands on training in student labs. Each of the two student lab spaces are spacious enough to accommodate at least eight students at a time. These are equipped with equipment that has been either purchased or refurbished within the last five years. In the clinical portion of the program, they are integrated into the daily workflows with the techs in the labs and get experience on all of the instruments.

Advisory Board

The Medical Laboratory Science Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Conditional admittance
- Required admissions documents
- Required enrollment documents
- Selection process

Graduation Requirements

Acceptable performance in all courses must be achieved in order to complete the program. A student must complete the entire program to be eligible to sit for any certification examination. This includes satisfactory academic and laboratory performance along with satisfactory completion of the comprehensive final examinations. Criteria for acceptable performance are determined by the student's performance throughout the entire school year. The criteria are outlined in the Student Academic Standards section of this handbook.

Successful completion of the program entitles the graduate to a Certificate of Completion from the Cleveland Clinic Medical Laboratory Science program. It may also be credited toward a baccalaureate degree through affiliated colleges. The Certificate of Completion will not be contingent upon a candidate having passed a Medical Laboratory Science certification examination.

There is no option in this program for advanced placement to bypass any coursework. Because the Cleveland Clinic is not a degree granting institution, the credits earned in this program cannot transfer to any other institution. All coursework and learning experiences must be completed during the program.

For this reason, students cannot earn credit for experiential learning, even if they were previously a Medical Laboratory Technician (MLT) or have experience working in a clinical testing laboratory.

Certification Exam

Graduates are eligible to sit for certification examinations given by the American Society of Clinical Pathologists (ASCP) Board of Certification (BOC).

The ASCP BOC certification examination is given throughout the year. The BOC is the oldest and largest certification agency for laboratory professionals having certified more than 600,000 individuals since its establishment in 1928. It has become the gold standard for certification of medical laboratory personnel. Detailed information regarding application, eligibility and testing sites can be found on the ASCP website at www.ascp.org.

Grading Scale

Scale	Grade	GPA	Definition
93 – 100	A	4.00	Excellent
90 – 92	A-	3.70	Excellent
87 – 89	B+	3.30	Above Average
83 – 86	B	3.00	Above Average
80 – 82	B-	2.70	Above Average
77 – 79	C+	2.30	Average
73 – 76	C	2.00	Average
70 – 72	C-	1.70	Average
67 – 69	D+	1.30	Below Average
63 – 66	D	1.00	Below Average
60 – 62	D-	0.70	Below Average
0 – 59	F	0.00	Failure

- If a student scores below a 70% on any exam (written or practical), the exam is considered unsatisfactory.
- Students are required to complete all exams in every course. No extra credit will be

given to increase the overall exam grade.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Medical Laboratory Science Program will occur after the completion of each of the seven course sections. This will ensure Medical Laboratory Science students are meeting the 75% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

Students are expected to be in attendance Monday through Friday, 7:30 am to 3:00 pm

- **Exceptions:** Some laboratory areas may require a start time of 7:00 am. In that instance, students will be allowed to leave at 2:30 pm.
- **Lunch:** Up to 60 minutes taken at the discretion of the instructor and at a time that accommodates the laboratory schedule and work flow. The lunch break may be shortened if the student lab, lecture or clinical experience runs over into the lunch break. Lunch breaks will be taken mid-day.
- **Breaks:** Breaks may be taken upon the discretion of the instructor throughout the program day. Breaks are not guaranteed and are dependent on the learning activities for the day.
- **Staying Late:** Some laboratory work may require staying beyond 3:00 pm to complete the laboratory work or assignment.

Expectations

MLS students are training to become professionals. It is, therefore, reasonable to expect each student be in attendance 35 hours per week and develop attitudes and habits characteristic of professionals. Maintaining a stable and reliable work force is critical to the effective and efficient delivery of health care services. Excessive tardiness and absenteeism negatively affect patient care and employee morale and are considered unacceptable.

A student's general attitude, attendance record, and promptness are heavily considered when judging dependability and willingness to accept responsibility. It is anticipated that a student will want to seek employment at the Cleveland Clinic when training is completed and the impression they make on the staff and employees in various departmental rotations will be taken into consideration when hiring decisions are made. In any case, attendance is an important consideration wherever one may seek employment.

It is the responsibility of the MLS student to:

- Attend ALL scheduled lecture and laboratory sessions, arriving on time and demonstrating respect for the speaker/instructor and an interest in the material being presented. All learning activities are mandatory, unless the Lab Education Specialist decides otherwise.
- Prepare ahead of time for every lab or lecture. Most course materials are online and students are expected to maximize class time by reviewing and learning the material prior to the lecture/lab.
- Use any spare time during the scheduled seven-hour day working on assigned projects or studying, without the expectation of regular time out of the laboratory for this activity.
- Be in attendance AND available between the scheduled program hours each day
- Be patient and flexible, remembering patients first. An instructor may be immersed in patient work and unavailable to work with students at the exact time noted on the class schedule. Students are encouraged to assist with the task at hand, if possible.

- Make a reasonable attempt to report as scheduled despite inclement weather conditions.
- Swipe in and out at the time clock closest to where the student is scheduled each day.
- Be available at all times during the day. Breaks are not to be used for activities that should be done on personal time such as going to the gym.

Time Keeping

All hours of attendance are recorded electronically using the Kronos timekeeping system. It is the responsibility of the student to record arrival and departure times in Kronos with their identification badge daily. Failure to do so must be immediately reported to the Program Director. The time recorded in Kronos is the official attendance record

Calling Off

Absences are classified as Excused, Unexcused, or Tardy/Leave Early. Students must send an **EMAIL** to the Program Director and the Lab Education Specialist at least one hour prior to the designated start time to report an absence. Habitual or excessive absences may result in progressive disciplinary action. **Text messages are not acceptable notification.** If a text message is received, the time will be counted as unexcused.

Swipe “windows”

Students must swipe in between 6:30am and 7:30am each day. At the end of the day, students must swipe out between 2:55 and 3:00pm. If the student swipes outside of these times or forgets to swipe, they will be penalized with points for tardy, leave early or missed swipes.

Personal Time off (PTO)

16 hours of PTO will be allowed each semester for illness, emergent or personal situations during the DIDACTIC portion of the semester only. Exceeding 16 hours of the allotted PTO requires that time to be made up before the end of the semester. Excess PTO that cannot be made up will accrue one point per hour.

- If taking more than 16 hours of PTO in a row due to illness, the student must bring in a doctor's note. This may excuse the PTO usage.
- NO PTO will be granted during clinicals.
- Any clinical time missed must be made up before the end of the semester. Excess missed clinical time will accrue one point per hour. Missed clinical time missed in the 2nd semester may result in delayed or rescinded ASCP BOC exam eligibility.

Earned PTO (EPTO)

- Students can earn up to 8 hours of additional PTO each semester to be used for additional time off during didactic portion or to offset excess PTO usage.
- Time can be earned for donating blood (2hr), volunteering at the Greater Cleveland Food Bank, participating in the Lab Week virtual 5K or other voluntary activities that need to be approved prior to the activity.
- Students must bring in documentation from the event coordinator to prove that the hours were earned completing the activity.
- Earned hours can offset excess PTO usage during didactic portion or missed clinical hours.
- No more than 8 hours of EPTO can be used each semester.

Excused Absences

Illness

- Taking time off for an illness WILL count against the PTO allotment.
- If the student will be out for more than 2 days (using greater than 16 hours PTO) due to illness, a doctor's note will be required to be submitted upon the student's return. This may excuse the PTO usage, depending on the student's situation.
- If a student comes in when sick (fever, cough, etc.) and is sent home, they will use PTO for the remainder of the day. Cleveland Clinic and the MLS program strongly suggest that employees and/or students do not come into their facilities while sick to prevent the spread of illness to patients or other caregivers.

Early Dismissal/Day Off

- Only when approved by Program Director or Lab Education Specialist
- Will NOT count against the PTO allotment.

HR appointments

- Time off for Cleveland Clinic-related pre-employment appointments and orientation are NOT counted towards the student's PTO allotment but must be approved by Program Director in advance.
- Time off for non-Cleveland Clinic employment issues or job interviews is counted against the PTO allotment.

Professional Meeting Attendance

- Attendance at a professional (MLS) meeting will not count against the PTO allotment. Student must obtain prior approval and bring in evidence of attending the entire meeting or it will be counted against the PTO allotment. The exception to this documentation rule is attendance at the ASCLS Meeting and Academic Bowl competition with the rest of the class.

Weather Emergencies

- If Cleveland Clinic declares a weather emergency, students will not be charged with a tardy if they are late. If students do not come in at all, the time will be considered unexcused. The Program Director may deviate from this rule on a case-by-case basis.

Unexcused Absences

- Any absence not listed above
- Failure to comply with the one-hour call in/email requirement

Each occurrence of unexcused absence will result in progressive disciplinary action leading up to program dismissal.

Tardy/Leave Early/Improper Swipes

- Tardy – begins one minute after the scheduled start time. If a student arrives more than 30 minutes late, they will be penalized with a tardy AND will have to use their PTO for the balance of missed time.
- Leave Early -- leaving more than 15 minutes prior to the scheduled end time, without permission from the Program Director.
- Improper swipes – Students swiping in earlier than 6:30am, forget to punch in/out, double swipe in/out.
- Forgotten badges – will count as a single infraction for the day. Students must notify the Program Director in the morning of their arrival time and again upon departure so that their times can be manually entered into Kronos.

Penalty for Attendance Infractions

- Beginning with the third point accrued for a failure to swipe in/out, unexcused tardy, leave early, improper swipe, forgotten ID badge, unexcused absence or unavailable PTO, each subsequent occurrence will result in accruing one attendance point.
- Excess PTO that isn't made up by the end of the semester will accrue one attendance point per hour.
- Clinical hours that aren't made up by the end of the semester will accrue one attendance point per hour.
 - Corrective action for accumulation of attendance points will be initiated according to the chart below. Students will move to the next step of corrective action each time they accrue points to the next level. See the Student Behavioral Guidelines section of the SOHP catalog for more details.

Corrective Action	Points Level
Verbal warning w/documented counseling	8
Written corrective action	16
Final written warning	24
Program dismissal	32

Any deviation from the rules stated above is solely at the discretion of the Program Director.

Spare Time

Students should not expect to be scheduled additional study time during the clinical experience part of each semester. If the laboratory work is slow or the instructor is busy and unable to work with the student, the student is expected to use this time for studying. There are several areas where this may be done:

- A designated area in the laboratory as identified by the Lab Education Specialist
- One of the laboratory building conference rooms or libraries if not in use
- Huddle rooms or student cubicles
- Other locations on Main Campus

The Lab Education Specialist must be aware of the student's study location at all times so they can be located when needed.

Spare time is not to be used for sleeping, watching videos, viewing non-laboratory related websites, going to the on-site gym or any other non-laboratory related activities. Students that are caught doing non-laboratory related activities during working hours will be given one verbal warning to discontinue that activity. Subsequent findings of inappropriate behavior will result in progressive disciplinary action.

Withdrawal Policy

A student may withdraw from the program at any time. A written letter of intent indicating the anticipated date of withdrawal must be submitted to the Program Director. The reason for the withdrawal is not required. Once the letter of intent is received by the School, the Program Director will set up a meeting with the student to discuss the withdrawal.

The withdrawing student is responsible for returning any borrowed reference materials belonging to the School. The student must surrender their temporary ID badge prior to departure on the last day. There will be no reimbursement for any expenses incurred as a result of being in the Program. The student will be asked to complete a final program evaluation prior to departure.

Students withdrawing from the program prior to January 31st of the clinical year will be considered withdrawn. Students withdrawing from the program after January 31st will be counted as incomplete and will be included in the published outcomes measures according to NAACLS Standards.

Tuition and Fees

Tuition is \$7,500. 4 + 1 students are responsible for their own tuition payments. 3 + 1 student tuition is paid from the tuition that the student pays to the degree-granting institution, except when the affiliation agreement states otherwise. In that instance, the student is responsible for the out-of-pocket tuition cost. It is the 3+1 student's responsibility to confirm how their tuition is to be paid.

Upon acceptance to the program, a non-refundable deposit of \$300 is required from all students. This payment is applied to the total tuition cost. The program uses this payment to cover the cost of the ASCP BOC exam at the end of the clinical year for all the students that are expected to successfully complete the program.

Payment can be made in a lump sum or multiple installments. If paying in installments, one half of the tuition is due the first week of training and the balance is due no later than January 31st during the clinical year. Payment is to be made online in the same manner as the application fee. Checks and/or cash are not an acceptable form of payment.

Students that do not pay tuition within the agreed upon timeframe will no longer be eligible to participate in the program until such time as the tuition is paid. Any tuition payment arrangements made through the office of Registrar may be subject to final approval by the Program Director.

Other Expenses

- Textbooks – approximately \$800
- Supplies – notebooks, shoes, etc.
- Medical insurance
- Vaccinations or lab tests proving immunity

Academic Calendar

Date	Calendar Description
July 13, 2026	Summer/Fall Term Begins
August 5, 2026	Last Day to Receive 75% Tuition Refund
August 21, 2026	Last Day to Receive 50% Tuition Refund
September 7, 2026	Labor Day – No Class or Clinical
September 14, 2026	Last Day to Receive 25% Tuition Refund
September 17, 2026	Constitution Day – Classes/Clinicals in Session
November 23-27, 2026	Thanksgiving Break - No Class or Clinical
December 18, 2026	End of Term
December 22, 2026	SAP Evaluation
December 21-25, 2026	Semester Break - No Class or Clinical
December 28, 2026	Spring Term Begins
January 1, 2027	New Years Day – No Class or Clinical
January 22, 2027	Last Day to Receive 75% Tuition Refund

February 9, 2027
 March 1-5, 2027
 March 6, 2027
 May 31, 2027
 June 18, 2027

Last Day to Receive 50% Tuition Refund
 Spring Break - No Class or Clinical
 Last Day to Receive 25% Tuition Refund
 Memorial Day – No Class or Clinical
 End of Term

Curriculum Outline

Summer/Fall Term						
SECTION 1 - Chemistry			Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total	
MLS5501	Chemistry I	27	56	35	118	
MLS5502	Chemistry II	24	48	35	107	
SECTION TOTAL					225	
SECTION 2 - Hematology			Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total	
MLS5201	Hematology I	18	32	35	85	
MLS5202	Hematology II	15	30	35	80	
MLS5203	Hemostasis and Thrombosis	9	16	17	42	
MLS5204	Urinalysis & Body Fluids Analysis	8	16	18	42	
SECTION TOTAL					249	
Spring Term						
SECTION 3 - Bacteriology			Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total	
MLS5101	Bacteriology I	15	30	35	80	
MLS5102	Bacteriology II	15	34	35	84	
MLS5103	Mycology & Mycobacteriology	11	16	17	44	
MLS5104	Parasitology	8	16	18	42	
SECTION TOTAL					250	
SECTION 4 – Immunopathology			Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total	
MLS5301	Immunopathology I	16	30	35	81	
MLS5302	Immunopathology II	8	24	35	67	
SECTION TOTAL					148	
SECTION 5 - Immunohematology			Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total	
MLS5401	Immunohematology I	18	22	35	75	
MLS5402	Immunohematology II	16	32	35	83	
SECTION TOTAL					158	
SECTION 6 – Laboratory Operations			Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total	
MLS5601	Laboratory Operations I	15	43	35	93	
MLS5602*	Laboratory Operations II	32	28	35	95	
MLS5603	Laboratory Operations III	12	35	0	47	
SECTION TOTAL					235	
SECTION 7 – Molecular Diagnostics			Clock Hours			

Course	Course Title	Lecture	Lab	Clinical	Total
MLS5701	Molecular Diagnostics	10	22	35	67
			SECTION TOTAL		67
		TOTAL CLOCK HOURS			1332

*Year-Round Course

Professional Appearance

- Scrubs of any color can be worn on a regular basis. The only colors that are not allowed to be worn are white, hunter green, navy and surgical blue. However, students can wear white pants and a colored top or green top and navy pants or any combination of those colors. Just not both top and bottom in any of those four colors.
- If not wearing scrubs, business casual attire must be worn. This means no jeans and all shirts must have collars. Blouses must have sleeves. Socks or stockings must be worn. Skirts cannot touch the floor. Clothing must fit properly.
- Regardless of the attire worn, the tops and bottoms must always be overlapping, even when the student's arms are raised. It may be helpful to wear a t-shirt or tank top under clothing to prevent bare skin from showing when raising arms or sitting down. No midriffs can be exposed.
- The Program Director has the right to determine if apparel is inappropriate and will send a student home to change clothing if necessary.

MERCY DIAGNOSTIC MEDICAL SONOGRAPHY

<i>Program Snapshot: Mercy Diagnostic Medical Sonography</i>	
Program Director	Susan Bielanski, BS, RDMS
Location	Mercy Hospital 1320 Mercy Drive NW Canton, Ohio 44708
Clock Hours	1862
Program Length	49 weeks / 11 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$14,000

Overview

The Mercy Diagnostic Medical Sonography Program is an 11-month, full-time, diploma-level program consisting of up to forty (40) hours per week. This includes both classroom and clinical experience. Upon completion of the program, graduates are eligible to apply for the American Registry for Diagnostic Medical Sonography (ARDMS) abdomen and obstetrician-gynecological examinations.

Mission Statement

To cultivate lifelong learners who will continue to grow and meet the needs of their community as exceptional sonographers with a student-centered approach to clinical and didactic education.

Objectives

1. Prepare competent entry-level sonographers in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains for the following concentrations: Abdominal-Extended Sonography Obstetrics and Gynecology Sonography
2. Upon graduation the student shall be able to:
 - Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results;
 - Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician;
 - Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician;
 - Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services;
 - Demonstrate appropriate communication skills with patients and colleagues;
 - Act in a professional and ethical manner;
 - Facilitate communication and education to elicit patient cooperation and understanding of expectations, and responds to questions regarding sonographic examination.

Accreditation

Institutional Accreditation

Cleveland Clinic is accredited by:

The Joint Commission
One Renaissance Blvd.
Oakbrook Terrace, IL 60181
Phone: 630.792.5000
www.jointcommission.org

Programmatic Sponsorship

The Mercy Diagnostic Medical Sonography Program is sponsored by:
Cleveland Clinic
9500 Euclid Ave.
Cleveland, OH 44195

Programmatic Accreditation

The Mercy Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street N., #7709
Seminole, FL, 33775-7709
727.210.2350

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
P.O. Box 2050
Ellicott City, MD 21041

Department Accreditation

The Cleveland Clinic Ultrasound Department is accredited by:

ACR
1891 Preston White Drive
Reston, VA 20191-4397
Phone: 703.648.8900
Fax: 727.210.2354
www.acr.org

Faculty

Susan Bielanski, BS, RDMS, Program Director/Full-time Faculty

Education: Bachelor of Science, Adventist University of Health Sciences
Major: Diagnostic Medical Sonography

Associate of Applied Sciences, Owens Community College
Major: Diagnostic Medical Sonography

Lisa Kulhanek, BS, RDMS, R.T.(R), Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science, Kent State University
Major: Technology
Minor: Business Management

Associate of Applied Science, University of Akron
Major: Radiologic Technology

Certificate, Summa Health System School of Radiologic Technology
Program: Radiologic Technology

Certificate, Mercy Medical Center School of Diagnostic Sonography
Program: Diagnostic Medical Sonography

Facilities

All instructional facilities for the Mercy Diagnostic Medical Sonography Program are on the campus of Cleveland Clinic Mercy Hospital. The ultrasound classroom, MCY1-435, is used for most classes and other conference rooms are located throughout the hospital and may be used occasionally as classroom space.

The Mercy Diagnostic Medical Sonography Program uses the facilities of the Ultrasound Department at Cleveland Clinic Mercy Hospital for educational purposes. The Department equipment consists of Acuson Sequoia units. Quality Assurance is performed on all equipment on a regular basis by service technicians and/or the medical physicist. A Siemens S2000 is available in the ultrasound classroom on weekdays, during school hours.

General Ultrasound rooms in the department are used by students and faculty to conduct experiments and to practice ultrasound procedures. The students are provided with scan lab experience for most exams before they attempt them in the Ultrasound Department on patients.

The Program Director's office is located within the Ultrasound Department. Other faculty not having private offices can use the Program Director's office for their own planning, research, counseling, etc. as needed.

Advisory Board

The Mercy Diagnostic Medical Sonography Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of internal and external in-field specialists, an administrator, an employer, a physician, a clinical affiliate representative, a current student, a graduate representative and a public member who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites

- Conditional admittance
- Required admissions documents
- Required enrollment documents
- Interview and acceptance procedure

Graduation Requirements

In order to be eligible for graduation, the student must:

- Satisfactorily complete all clinical requirements
- Maintain a satisfactory GPA clinically
- Maintain a satisfactory GPA didactically
- Complete all clinical and didactic courses
- Complete all makeup time over 40 hours

Grading Scale

Grades are computed on a quarterly basis for each course based upon the following grading system:

Scale	Grade	GPA	Definition
93-100%	A	4.0	Excellent
84-92%	B	3.0	Good
75-83%	C	2.0	Satisfactory
67-74%	D	1.0	Unsatisfactory
0-66%	F	0.0	Inadequate/Fail

Clinical Grading Scale

The student is expected to complete the required competencies by the end of the clinical quarter. Satisfactory levels of clinical performance must be maintained throughout the four (4) quarters to remain in good standing.

Clinical grade is computed as an average of all passed and failed clinical competencies +/- any merits or demerits for that quarter.

The clinical grade is based on the merit/demerit system.

Clinical performance is reviewed quarterly. Any student performing below minimum standards shall be placed on probation.

Lab Grading Scale

The student is expected to complete all lab assessments by the end of the quarter. Satisfactory levels of clinical performance must be maintained throughout the four (4) quarters to remain in good standing.

The Lab grade is computed as an average of all passed and failed lab assessments.

80%- 100%= Pass

0% - 80%= No Pass

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Mercy Diagnostic Medical Sonography Program will occur after the completion of the first, second, and third quarters of the program. This will ensure Diagnostic Medical Sonography students are meeting the 75% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and

quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

When reporting an absence, the student must notify program personnel by calling **330.580.4740**. The student may also call or text the Program Director.

An absence of three (3) consecutive scheduled days without notification shall be considered voluntary termination.

Absence and tardiness shall be classified under three (3) categories: Excused, unexcused and excused with permission.

Excused

An absence that is due to a valid reason satisfactory to the Program Director

Example: Illness, jury duty, physician appointments, and military leave.

Unexcused

An absence that is not due to a valid reason satisfactory to the Program Director.

Example: Sleeping in, suspensions.

Excused with Permission

Absences arranged in advance with Program Director. These absences will not be counted toward the student's available sick time.

Examples: Funeral leave and attendance at professional meetings.

Suspensions

Any student suspended for either clinical infractions or academic infractions. It is a standard three-day suspension. These three days must be extracted from the student's vacation time and are more severe than a normal absence.

Excessive Absences and Tardiness

Excessive absence and/or tardiness are grounds for disciplinary action. Excessive absence is defined as three (3) or more incidents within 30 days or five (5) or more incidents within 180 days. Consecutive days missed for the same illness constitute one (1) incident.

If the student exceeds the allowable number of incidents within the time period, they will be referred to progressive corrective action.

Number of Incidents	Reason
$\frac{1}{2}$	Forgot Badge/ Forgot to clock in or out
$\frac{1}{2}$	Tardy
$\frac{1}{2}$	Home early after working at least 4 hours of shift
$\frac{1}{2}$	Not clocking in or out
1	Home early without working at least 4 hours of shift

1	Late without working at least 4 hours of shift
1	Call-off within procedure guidelines
1 ½	Late call-off not within procedure guidelines
2	Failure to call-off or appear for shift

Make-up Work

All scheduled classes must be attended.

It is the student's responsibility to arrange for make-up of any classes or exams missed due to illness. Any exams not made up within two days of the student's return will be automatic "Fs. Arrangements may be made with the Program Director.

Classes missed due to unexcused absences cannot be made up.

The student must make up all hours exceeding 40 hours sick time during their training. If the student wishes to make up the time prior to graduation, they may volunteer for extra hours on day or evening shifts. The Program Director must approve all make up times and dates prior to the student completing it.

Students will NOT be allowed to attempt competencies during make up time after 3:30 p.m. on weekdays or on weekends because the clinical instructor and Program Director are not available for supervision or review of the competency.

The following provision is made for extended illness not habitual absenteeism:

An absence of thirty (30) days or more during the twelve (12) month training period will disqualify the student from graduating with the class. The student will be asked to complete an amount of time equivalent to the time missed in excess of the 40 hours sick time before the Program Director will sign for the registry application.

Personal and Sick Time

The student is allotted 5 days (40 hours) of personal time during the education period of 12 months.

- This time can be used for illness, personal appointments, doctor visits, etc.
- Any time used that is beyond the allotted 40 hours will be made up at the student's convenience.

Suspensions:

Any student suspended for either clinical infractions, academic infractions or both is a standard three-day suspension. These three days must be extracted from the student's vacation time.

Return to Program

The student must obtain a doctor's excuse to return to class after five (5) consecutive days of illness. The note must certify fitness to return to clinical rotation or request reasonable accommodations.

If the physician has indicated that the student must be on light duty, then the student will be excused from tasks that are beyond their physical capability to the extent possible without altering the fundamental nature of the program.

Time Cards

EARLY CLOCK IN

Students may clock in prior to their scheduled start time however, they will not accrue overtime. Time cards will be edited to reflect the scheduled start time. Also, they are not permitted to perform exams prior to their scheduled start time.

EARLY CLOCKING OUT

Clocking out early without prior approval is considered grounds for progressive corrective action.

RECORDING OVERTIME

All overtime recorded will be evaluated by a faculty member.

Vacations

Students are given two (2) weeks' vacation during the one-year Program scheduled one week at a time by the Program Director. The distribution will be as follows:

- At least five days during December
- Five days for Spring Break

*Vacations may not be used to achieve early graduation.

*Vacations may be used to make up previous sick time used.

* Scheduling of vacation is at the discretion of the scheduler.

Professional Days

Sixteen (16) hours is allotted to each student as "Professional Days". These days are reserved for professional use only (job orientation, interviews, pre-employment medical exams).

Absence with Permission:

Students attending continuing education meetings sponsored by a professional sonography organization will be granted clinical hours equivalent to the length of the meeting. The student may be required to bring the CME form or program as proof of attendance.

Students taking an ARDMS registry examination will be granted the day off on the day they are taking the exam. The student must bring a copy of their results to the program director to receive the day off without personal time.

Tuition and Fees

Application Fee	\$20.00
Total Tuition	\$14,000.00*

Other costs associated with the program are estimated but not limited to the following:

Book Fee (estimate)	\$900.00
Uniform and Shoes	\$200.00
ARDMS SPI Exam Fee	\$275.00
ARDMS Specialty Fee	\$600.00- (\$300 per specialty)

**The program reserves the right to change tuition.*

Sonography Program Tuition:	\$14,000.00
Tuition due upon acceptance (non-refundable) =	\$300.00
Remaining Tuition=	\$13,700.00

The student is responsible for payment of the remainder tuition by the following dates to remain in the sonography program:

Remainder of 1st quarter tuition, \$3,200.00- Due July 10th.
 2nd quarter tuition, \$3,500.00- Due October 10th.
 3rd quarter tuition, \$3,500.00- Due January 10th.
 4th quarter tuition, \$3,500.00- Due April 10th.

Academic Calendar

Date	Calendar Description
July 6, 2026	First Quarter Begins
July 18, 2026	Last Day to Receive 75% Tuition Refund
July 26, 2026	Last Day to Receive 50% Tuition Refund
August 7, 2026	Last Day to Receive 25% Tuition Refund
September 7, 2026	Labor Day – No Class or Clinical
September 17, 2026	Constitution Day – Classes/Clinicals in Session
September 25, 2026	End of First Quarter
September 29, 2026	SAP Evaluation
September 28, 2026	Second Quarter Begins
October 10, 2026	Last Day to Receive 75% Tuition Refund
October 19, 2026	Last Day to Receive 50% Tuition Refund
November 1, 2026	Last Day to Receive 25% Tuition Refund
November 26-27, 2026	Thanksgiving Break -- No Class or Clinical
December 23, 2026	End of Second Quarter
December 24, 2026 – January 1, 2027	Semester Break - No Class or Clinical
December 26, 2026	SAP Evaluation
January 4, 2027	Third Quarter Begins
January 16, 2027	Last Day to Receive 75% Tuition Refund
January 24, 2027	Last Day to Receive 50% Tuition Refund
February 5, 2027	Last Day to Receive 25% Tuition Refund
March 26, 2027	End of Third Quarter
March 29-April 2, 2027	Spring Break - No Class or Clinical
March 29, 2027	SAP Evaluation
April 5, 2027	Fourth Quarter Begins
April 16, 2027	Last Day to Receive 75% Tuition Refund
April 24, 2027	Last Day to Receive 50% Tuition Refund

May 6, 2027
 May 31, 2027
 June 22, 2027
 Jun 23, 2027

Last Day to Receive 25% Tuition Refund
 Memorial Day – No Class or Clinical
 Last Day of Classes
 Graduation

Curriculum Outline

First Quarter		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DMS101M	Introduction to Ultrasound	22	0	0	22
DMS102M	Abdomen	58	0	0	58
DMS103M	Sectional Anatomy	57	0	0	57
DMS102L	Lab 1	0	32	0	32
DMS104	Clinical Externship	0	0	279	279
TOTAL TERM					448

Second Quarter		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DMS105	Gynecology/OB 1	28	0	0	28
DMS106	Obstetric 2/3	73	0	0	73
DMS105L	Lab 2	0	24	0	24
DMS107	Clinical Externship II	0	0	355	355
TOTAL TERM					480

Third Quarter		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DMS108	Superficial Structures	37	0	0	37
DMS109	Ultrasound Physics	75	0	0	75
DMS108L	Lab 3	0	12	0	12
DMS112M	Registry Review (Physics)	26	0	0	26
DMS110	Clinical Externship III	0	0	330	330
TOTAL TERM					480

Fourth Quarter		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
DMS111M	Pediatrics and Miscellaneous	50	0	0	50
DMS112M	Registry Review (Abd & OB/Gyn)	46	0	0	46
DMS111L	Lab 4	0	10	0	10
DMS113	Clinical Experience IV	0	0	348	348
TOTAL TERM					454

TOTAL CLOCK HOURS: 1862

Professional Appearance

Students not complying with the dress code will be sent home to change. Sick time hours will be used for this purpose.

Uniforms

Uniform scrub pants must be navy in color. Scrub tops and lab coats must be white with no designs. Under garments should be chosen so as not to be obvious under the scrubs. Jeans or sweatpants are not permitted.

Skirts must be knee length or longer.

Opaque white or navy hose will be worn with skirts. Socks over hose are not permitted.

Shoes

Must be white, black, dark blue or gray hospital shoes or tennis shoes. Small bits of color are acceptable.

Bright colored shoes are not permitted.

MERCY RADIOLOGIC TECHNOLOGY

<i>Program Snapshot: Mercy Radiologic Technology</i>	
Program Director	Devin Johnson, MBA, R.T. (R)(MR)(CT)
Location	1320 Mercy Drive NW Canton, Ohio 44708
Clock Hours	2344
Program Length	88 weeks / 21 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$16,050

Overview

The Mercy Radiologic Technology Program is a full-time, 21-month (5 terms) diploma-level program consisting of didactic and clinical experiences. Successful completion of the program qualifies graduates to sit for the American Registry of Radiologic Technologists (ARRT) exam to practice as registered radiologic (x-ray) technologists.

Mission Statement

To cultivate lifelong learners who will continue to grow and meet the needs of their community as exceptional radiologic technologists with a student-centered approach to clinical and didactic education.

Objectives

Goal #1: The student will develop competence in clinical performance.

Outcomes:

- The student will demonstrate proper positioning skills to obtain optimal radiographic images.
- The student will demonstrate proficiency in equipment manipulation to obtain quality diagnostic images.
- The student will demonstrate proper safety and radiation protection principles for the patient, clinical staff, and themselves.

Goal #2: The student will demonstrate professionalism and effective communication.

Outcomes:

- The student will use effective written communication skills when dealing with clinical staff and patients.
- The student will develop professional verbal communication in the health care environment..
- The student will demonstrate professionalism in the clinical arena.

Goal #3: The student will demonstrate effective critical thinking.

Outcomes:

- The student will be able to modify routine procedures for non-routine patients.

- The student will effectively critique images to determine if corrective action is required.
- The student will acquire critical thinking skills and problem-solving abilities that enhance their clinical experience.

Accreditation

The Mercy Radiologic Technology Program is seeking accreditation by the Joint Review Committee on Education in Radiologic Technology:

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Email: mail@jrcert.org

Faculty

Devin Johnson, MBA, R.T.(R)(MR)(CT), Program Director/Full-time Faculty

Education: Master of Business Administration, Youngstown State University
Major: Healthcare Management

Bachelor of Science, Saint Joseph's College of Maine
Major: BS Radiologic Science Administration

Diploma, Mercy Medical Center Radiography School
Major: Radiography

Diploma, Cleveland Clinic School of Diagnostic Imaging
Major Program: Computed Tomography & Magnetic Resonance Imaging

Emily Hendricks, BS, R.T.(R), Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science, Saint Joseph's College of Maine
Major: BS Radiologic Science Administration

Associate of Applied Science, University of Akron
Major: Radiologic Technology

Diploma, Mercy Medical Center School of Diagnostic Radiologic Technology
Major: Radiologic Technology

Facilities

The Mercy Radiologic Technology Program has a dedicated classroom in the Cleveland Clinic Mercy Hospital Radiology Department. The classroom has desks, each desk has a computer for accessing our MyLearning LMS and seating for 20 students, a mounted projector with whiteboard, a lectern, and a bookshelf loaded with reference books.

There are no separate dedicated radiographic laboratory facilities for the Mercy Radiologic Technology Program. General diagnostic rooms in the department of the Cleveland Clinic Mercy Hospital are used by students and faculty to conduct experiments, hold class demonstrations, and to practice radiographic procedures. Included in the general rooms of the Cleveland Clinic Mercy Hospital's Radiology Department are rooms equipped with fluoroscopy as well as a dedicated chest unit. All equipment at all sites is checked for radiation safety according to current federal and or state regulation.

Advisory Board

The Mercy Radiologic Technology Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Conditional admittance
- Required admissions documents
- Required enrollment documents
- Selective admissions

Graduation Requirements

In order to be eligible for graduation, the student must:

1. Satisfactory completion of all program courses.
2. All competencies must be completed as outlined in the Competency Examination Policy.
3. All required ARRT mandatory & elective competencies must be completed.
4. All required ARRT general patient care procedures must be completed.
5. All regular and make-up hours must be completed.
6. Tuition payment and fees must be paid in full.
7. All reference books or other material must be returned, including any resources from the CC Library.
8. ID badge, dosimeter, and markers must be returned. A fee will be charged for missing ID badge, dosimeter, and markers. All fees must be paid prior to graduation.
9. Graduation survey must be completed.
10. All required college-level courses for degree completion must be completed and official transcript received by Program Director.

Academic Degree Requirement

Eligibility requirements for ARRT certification in Radiography require candidates to have an associate or more advanced degree from an accrediting agency recognized by the ARRT. The degree does not need to be in the radiologic sciences, and it can be earned before entering or during the radiography program. Students will not be able to take ARRT certification exam until they complete all degree and radiography

program requirements.

Important Graduation Information

If you have a record of criminal conviction of a crime, including a felony, alcohol and/or drug related violations, a gross misdemeanor or misdemeanors with the sole exception of speeding and parking violations, criminal proceedings where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilt or nolo contendere, military court-martial that involves: substance abuse, sex-related i: substance abuse, sex-related is fractions or patient-related infractions, or have pending litigation, these conditions may prevent an applicant from becoming registered. These applicants are encouraged to schedule a meeting with the Program Director and to contact the American Registry of Radiologic Technologists at (651) 687-0048, or at www.arrt.org to determine examination eligibility.

Grading Scale

Grades are computed every semester for each course based upon the following grading system:

Scale	Grade	GPA	Definition
93-100%	A	4.0	Excellent
84-92%	B	3.0	Good
75-83%	C	2.0	Satisfactory
67-74%	D	1.0	Unsatisfactory
0-66%	F	0.0	Inadequate/Fail

- In the event a student receives a **(D)**, either clinically or didactically, the following will occur:
- The student is placed on probation for the following semester. The following semester does not include the Summer Clinical Session. At the end of the probationary period the student's progress will be evaluated by the faculty of the Mercy Radiologic Technology Program. All courses, didactic and clinical, must be successfully completed to prevent dismissal from the program.
- In the event a student fails a course with an **(F)**, either clinical or didactic, the student will be automatically terminated from the Mercy Radiologic Technology Program.
- Checks and balances are built into the curriculum to assess the students' progress. These checks and balances will then allow the faculty to assist the student in a timelier manner to get them back on track or investigate ways to allow the student to be successful in the course.
- Documentation of didactic and clinical interventions will be kept in the student's permanent record.
- Any student not maintaining at least the minimum acceptable grade average in both didactic and/or clinical will be placed on probation. The minimum acceptable didactic grade is 75% and the minimum acceptable clinical grade is 80%
- One probation will be given for each course grade that does not meet the minimum acceptable grade. The probationary period is defined as **1 semester** in length, not to include the Summer Clinical Semester. At the end of the probationary period, the student will be re-evaluated to determine whether sufficient progress has been made to prevent dismissal.
- Any student receiving two (2) probations during the 2 years of training will be **automatically terminated**.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Mercy Radiologic Technology Program will occur after the completion of the first, second, third, and fourth semesters of the program. This will ensure Radiologic Technology students are meeting the 75% minimum academically and 80% minimum clinically. Students

must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

It is the responsibility of the student to maintain good attendance habits in preparing for the work force. The following policy has been established in accordance to the students' attendance.

All scheduled classes must be attended.

It is the student's responsibility to arrange with the course instructor to make-up of any class assignments or exams missed due to illness. Any exams not made up according to the stated arrangement will be automatic "F"s. Emergency arrangements may be discussed with the Program Director.

Class assignments and tests missed due to unexcused absences cannot be made up.

Reporting Absences or Tardiness

When reporting an absence, the student must notify the Program Director and the Clinical Coordinator via "**GROUP TEXT**", prior to their start time. If the student does not receive a response to their text within 1 hour of sending the "**GROUP TEXT**", the student should call extension **1273 or 1348** Monday – Friday to report the absence.

Absences count as 1 incident. Absences reported after the start time will count as 1½ incidents.

An absence of three (3) consecutive scheduled days **without** notification shall be considered voluntary termination.

One (1) verbal warning **per semester** will be given for the 1st occurrence due to either a tardy, no badge, or not clocking in or out. The student would still have time deducted from their personal time but would not receive points off of their clinical grade for that semester. They would not qualify for a merit. Any additional occurrences would result in time deducted and 2 points off of the clinical grade; the equivalent to ½ of an incident.

All time that is deducted shall be deducted as follows:

1 – 15 minutes = ¼ of an hour deducted from PTO

16 – 30 minutes = ½ of an hour deducted from PTO

31 – 45 minutes = ¾ of an hour deducted from PTO

46 – 60 minutes = 1-hour deducted from PTO

Call-Off Policies

- Calling off on a Clinical Day:

8 hours will be deducted from the student's PTO bank for any time missed. This will count as 1 incident.

- Calling off on Class Day:

The number of hours according to semester schedule for that day will be deducted from the student's PTO bank.

- Late call off:

If a student did not call off prior to start of their shift, **8 hours** will be deducted from personal time and will be counted as 1 ½ incidents.

Excused Absence

Any absence within the call-off procedure guidelines.

Absent with Permission

Absences arranged in advance (at least by the day prior) will be taken out of the students' personal time. This will count as the exact amount of time used. If OT, merit time, or clinical days are available, this time could also be used.

Suspensions

Any student suspended for either clinical infractions, academic infractions or both will incur a standard three (3) day suspension. These three (3) days must be extracted from the students' personal time and are more severe than a normal absence. First year offenses will come out of the first years' personal time. Second year offenses will come out of the second years' personal time. If no personal time is available for the required suspension time; termination may result.

Any test missed during this time will not be permitted to be made up.

Time Off

Pre-approved Time Off:

A student may request to use personal time without receiving any incidents or points against their grade. The student can request the time off and have it approved by the Director of the program or the Clinical Coordinator. A minimum of 24 hours' notice is required for the requested time off.

If personal time is used without pre-approval, time would be deducted, and demerits would be given according to policy.

Clocking In and Out

- If a student forgets to clock in or out, 30-minutes will be deducted from their PTO bank (½ incident) and a 2-point demerit will be applied to the student's clinical grade. Any missed clock would disqualify the student from earning a merit for perfect attendance for the semester.

No Badge

If the student does not have their badge to clock in they will be required to go to security and purchase a new badge or to leave and go get their badge. They would then clock in after they get their badge. If they clock in late, they will be counted tardy.

Personal Time Off (PTO)

The student is allotted 80 hours of personal time per 21-month program.

- This time can be used for illness, personal appointments, doctor visits, etc.

- Any time used above 80 hours will be an automatic termination from the program. Any extenuating circumstances, such as pregnancy, LOA, or COVID-19, will be given special consideration by the Advisory Committee.
- Any disciplinary action(s) that would result in a student suspension would require that the student's time off, due to that suspension, be taken from the student's 80 hour PTO bank.

Excessive Absences and Tardiness

Excessive absence and/or tardiness are grounds for disciplinary action. Excessive absence is defined as three (3) or more incidents within 30 days or five (5) or more incidents within 90 days. Consecutive days missed for the same illness constitute one (1) incident.

Number of Incidents	Reason
½	Tardy
½	Not clocking in or out
1	Late without working at least 4 hours of shift
1	Call-off within procedure guidelines (No Points)
1½	Late call-off not within procedure guidelines
2	Failure to call-off or appear for shift

Return to School Certificate

The student must obtain a doctor's excuse to return to class after five (5) consecutive days of illness. The note must certify fitness to return to clinical rotation without restrictions.

NOTE: The Program Director reserves the right to request a physician's note from a student after two (2) consecutive days of illness.

Clocking In/Clocking Out

Students are expected to clock in and out every day using Trajecsyst. Students will clock in using a computer that provides internet access. Students are permitted to clock in when they arrive but cannot perform exams until the actual assigned start time for the area they are assigned.

On class days the students may clock in to Trajecsyst using their cell phones, tablets, or computers.

Students are permitted to leave their area 5 minutes prior to the end of their shift to go the locker room before leaving. Students who are in areas where they need to change into surgical scrubs are permitted leave their area 10 minutes before the end of the shift to go to their lockers and change clothes. However, students should not clock out prior to their end time.

Early Clocking Out

Clocking out early without prior approval is considered grounds for progressive corrective action.

Missed Clocking In/Missed Clocking Out

Students are expected to clock in and out at their appointed times. If a student forgets to clock in, the incident will count as a **30-minute tardy and two points will be taken off their clinical grade**. If a student forgets to clock out, the incident will count as **30 minutes of personal time and two points off the clinical grade**. If the student forgets or loses their ID badge; the student will be required to go to security and purchase a new badge or go home and get their badge.

Students are not permitted to be on site without a badge. Students will clock in when they are prepared for clinical or class not before. **Any student that clocks in or out for another student is subject to termination.**

One verbal warning **per semester** will be given for the 1st occurrence due to either/or tardy, no badge or not clocking in or out. The student will have time deducted from their personal time but would not receive points off their clinical grade for that semester. They would not qualify for a merit due to the verbal warning.

Recording Overtime

Overtime will begin to accumulate when the clock out time is eight (8) minutes or more past the students assigned ending time for that day. Overtime is not given for time prior to the start of shift.

Overtime can be used at any time with approval from the Program Director or Clinical Coordinator. This is separate from personal time and does not count against your attendance.

Students cannot call in the morning and use overtime to avoid being tardy. The instructors reserve the right to question any overtime to verify it is related to appropriate clinical participation.

<u>Over Time (OT)</u>	
8 – 15 minutes =	.25 of an hour added to PTO bank
23 – 30 minutes =	.50 of an hour added to PTO bank
38 – 45 minutes =	.75 of an hour added to PTO bank
53 – 60 minutes =	1.00 of an hour added to PTO bank

Weekend Shift Call-Offs

Students are required to complete six (6) afternoon shifts during their program. If a student reports off on a weekend shift, they will be required to make up that shift on another weekend. The make-up shift will be arranged with the Clinical Coordinator.

Vacations

Students have twelve (12) scheduled break weeks over the length of the program as indicated by the academic calendar. Students who wish to take a vacation should utilize break weeks for this purpose.

Holidays

Students are scheduled off clinical and class on the following six (6) holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (including the day after Thanksgiving), and Christmas. Students are not permitted to be at a clinical during scheduled holidays.

Professional Days

Sixteen (16) hours is allotted to each student as "Professional Days". The hours may be used in either 4- or 8-hour increments. If a student chooses to use these "Professional Days" they must submit a copy of a signed registration form or program from the professional event to the Program Director upon the student's return from that event.

These days are reserved for professional use only and will be governed by the rules set forth above. Professional days can be utilized for things such as resume writing or interviewing workshops, job shadowing, and education-related activities as determined by the Program Director.

Inclement Weather

Beginning December 1st and ending March 31st of each year, students will be allowed to receive 2 tardies during this time frame without losing points from the clinical grade.

Time missed will still be deducted from the students' personal time. The policy for excessive absence and tardiness still applies. If snow or ice begin before December 1st or last past March 31st, the school faculty may adjust the time frame accordingly for that year. Out of consideration and courtesy, students should call if they will be more than a few minutes late.

If the Cleveland Clinic declares an "Inclement Weather Day", the Program Director will determine how this declaration will be handled. The school may also be closed on these "Inclement Weather Days". Students will be notified via text message or email, as timely as possible, by the Program Director if the school will be closed due to a weather-related issue.

Tuition and Fees

The collection of fees and tuition shall be as follows:

- (1) Upon acceptance, the student must pay a \$300.00 non-refundable acceptance fee
- (2) The remainder of the tuition is to be paid per semester (5 semesters). Each Semester has a tuition requirement of \$3,210.00. Within the first week of each semester tuition must be paid to continue with the semester.
- (3) All tuition and fees must be paid in full prior to graduation to receive a diploma and approval for examination registration with the ARRT.

Total Tuition:	\$3,210.00 per semester (\$16,050.00)
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Additional Fees include:

Application Fee	\$20.00
Acceptance Fee (deducted from tuition, non-refundable)	(\$300.00)
Trajecsys due during first week of classes (deducted from tuition)	(\$150.00)

Estimated Additional Expenses

Seminars (OSRT)	\$250.00
Clover Learning & Book Fee Estimate	\$1,000.00
Uniforms & Shoes	\$200.00

Other Fees

Students shall be responsible for paying for the following:

- Uniforms to meet the dress code
- Maintaining uniforms in accordance with the dress code
- Textbooks, Online LMS (MROs if utilized) for the online content utilized in the program. This is paid by the semester.
- Notebooks, paper, and other school supplies
- Housing and living expenses for the duration of the Mercy Radiologic Technology Program
- Optional professional fee; Ohio Society of Radiologic Technologists (OSRT) American Society of Radiologic Technologists (ASRT)

Academic Calendar

Date	Calendar Description
August 24, 2026	Fall Semester Begins
September 7, 2026	Labor Day – No Class or Clinical
September 10, 2026	Last Day to Receive 75% Tuition Refund
September 17, 2026	Constitution Day – Classes/Clinicals in Session
September 22, 2026	Last Day to Receive 50% Tuition Refund
October 9, 2026	Last Day to Receive 25% Tuition Refund
October 19-23, 2026	Fall Break – No Class or Clinical
November 26-27, 2026	Thanksgiving Break - No Class or Clinical
December 14-18, 2026	Final Exam Week
December 21, 2026 – January 1, 2027	Semester Break - No Class or Clinical
December 22, 2026	SAP Evaluation
January 4, 2027	Spring Semester Begins
January 21, 2027	Last Day to Receive 75% Tuition Refund
February 2, 2027	Last Day to Receive 50% Tuition Refund
February 19, 2027	Last Day to Receive 25% Tuition Refund
March 1-5, 2027	Spring Break - No Class or Clinical
April 26 – April 30, 2027	Final Exam Week
April 30, 2027	Graduation
May 3 -14, 2027	Semester Break – No Class or Clinical
May 3, 2027	SAP Evaluation
May 17, 2027	Summer Semester Begins
May 31, 2027	Memorial Day - No Class or Clinical
May 29, 2027	Last Day to Receive 75% Tuition Refund
June 6, 2027	Last Day to Receive 50% Tuition Refund
June 18, 2027	Last Day to Receive 25% Tuition Refund
July 5, 2027	Independence Day Observed – No Class or Clinical
August 2-6, 2027	Final Exam Week
August 9-20, 2027	Semester Break - No Class or Clinical
August 10, 2027	SAP Evaluation

Curriculum Outline

Fall Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
PTC101	Patient Care in Imaging	64	0	0	64
TECH101	Radiographic Technique I	64	0	0	64
POS101	Radiographic Positioning &	64	0	0	64

	Procedures I				
POSL101	Radiographic Positioning I Lab	0	64	0	64
CL101M	Introductory Clinical Experience I	0	0	256	256
TOTAL TERM					512

Spring Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
PHY102	Principles of Radiation Physics	32	0	0	32
TECH102	Radiographic Technique II	32	0	0	32
POS102	Radiographic Positioning & Procedures II	64	0	0	64
POSL102	Radiographic Positioning II Lab	0	64	0	64
CL102M	Introductory Clinical Experience II	0	0	256	256
TOTAL TERM					448

Summer Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
ETH101	Healthcare Ethics and Law	24	0	0	24
POS201	Advanced Radiographic Procedures	24	0	0	24
SP201	Special Procedures in Radiologic Technology	24	0	0	24
CL103M	Intermediate Clinical Experience I	0	0	384	384
TOTAL TERM					456

Fall Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
BIO201	Radiation Biology & Protection	32	0	0	32
REG201	Registry Review I	32	0	0	32
CL201M	Intermediate Clinical Experience II	0	0	384	384
TOTAL TERM					448

Spring Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
RT202	Radiographic Analysis	32	0	0	32
PATH201	Radiographic Pathology	32	0	0	32
REG202	Registry Review II	32	0	0	32
CL202M	Advanced Clinical Experience	0	0	384	384
TOTAL TERM					480

TOTAL CLOCK HOURS: 2344

Professional Appearance

Shoes

Shoes must be as solid white or navy blue as possible and have no colored designs or trim. If these are difficult to find, minimal colored designs may be approved by the instructors.

Students not complying with the dress code will be warned verbally and any further violations will result in a demerit. Depending on the violation, students may be sent home to change and the time will be subtracted from their personal time.

Hair

Hair should be clean, well-groomed and shoulder length or pulled back so as not to fall on patients when students are in clinical assignments. Head bands may be no wider than 1" and must be neutral in color (white, brown, black, gray or navy). Hair does not need pulled back on class days but must still be clean and well-groomed.

Make-up

Cosmetics must be soft or subdued colors; nail polish color must be neutral or moderate shades and not chipping – no neon colors, no glitters, and the same color needs to be on every nail. False nails are not permitted.

Scents

Cologne and scented products must be kept to a minimum. Excessive fragrance will not be permitted.

Jewelry

Jewelry will be limited for the safety of the employee and the patient.

Earrings will be limited to two per ear. Hoop earrings larger than $\frac{3}{4}$ " are not permitted. Gauged earrings are not permitted.

Necklaces of any type are not permitted, unless for medical alert.

Bracelets of any type are not permitted, unless for medical alert.

PARAMEDIC EDUCATION

<i>Program Snapshot: Paramedic Education</i>	
Program Director	Hugh Dodd, MSN, RN, EMT-P, FESI II
Location	Akron General 1 Akron General Ave Akron, OH 44307
Clock Hours	962
Program Length	42 weeks / 10 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$6,600

Overview

The Paramedic Education Program is a 10-month (4 phases), part-time program that prepares students to provide pre-hospital emergency care to the acutely ill or injured patient. The program is offered at Akron General (day and evening options) and University of Akron – Wayne College. Graduates of the program are eligible to take the National Registry Paramedic psychomotor and cognitive examination upon completion.

Mission Statement

To provide initial education to emergency medical service professionals, to create competent entry-level providers, and to further the mission of the Cleveland Clinic.

Objectives

The goals of the Paramedic Education Program is to:

1. To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.
2. Prepare students to pass the written and practical National Registry examinations at the Paramedic level.
3. Provide competent, confident, and independent thinking Paramedics for the communities they serve.

Accreditation

The Paramedic Education Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

727.210.2350

www.caahep.org

To contact CoAEMSP:

214.703.8445

www.coaemsp.org

The Paramedic Education Program is accredited by the Ohio Department of Public Safety.

Ohio Department of Public Safety
1970 W Broad St.
Columbus, OH 43223
844.644.6268

Faculty

Hugh Dodd, MSN, RN, EMT-P, FESI II, Program Director/Full-time Faculty

Education: Master of Science in Nursing, Quinnipiac University
Area of Study: Operational Leadership

Bachelor of Arts, University of Washington
Major: Music

Associate of Applied Science, Southern Maine Community College
Major: Emergency Medical Services/Paramedicine

Associate of Applied Science, Stark State College
Major: Nursing-Paramedic to RN

Jackie Ashworth, BBA, EMT-P, FESI II, Program Manager/Full-time Faculty

Education: Bachelor of Science, Columbia Southern University
Major: Business Administration & Human Resources

Associates of Applied Business, Clark State Community College
Major: Business Management & Accounting

Certificate, Wittenberg University
Major: Organizational Leadership

Jeremy Albert, BS, CP-C, NRP, FESI II, Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science, Carlow University
Major: Healthcare Management
Minor: Healthcare Data Analytics

Associate of Arts, Cuyahoga Community College
Major: Paramedic-CER

Facilities

There are multiple classrooms, labs, and auditorium spaces that are used for the students at Akron General and University of Akron - Wayne College.

Akron General

The Paramedic Education Program has a classroom equipped with one desktop and 18 laptops available for up to 32 students. The room also contains 1 screen with 2 TVs to extend viewing to the back of the classroom.

The program's lab houses adequate equipment to effectively train students, including: Suction equipment (powered and manual), cardiac monitor, backboard, cot with trauma mannequin, ACLS mannequin (can be defibrillated and intubated), CPR mannequin, gloves in all sizes, IV arm, radio, EMT supply bag, Paramedic supply bag, pediatric bag, drug box (stocked with demo-dose/fake medications comparable to what would be carried on an ambulance), airway mannequin(s) for intubation, 2 airway bags (intubation equipment), IO drill with supplies, adult and pediatric IO trainers, and oxygen administration equipment.

An auditorium is available for reservation as an additional classroom space.

University of Akron - Wayne College

Classroom space and lab space (3) available are large enough for the class size of 18 and has more space if needed. Lab spaces never go over a 6:1 ratio of students to instructor ratio.

Each student lab space has adequate equipment to effectively train students, including: Suction equipment (powered and manual), cardiac monitor, backboard, cot with trauma mannequin, ACLS mannequin (can be defibrillated and intubated), CPR mannequin, gloves in all sizes, IV arm, radio, EMT supply bag, Paramedic supply bag, pediatric bag, drug box (stocked with demo-dose/fake medications comparable to what would be carried on an ambulance), airway mannequin(s) for intubation, 2 airway bags (intubation equipment), IO drill with supplies, adult and pediatric IO trainers, and oxygen administration equipment.

Advisory Board

The Paramedic Education Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Conditional Admittance
- Required admissions documents

- Required enrollment documents

Additional Onboarding Compliance

Some clinical, field, and academic partner sites may require additional health or onboarding steps. When known in advance, the program will notify students of these requirements. However, students are ultimately responsible for confirming any additional requirements with Paramedic Education administration during clinical preparation. This process should begin as early as possible to allow sufficient time for completion.

Students who do not meet site-specific requirements may not attend that clinical or field site, and all associated costs are the student's responsibility. Failure to complete these requirements may prevent fulfillment of the program's clinical obligations. Students who do not complete all program requirements by the stated deadline will be dismissed unless an alternative arrangement is approved by the Program Director.

Graduation Requirements

This policy provides the student with guidelines regarding graduation requirements. All students must meet the following criteria for graduation:

- Pass all portions of the program written exams.
- Pass all portions of the program practical exam.
- Complete all clinical/ field requirements and required documentation.
- Overall grade average of 75% or higher in all phases of the program

Grading Scale

The Paramedic Education Program utilizes the following grading scale:

Scale	Grade	GPA	Definition
90-100%	A	4.0	Excellent
80-89%	B	3.0	Good
75-79%	C	2.0	Satisfactory
0-74%	F	0.0	Inadequate/Fail

The overall program grade is weighted based on the overall grade of each phase as outlined below:

Phase 1	20%
Phase 2	20%
Phase 3	20%
Phase 4	20%
Program Final	20%

Phase Grading

Each Phase will maintain a weighted grade based on the assignment type as listed below. Failure to complete a Pass/Fail section shall constitute academic failure of the phase and therefore the course. Please refer to the SAP policy for additional information.

Quizzes	7.5%
Homework	7.5%
Unit Tests	40%
Phase Final	45%
Assignments	Pass/Fail
Practical Testing	Pass/Fail
Clinical & Field	Pass/Fail
Affective Domain	Pass/Fail
Medication Math*	Pass/Fail (90% or higher to pass)

*Phase 1 Only

University of Akron Student Grading

Students who are enrolled in the University of Akron will have their percentage grades converted to letter grades and entered into the UA System as timely as possible. An “incomplete” will be recorded until all EMS Education requirements have been met including successful completion of the National Registry/State Certification Exam.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Paramedic Education Program will occur after the completion of the first, second, and third phases of the program. This will ensure Paramedic students are meeting the 75% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

Absences may be considered excused by the Program Manager or Program Director for extenuating circumstances to include but not limited to: death, significant illness or injury, or military leave. In the event an absence is excused, the student will be responsible for making up the missed material at the direction and guidelines set forth by the Program Manager or Program Director.

Class Attendance

1. No more than three (3) classes may be missed for each Phase of the program. A student who misses more than three (3) classes will meet with the Program Manager or Program Director to discuss the absences and face disciplinary action up to termination from the program.
 - a. Absences from the clinical and field setting will be included in this total.
2. A tardy is defined as any missed class time ranging from 1 – 59 minutes. This includes late arrivals and early departures.
 - a. To be considered on time for class, students must be physically present in their assigned seat when the class begins. Students who arrive exactly at the start of class time but are not ready for class to begin will be considered tardy.

3. Two (2) tardiness occurrences will equate to one (1) absence.
4. If a student is late to class (< 60 minutes), they will be marked tardy for that class. If a student is more than sixty (60) minutes late, zero attendance credit will be given for the class and the student will be marked absent.
5. If a student leaves a class early (< 60 minutes), they will be considered tardy for that class. If a student leaves a class more than 60 minutes early, zero attendance credit will be given for the class and the student will be marked absent.
6. It will be the student's responsibility to retrieve notes from the class. Make-up requirements will be at the discretion of the Program Manager or Program Director. Practical testing days; and scheduled certification courses are mandatory. Student will sign in on attendance sheet for each didactic/lab session.
7. A student who misses a class date with a quiz will not be permitted to make up the quiz and a zero (0) percent will be recorded. A missed test must be completed prior to the beginning of the next class or a zero (0) percent will be recorded.
8. If you are absent from class or clinical due to illness, the Program Manager or Program Director may request a doctor's note prior to returning to class or clinical based on your symptoms.
9. If you are absent from class or clinical due to a death in the family, the Program Manager or Program Director may request a funeral card or obituary prior to returning to class or clinical. If a student is found to be at or near dismissal criteria for attendance-related infractions (>3 absences/phase), the Program Director may allow for a student to complete "Program Service" in lieu of disciplinary action for attendance-related infractions, so long as all the following conditions or exemption are met:

Conditions:

- The student is in acceptable academic standing in the phase/course ($\geq 75\%$ overall)
- The student is in acceptable clinical standing in the phase/course
- The student is in the acceptable affective domain standing in the phase/course
- The student is not on a Performance Improvement Plan (PIP), nor on any level of program probation

Exemptions:

- The Program Director believes an extenuating circumstance exists that led to the attendance-related infractions.
 - a. Limited to a one-time exemption per student for the duration of the course, based on administrative discretion.

Clinical & Field Attendance

1. Students are expected to attend the entire duration of the clinical and/or field rotation as it was originally scheduled. Any student that is found to not have attended the entire duration of a clinical and/or field rotation shall be required to recomplete the specific rotation and original time. The patient contacts, skills, hours and/or competencies from the original shift will not be calculated to the student's clinical/field progress in the program.
2. Any absences or tardiness occurrences in the clinical and/or field setting will follow the same rules as found under the "Class Attendance" section of this policy.

Clinical Attendance Policy

1. Students are expected to attend the entire duration of the clinical and/or field rotation as it was originally scheduled per Platinum Planner. Any student that is found to not have attended the entire duration of a clinical and/or field rotation may be subject to dismissal from the program. Should the student be permitted to remain in the program, the clinical shall be required to recomplete the specific rotation and original time. The patient contacts, skills, hours and/or

- competencies from the original shift will not be calculated to the student's phase or total clinical/field progress in the program.
2. The student clinical and field attendance policy reflects that of the classroom attendance policy.
 3. Unexcused Absences
 - b. An unexcused absence will include the following examples and definitions:
 - i. A student who does not attend a clinical or field rotation as scheduled in Platinum Planner and does not have an excuse that was pre-approved by the Program Coordinator or Program Director.
 4. Students will be able to schedule clinical rotations by utilizing Platinum Planner. Platinum Planner will be updated with available shifts by the Program Coordinator; it is important that students attend clinical rotations on the dates that they selected.
 5. Clinical hours are sent and posted in each clinical/field area. All clinical rotations for the next month will close on the 22nd of the month before. *For example, all clinical rotations in October will close on September 22nd.* It is your responsibility to schedule your required clinical rotations prior to the 22nd of each month. Students who have to change or cancel a clinical time must also notify the Program Coordinator (leave necessary information on voicemail if after office hours).
 6. Any changes or cancellations of clinicals must be made per the Platinum Planner. This will generate a request for approval of cancellation and/or change by the Program Coordinator. The Program Coordinator will either approve or deny cancellation or change.

Withdrawal Policy and Procedure

Students must submit written documentation in the form of a letter or e-mail of the intent to withdraw from the program. A "W" will be recorded on all withdrawals processed after the first week of class. Any withdrawals from a class must take place prior to the final exam in that class. Students who stop attending a course without submitting written documentation on their intent to withdraw will receive a "F" (failing) grade on their transcript.

Program Conferences

Mandatory Program Conferences will be scheduled in the middle of each phase. Students will meet with the Program Manager and the Program Coordinator to review each student's individual progress, both academically and clinically. Students who are behind will be counseled and may be placed on academic or clinical probation with a remediation plan to be followed by that student.

Failure to attend your scheduled program conference may be cause for disciplinary action up to dismissal from the program at the discretion of the Program Manager or Program Director.

Weather Emergency

1. The Program reserves the right to postpone or cancel class in the event of inclement weather.
2. Students will be notified by e-mail of any class changes due to weather.
3. Schedule changes may occur if class is canceled due to weather, and it will be the student's responsibility to make appropriate schedule arrangements based on the modified or new class dates.
4. Students should who feel that it would not be safe to travel to class, clinical, or other program related activity should notify Paramedic Education Administrative Staff promptly. In the event of a $\geq$ Level II Snow Emergency, Tornado Warning, or similar-like warnings issued by the local Sheriff, National Weather Service, or other recognized governmental agency, students should follow the recommendations of the agency issuing the warning. Absence or tardiness from class, clinical, lab, or field will be excused. The Program Coordinator or Program Director reserves the right to request documentation of the warning. Warnings will be recognized for any area from the student's physical location at the time of the warning, and any travel route used to get to the scheduled program event.

Tuition and Fees

Course Tuition Schedule

Phase 1	\$2,200.00 - due first night of class
Phase 2	\$2,200.00 - due first night of class in Phase 2
Phase 3&4	<u>\$2,200.00 - due first night of class in Phase 3</u>
Total	\$6,600.00

1. Payment is due the first night of class for each phase. If you are unable to pay at this time, a written statement of why you cannot pay and how you plan to meet this obligation must be documented and given to the Program Manager or Program Director for approval before the first night of each phase. The program reserves the right to deny requested extensions.
2. If tuition is not paid and the reason for non-payment has not been documented in writing by the third (3rd) class session of each phase, the student will not be permitted to attend class or clinical sessions.
3. If full payment is not received by the fifth (5th) class session, the student will be dismissed from the program.
 - a. The exceptions to 2, 3, and 4 include those individuals whose tuition is being paid by city, township, private ambulance services, University of Akron Financial Assistance or by prior arrangement with the Program Manager or Program Director as outlined above in line "2".
4. Students whose tuition is paid for by someone else are encouraged to sign a "Consent for Release of Information" form. Form must indicate who is to receive information regarding their status. University of Akron Students must supply confirmation of UA admission and student ID number. This person(s) will be notified of the student's progress throughout the program including periodic grade updates, test or exam failures, and any disciplinary procedures
5. Tuition refund policy for student utilizing the GI Bill:

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35, of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees, and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to proration and refund (CFR 21.4254 (C) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other.

Additional Expected Expenses

<i>Platinum Planner</i>	<i>Used for testing and clinical documentation</i>	<i>\$200.00</i>
<i>Primary Textbook</i>	<i>Sander's Paramedic, 6th Edition</i>	<i>\$366.95</i>
<i>Testing Fee</i>	<i>NREMT Paramedic Exam, required</i>	<i>\$175.00</i>

Academic Calendar- Akron General

Date	Calendar Description
August 25, 2026	Phase 1 Begins
September 7, 2026	Labor Day – No Class or Clinical
September 11, 2026	Last Day to Receive 75% Tuition Refund
September 17, 2026	Constitution Day – Classes/Clinicals in Session
September 22, 2026	Last Day to Receive 50% Tuition Refund
October 9, 2026	Last Day to Receive 25% Tuition Refund
November 26-27, 2026	Thanksgiving Break – No Class or Clinical
December 17, 2026	Phase 1 Ends
December 18, 2026	SAP Evaluation
December 23, 2025 – January 1, 2026	Winter Break
January 5, 2027	Phase 2 Begins
January 14, 2027	Last Day to Receive 75% Tuition Refund
January 20, 2027	Last Day to Receive 50% Tuition Refund
January 29, 2027	Last Day to Receive 25% Tuition Refund
March 6, 2027	Phase 2 Ends
March 7, 2027	SAP Evaluation
March 9, 2027	Phase 3 Begins
March 17, 2027	Last Day to Receive 75% Tuition Refund
March 23, 2027	Last Day to Receive 50% Tuition Refund
April 1, 2027	Last Day to Receive 25% Tuition Refund
May 6, 2027	Phase 3 Ends
May 7, 2027	SAP Evaluation
May 11, 2027	Phase 4 Begins
June 18, 2027	Phase 4 Ends
*June 20 th , 2027	Program Graduation

Academic Calendar – Wayne College

Date	Calendar Description
January 19, 2027	Phase 1 Begins
January 19, 2027	1/3 Tuition Payment Due
February 5, 2027	Last Day to Receive 75% Tuition Refund
February 16, 2027	Last Day to Receive 50% Tuition Refund
March 6, 2027	Last Day to Receive 25% Tuition Refund
May 14, 2027	Phase 1 Ends
May 15, 2027	SAP Evaluation
May 27, 2027	Phase 2 Begins
May 27, 2027	1/3 Tuition Payment Due
May 31, 2027/2	Memorial Day -- No Class or Clinical
June 4, 2027	Last Day to Receive 75% Tuition Refund
June 10, 2027	Last Day to Receive 50% Tuition Refund
June 18, 2027	Last Day to Receive 25% Tuition Refund
July 5, 2027	Independence Day Observed – No Class or Clinical

July 23, 2027

July 25, 2027

July 23, 2027 – August 1, 2027

Phase 2 Ends

SAP Evaluation

Summer Break

August 2, 2027

August 2, 2027

August 11, 2027

August 18, 2027

August 28, 2027

September 6, 2027

September 17, 2027

October 6, 2027

October 7, 2027

Phase 3 Begins

1/3 Tuition Payment Due

Last Day to Receive 75% Tuition Refund

Last Day to Receive 50% Tuition Refund

Last Day to Receive 25% Tuition Refund

Labor Day – No Class or Clinicals

Constitution Day – Classes/Clinicals in Session

Phase 3 Ends

SAP Evaluation

October 11, 2027

November 16, 2027

*November 19, 2027

Phase 4 Begins

Phase 4 Ends

Program Graduation

*Program Graduation dates are subject to change due to venue availability.

Curriculum Outline

Phase I			Contact Hours		
Course	Course Title	Lecture	Lab	Clinical	Total
PAR100	Paramedic Phase I	115	84	128	327
PHASE TOTAL:					327
Phase II			Contact Hours		
Course	Course Title	Lecture	Lab	Clinical	Total
PAR200	Paramedic Phase II	67	60	126	253
PHASE TOTAL:					253
Phase III			Contact Hours		
Course	Course Title	Lecture	Lab	Clinical	Total
PAR300	Paramedic Phase III	68	32	122	222
PHASE TOTAL:					222
Phase IV			Contact Hours		
Course	Course Title	Lecture	Lab	Clinical	Total
PAR 400	Paramedic Phase IV	36	44	80	160
PHASE TOTAL:					160
TOTAL CLOCK HOURS					962

Professional Appearance

Paramedic Education students are expected to review and adhere to the School of Health Professions Professional Appearance guidelines. In addition, Paramedic Education students are expected to adhere to the program-specific requirements outlined in this section.

Classroom, Clinical, Field Requirements

1. Students are expected to wear their program uniform while participating in all course related activities. This includes classroom, lab, clinical, and field rotations.
2. Students are provided with one (1) uniform polo. This polo is included in the tuition. Students may purchase additional uniforms from an approved vendor. This information will be included in the student's acceptance packet. Students are not permitted to purchase uniforms from an unauthorized vendor.
3. The program uniform shall consist of the following:
 - a. Embroidered Polo
 - b. Black or navy dress pants. BDU-tactical or EMS pants are acceptable.
 - c. Plain black belt with traditional locking mechanism (no seatbelt style belts or decorative belt buckles are permitted)
 - d. Wristwatch (digital or analog). Smart watches are not permitted. The watch must be able to display a second hand or digital display.
 - e. A blue or black pen
 - f. A stethoscope. Students may elect to sign-out a stethoscope for the duration of the program. The student will be charged the cost of a replacement should they lose the stethoscope.
 - g. Black boots (for field rotations & lab sessions). Black tennis shoes (for clinical and classroom activities). Black tennis shoes must be all black and approved by the Program Director or Program Coordinator.
4. Students must present in a neat and clean appearance at all times. Polo shirts must be tucked in, washed, and wrinkle free.
5. Field shifts require black boots to be worn at all times, unless otherwise indicated by the field site. Students are permitted to wear black tennis shoes during in-hospital clinical rotations. The tennis shoes must be completely black and approved by the Program Director.
6. Student ID Badges must be worn at all times (above the waist) by the student when they are functioning as a student. This includes classes, labs, and all clinical/field rotations. Students will not be allowed to participate in course activity without the proper identification.
7. Akron Children's Student ID Badge is to be worn in front of the Student ID Badge while functioning as a Paramedic student at Akron Children's Hospital. Akron Children's ID Badges must be returned to Akron Children's Security Department or Paramedic Education office at the time of completion of pediatric requirements or on the evening of program final.
8. Hats are not to be worn in the classroom, laboratory, or clinical settings. Students may purchase a plain grey hat or cap for field rotations only. These must be approved by the Program's Clinical Coordinator or Program Director.
9. If a student is associated with an EMS or fire-based service **that is sponsoring their tuition**, they may wear their department uniform (class B uniform shirt) during classroom, lab, and hospital clinical rotations. No department uniforms are to be worn during field rotations at any other EMS service except while at the sponsoring institution. (Example: Akron Fire students may wear their uniform for Cleveland Clinic Akron General ED or Akron Fire rotation but not while at Canton Fire).
10. The program will make reasonable accommodations for dress or grooming directly related to a student's religion, ethnicity, or disability unless such accommodation poses a risk to the safety or health of the individual or others.
11. If a student is found to be in violation of this policy, they will be asked to leave the lecture, lab, clinical, or field rotation. They may return when back in uniform. Any time missed due to uniform infractions shall follow the attendance policy.

Technology Requirements

Platinum Secure Testing

Students must use a device that meets the Platinum Planner lockdown browser requirements, as all exams are administered through this platform. Detailed system requirements and download instructions are provided below.

Feature List

- Tests are displayed full-screen and cannot be minimized.
- Print, Print Screen and capturing functions are disabled.
- Copying and pasting anything to and from an assessment is prohibited.
- Screen capture, messaging, screen-sharing, virtual machine, and network monitoring applications are blocked from running.
- Right-click menu options and function keys are disabled.
- Browser menu and toolbar options are disabled, except for Back, Forward, Refresh and Stop.
- URLs cannot be typed by the user.
- Available for Windows (except S Mode) / macOS / iPad / Managed Chromebook computers.

Windows Version

Platinum Secure Testing Student Use

[Download Platinum Secure Testing Student Version](#) (requires a full version of Windows, see system requirements below)

macOS Version

Platinum Secure Testing Student Use

[Download Platinum Secure Testing Student and Lab Use](#) (requires a full version of MacOS, see system requirements below)

Apple iPad Information

Platinum Secure Testing iPad Use

[Platinum Secure Testing iPad Manual](#) (requires iPad)

Google Chromebook Information

Platinum Secure Testing Chromebook Use

[Platinum Secure Testing Chromebook Manual](#) (requires Chromebook, see note below)

PLEASE NOTE: As of September 19, 2018 Google no longer allows Kiosk Apps to be installed into individual devices, they can only be installed with Google Management interface (and thus require a

management license). If you have already installed your Kiosk App directly to your **Chromebook** then we recommend not removing it and keeping it for as long as possible. If you remove it now, it won't allow you to add it back until you first obtain a license and then convert your Chromebook into a managed device. For more details go to: <https://support.google.com/chromebook/answer/3134673?hl=en>

System Requirements

Operating Systems

Windows: 11 and 10*

** Includes x86 32 and 64bit processors and ARM 64bit processors using x86 emulation.*

** "S mode" is not a compatible operating system, nor can LockDown Browser be obtained via the Windows App Store.*

Mac: macOS 10.12 to 12.0+. *macOS 13.0 "Ventura" is not yet a compatible operating system.*

Memory

Minimum: 2 GB RAM

PHLEBOTOMY

<i>Program Snapshot: Phlebotomy</i>	
Program Director	Gerald Hicks, MBA, MLT (AMT), PBT (ASCP) ^{CM} hicksg@ccf.org
Location	2706 Franklin Blvd Cleveland, OH 44113
Clock Hours	240
Program Length	14 weeks / 3.5 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$1,000

Overview

The Phlebotomy Program is a part-time (10-40 hours per week), 14-week program designed to train students who have received a high school diploma or GED. There are two cohorts each academic year a student can enroll in, one beginning in March and one beginning in August. Successful completion of the program results in a Certificate of Completion and allows a student to apply for phlebotomy certification from national certifying agencies.

Mission Statement

To provide the highest quality classroom and laboratory education preparing students to be proficient stewards in the field of phlebotomy.

Objectives

Behaviors demonstrated by students are expected through their course of training and as they assume a role in the clinical laboratory as a phlebotomist.

Ethical behavior – Students conduct themselves with honor and do not cheat or falsify academic information or laboratory data at any time

Respect – students make every effort to maintain effective relationships and communication with their peers, instructors and laboratory staff

Diligence – Students strive to be on time, prepare daily, complete assignments and apply themselves to study

Knowledge – Students assimilate the knowledge required to achieve competency as a phlebotomist

Integrity – Students follow required lab practices and maintain an organized work space

Judgment – Students exercise their best judgment in analysis and problem-solving

Competency – Students sustain grades to remain in good standing in the program

Quality – Students are mindful that quality in all phases of school or work is essential and is foundational to accurate diagnostics and the best patient care

Certification – Students pass a certification examination on completion of studies and maintain certification throughout their career

Continuous learning – Students commit to the personal responsibility of keeping abreast of new information and practice

Upon successful completion of the Phlebotomy Program, the graduate will be able to:

- Demonstrates the concepts of communications involving both personal and patient interaction. Communicate ideas effectively in oral and written form; use electronic methods to communicate, collaborate and disseminate information.
- Perform proper infection control techniques and safety measures to protect patient, co-workers and community
- Apply knowledge of the anatomy and physiology of body systems and medical terminology in relation to general pathologic conditions associates with the body systems. Apply disease states and conditions in relation to specimen collection for clinical lab testing.
- Demonstrate proper techniques using appropriate equipment to perform venipuncture and capillary puncture while maintaining quality assurance during and after specimen collection.
- Demonstrate proper techniques using appropriate equipment to perform specimen processing while maintaining specimen integrity.
- Explain and apply appropriate functions of Point of Care Testing.
- Demonstrate a professional attitude in all interactions, maintain a willingness and enthusiasm to learn and accept instruction and suggestions in a positive, constructive manner, and continue to develop themselves professionally.
- Practice medical and professional ethics and apply the understanding of legal implications involving phlebotomy practice.
- Meet eligibility requirements to sit for American Society for Clinical Pathology (ASCP) Board of Registry Examination or equivalent

Accreditation

The Phlebotomy Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. (NAACLS).

National Accrediting Agency for Clinical Sciences (NAACLS)
5600 N. River Road. Suite 720
Rosemont, IL, 60018
773.714.8880
www.naaccls.org

State Approval

The Phlebotomy Program is approved and registered by the Ohio State Board of Career Colleges and Schools in accordance with Ohio Revised Code Chapter 3332 (School Registration No. 2165).

Ohio State Board of Career Colleges and Schools
30 E Broad St Suite 2481
Columbus, OH 43215
614.466.2752
Scr.ohio.gov

Faculty

Gerald Hicks, MBA, MLT(AMT), PBT(ASCP)^{CM}, Program Director/Full-time Faculty/Clinical Coordinator

Education: Master of Business Administration, University of Northwestern Ohio

Bachelor of Science in Applied Science, Youngstown State University
Major: Allied Health

Associate of Science, Lorain County Community College
Plan: General Science

Associate of Applied Science, Minnesota North College
Major: Medical Laboratory Technician

Facilities

The Phlebotomy Program has a space that is 7700sq. ft. which provides space for both a classroom for learning, as well as a lab space to help students develop their phlebotomy skills. This classroom space contains 12 computers accessible to the students. The lab also contains all of the phlebotomy equipment, drawing chairs, phlebotomy arms, training devices needed to enhance phlebotomy education. In the clinical portion, they are integrated into the daily workflows with the preceptors in the phlebotomy areas and get experience on all of the processes and any equipment used in these areas.

Advisory Board

The Phlebotomy Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Required admissions documents
- Required enrollment documents

Graduation Requirements

Acceptable performance in all courses must be achieved in order to complete the program. A student must complete the entire program to be eligible to sit for any certification examination. This includes satisfactory academic and laboratory performance along with satisfactory completion of the comprehensive final examinations. Criteria for acceptable performance are determined by the student's performance throughout the entire program. The criteria are outlined in the Student Academic Standards section of this handbook.

Successful completion of the program entitles the graduate to a Certificate of Completion from the Phlebotomy Program. The Certificate of Completion allows a student to apply for phlebotomy certification from national certifying agencies. Passing a national certification exam is not required for a Certificate of Completion from the Phlebotomy Program.

There is no option in this program for advanced placement to bypass any coursework. Because Cleveland Clinic is not a degree granting institution, the credits earned in this program cannot transfer to any other institution. This is a noncredit granting program. All coursework and learning experiences must be completed during the program. For this reason, students cannot earn credit for experiential learning, even if they have experience working as a phlebotomist.

Certification Exams

Graduates are eligible to sit for certification examinations given by the Board of Certification (BOC) of the American Society of Clinical Pathologists (ASCP).

The ASCP BOC certification examination is given throughout the year. The BOC is the oldest and largest certification agency for laboratory professionals having certified more than 560,000 individuals since its establishment. It has become the gold standard for certification of medical laboratory personnel. Detailed information regarding application, eligibility and testing sites can be found on the ASCP website at www.ascp.org.

Grading Scale

Scale	Grade	GPA	Definition
90-100%	A	4.0	Excellent
80-89%	B	3.0	Good
70-79%	C	2.0	Satisfactory
70-100%	P	N/A	Pass
0-69%	F	0.0	Inadequate/Fail

Course grades are determined by an average of the exam/quiz grades and lab grades.

- If a student scores below 70% on any exam (written or practical), the exam is considered unsatisfactory.
- Students are required to complete all exams. No extra credit will be given to increase the overall exam grade.

Withdrawal Policy

A student may withdraw from the Phlebotomy Program at any time. A written letter of intent indicating the anticipated date of withdrawal must be submitted to the Program Director. The reason for the withdrawal is not required. Once the letter of intent is received by the School, the Program Director will set up a meeting with the student to discuss the withdrawal.

The withdrawing student is responsible for returning any borrowed reference materials belonging to the School. The student must surrender their temporary ID badge prior to departure on the last day. There will be no reimbursement for any expenses incurred as a result of being in the Program. There will be no refund of tuition after the sixth week of the program. Students will be responsible for all monies owed for withdrawing after the sixth week of the program.

The student will be asked to complete a final program evaluation prior to departure.

Students withdrawing from the program prior to week seven of the academic session will be considered withdrawn. Students withdrawing after week seven of the academic session will be counted as incomplete and will be included in the published outcomes measures according to NAACLS Standards.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Phlebotomy Program will occur during and after the completion of the program. This will ensure Phlebotomy students are meeting the 70% minimum. If students are not meeting the qualitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

Students are expected to be in attendance Monday and Thursday from 10 a.m. – 2:30 p.m. and Monday through Friday for Clinical Experience (8 a.m. – 5 p.m. depending on the clinical site)

- **Exceptions:** Some laboratory areas may require a start time of 7:00 am or evening hours for clinical experience.
- **Lunch:** There is a 30 minute lunch break during the 10 week didactic session. A lunch break will be provided during clinical experience. Students are expected to follow the schedule of their preceptor. Any deviation from the schedule is to be brought to the attention of the Program Director.
- **Breaks:** Additional breaks throughout the day will change based on whether the student is in the didactic or clinical experience portion or the semester. Breaks are not guaranteed and are dependent on the learning activities for the day.
- **Staying Late:** Some laboratory work may require staying beyond to complete the laboratory work or assignment.

Expectations

Phlebotomy students are training to become professionals. It is, therefore, reasonable to expect each student be in attendance 8 hours per week during lecture/lab sessions and 40 hours for clinical experience. The idea is for student to start developing attitudes, habits, and characteristic of professionals. Maintaining a stable and reliable work force is critical to the effective and efficient delivery of health care services. Excessive tardiness and absenteeism negatively affect patient care and employee morale and are considered unacceptable.

A student's general attitude, attendance record, and promptness are heavily considered when judging dependability and willingness to accept responsibility. It is anticipated that a student will want to seek employment at the Cleveland Clinic when training is completed and the impression they make on the staff and employees in various departmental rotations will be taken into consideration when hiring decisions are made. In any case, attendance is an important consideration wherever one may seek employment.

It is the responsibility of the Phlebotomy student to:

- Attend ALL scheduled lecture and laboratory sessions, arriving on time and demonstrating respect for the speaker/instructor and an interest in the material being presented. All learning activities are mandatory, unless the Program Director decides otherwise.

- Prepare ahead of time for every lab or lecture. Most course materials are online and students are expected to maximize class time by reviewing and learning the material prior to the lecture/lab.
- Use any spare time during the scheduled day working on assigned projects or studying, without the expectation of regular time out of the laboratory for this activity.
- Be in attendance AND available between the scheduled hours of class periods every day
- Be patient and flexible, remembering patients first. An instructor may be immersed in patient work and unavailable to work with students at the exact time noted on the class schedule. Students are encouraged to assist with the task at hand, if possible.
- Make a reasonable attempt to report as scheduled despite inclement weather conditions.
- Be available at all times during the day. Breaks are not to be used for activities that should be done on personal time such as going to the gym.

All hours of attendance are tracked by the Program Director in Campus Cafe.

Absences are classified as Excused, Unexcused, or Tardy/Leave Early. Students must send an **EMAIL** to the Program Director at least one hour prior to the designated start time to report an absence. Habitual or excessive absences may result in a grade of Incomplete for the clinical section rotation and progressive disciplinary action. **Text messages are not acceptable notification.** If a text message is the only communication received, the time will be counted as unexcused.

Personal Time off (PTO)

- Eight hours of PTO will be allowed each academic session for illness, emergent or personal situations.
- If more than eight hours are used in an academic session, each hour that was missed will need to be made up by the student. Any hours missed during the academic session will be tacked on during the clinical experience to bring the end total to 240 hours. These additional hours will extend the end date of your clinical experience.

Excused Absences

- Illness
 - Taking time off for an illness WILL count against the PTO allotment.
 - If the student will be out for more than 2 days in lecture or clinical experience (using greater than 8 hours PTO) due to illness, a doctor's note will be required to be submitted upon the student's return. This will still count against the PTO allotment and the time missed will be made up.
 - If a student comes in when sick (fever, cough, etc.) and is sent home, they will forfeit the PTO for the day. Cleveland Clinic and the Phlebotomy program strongly suggest that employees and/or students do not come into their facilities while sick to prevent the spread of illness to patients or other caregivers.
- Early dismissal/day off approved by Program Director or designee – will NOT count against the PTO allotment.
- HR appointments
- Time off for non-Cleveland Clinic employment issues is counted against the PTO allotment.

Unexcused Absences

- Any absence not listed above
- Failure to comply with the one-hour call in/email requirement
- Any unexcused PTO will be counted against the students' Professionalism grade.

Each occurrence of unexcused absence will result in progressive disciplinary action leading up to program dismissal.

Tardy/Leave Early

- Tardy – arriving after set class time. If a student arrives more than 10 minutes late, they will be penalized with a tardy AND will have to use their PTO for the balance of missed time.
- Leave Early -- leaving more than 15 minutes prior to the scheduled end time.

Any deviation from these rules is solely at the discretion of the Program Director.

Spare Time

Students should not expect to be scheduled additional study time during the clinical experience part of each semester. If the laboratory work is slow or the instructor is busy and unable to work with the student, the student is expected to use this time for studying. There are several areas where this may be done:

- A designated area in the laboratory as identified by the preceptor and/or Program Director
- Huddle rooms or conference room, if available
- The LES/Program Director, or preceptor must aware of the student's study location at all times so they can be located when needed.

Spare time is not to be used for sleeping, watching videos, viewing non-laboratory related websites, going to the on-site gym or any other non-laboratory related activities. Students that are caught doing non-laboratory related activities during working hours will be given one verbal warning to discontinue that activity. Subsequent findings of inappropriate behavior will result in progressive disciplinary action.

Tuition and Fees

Tuition for the program is \$1,000. The cost of books, health insurance, and living expenses is paid by the student. All textbooks, notebooks, school supplies, are provided by the program. Two sets of scrubs are provided to the student upon completion of the program. ASCP certification fees are provided by the program.

Additional Expenses

- Medical insurance
- Vaccinations or lab tests proving immunity a year

Academic Calendar

Date	Calendar Description
August 24, 2026	Fall Academic Session Begins
August 24, 2026	Full Tuition Payment Due
September 7, 2026	Labor Day – No Class or Clinicals
September 8, 2026	Last Day to Receive 75% Tuition Refund
September 17, 2026	Constitution Day – Classes/Clinicals in Session
September 18, 2026	Last Day to Receive 50% Tuition Refund
October 3, 2026	Last Day to Receive 25% Tuition Refund
TBD	Fall Break -- No Class or Clinicals
November 6, 2026	End of Didactic Session
November 9, 2026	Start of Clinical Experience
December 4, 2026	End of Academic Session
March 1, 2027	Spring Academic Session Begins
March 1, 2027	Full Tuition Payment Due
March 15, 2027	Last Day to Receive 75% Tuition Refund
March 24, 2027	Last Day to Receive 50% Tuition Refund
April 8, 2027	Last Day to Receive 25% Tuition Refund
May 6, 2027	End of Didactic Session
May 10, 2027	Start of Clinical Experience
May 31, 2027	Memorial Day, No Class or Clinicals
June 4, 2027	End of Academic Session

Curriculum Outline

Didactic Schedule

PHB2001 – Phlebotomy

Clock Hours: 80 (Lecture: 40, Lab: 40)

Weeks 1-10

	Monday	Thursday
Lecture	10:00 AM - 12:00 PM	10:00 AM -12:00 PM
Lab	12:30 PM - 2:30 PM	12:30 PM - 2:30 PM

Clinical Schedule

PHB2003 – Phlebotomy Clinical (Experience)

Clock Hours: 160

Weeks 11-14

Monday - Friday

Clinical
Experience

8:00 AM – 5:00 PM

Professional Appearance

Scrubs or business casual attire must be worn at all times.

POST-PRIMARY MAGNETIC RESONANCE IMAGING

<i>Program Snapshot: Post-Primary Magnetic Resonance Imaging</i>	
Program Director	Halley Majersky, MEd, R.T.(R)(M)(CT)(MR)
Location	CCAC – Building 5 3275 Science Park Drive Beachwood, OH 44122
Clock Hours	412
Program Length	36 weeks / 9 months
Delivery Method	Blended
Total Cost (tuition + fees)	\$3,450

Overview

The Post-Primary Magnetic Resonance Imaging Program is a part-time, post-primary, 9-month (approximately 2 terms) program. Time to complete the program depends on the student's availability for clinical education. This Post-Primary Magnetic Resonance Imaging Program requires the students to be a registered technologist in radiography, nuclear medicine, radiation therapy or ultrasound, or a student in the final year of one of the aforementioned programs. Upon completion of coursework, clinical education, and required competencies, students will be awarded a diploma and will be eligible to take the American Registry of Radiologic Technologists (ARRT) Magnetic Resonance Imaging Post-Primary certification exam.

To practice in the state of Ohio as an MRI technologist, Radiologic Technologists who earned their credential on or after January 1, 2011 must be registered as a radiographer by the ARRT and carry a radiologic license from the Ohio Department of Health. Many hospitals and imaging centers are now requiring MRI technologists to be registered in MRI by the ARRT.

Mission Statement

To develop exceptional imaging professionals who meet the needs of the community and provide a foundation for lifelong learning.

Objectives

Goal 1: *The student/graduate will be clinically competent.*

- Students will complete required competencies.
- Students will provide appropriate patient care.
- Students will demonstrate clinical competency.
- Students will perform exams safely.
- Students will produce quality diagnostic images.

Goal 2: *The student/graduate will demonstrate professionalism.*

- Students will participate in continuing education or professional development meetings.
- Students will demonstrate professional behaviors.
- Students will demonstrate an understanding of patient confidentiality (HIPAA).

Goal 3: *The student/graduate will demonstrate effective critical thinking.*

- Students will be able to modify routine procedures for non-routine patients.
- Students will effectively critique images to determine if corrective action is required.
- Students/graduates will acquire critical thinking skills and problem-solving abilities that enhance their clinical experience.

Goal 4: *The student/graduate will demonstrate effective communication.*

- Student will demonstrate effective written communication.
- Student/graduate will demonstrate professional verbal communication in the health care environment.

Approval

The Post-Primary Magnetic Resonance Imaging Program is approved and registered by the Ohio State Board of Career Colleges and Schools in accordance with Ohio Revised Code Chapter 3332 (School Registration No. 2165).

Ohio State Board of Career Colleges and Schools
30 E Broad St Suite 2481
Columbus, OH 43215
614.466.2752
Scr.ohio.gov

Faculty

Halley Majersky, MEd., R.T.(R)(M)(CT)(MR), Program Director/Full-time Faculty

Education:	Master of Education, Cleveland State University Plan: Adult Learning & Development
	Bachelor of Radiologic Imaging Science, Kent State University Major: Radiologic and Imaging Science Major/Concentration: Computed Tomography Hospital/ATS
	Associate of Technical Study, Kent State University Major: Radiologic Technology
	Certificate, Trumbull Memorial Hospital School of Radiologic Technology Major: Radiologic Technology
	Diploma, School of Diagnostic Imaging / Cleveland Clinic Major Program: Magnetic Resonance Imaging

Kimberly Saghy, BAS, R.T.(R)(CT)(MR), MRSO, Full-time Faculty/Clinical Coordinator

Education:	Bachelor of Science in Applied Science, Youngstown State University Major: Allied Health
	Associate of Applied Science, Lorain County Community College Plan: Radiologic Technology
	Certificate, Cleveland State University Major: Adult Learning and Development (ALD)

Gabriel Kroupa, MPH, R.T.(N)(MR), MRSO, Full-time Faculty

Education: Master of Public Health, Kent State University
Major: Health Policy and Management

Bachelor of Science, University of Findlay
Major: Nuclear Medicine Technology
Minor: Biology

Certificate, Magnetic Resonance Imaging, Cleveland Clinic School of Diagnostic Imaging

Mike Manning, BA, R.T.(R)(CT), Full-time Faculty

Education: Bachelor of Arts, Ohio State University
Plan: Aviation-Arts and Sciences Major

Associate of Applied Science, Cuyahoga Community College
Major: Radiography

Facilities

The Post-Primary Magnetic Resonance Imaging Program has sufficient instructional equipment, laboratory supplies, and storage for student use and for teaching the didactic and supervised laboratory education components of the program. The program does not require laboratory space, although classroom space is available to the students for additional study purposes. Classrooms are equipped with computers that are accessible to students with internet and intranet available.

The program's equipment and supplies are readily available to support the delivery of the program curriculum. Sufficient supplies are available to accommodate all enrolled students in class, lab and clinical as necessary. Students have access in each classroom to computers with internet and intranet. They are also able to access MyLearning and Trajecsys on the computers.

Advisory Board

The Post-Primary Magnetic Resonance Imaging Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines

- Technical standards
- Admissions requirements, including prerequisites
- Conditional admittance
- Required admissions documents
- Required enrollment documents

Rolling Admissions

Students are accepted into the program based on a rolling admission process. Once all spots have been filled for a class, applicants will be placed on a waiting list. If accepted candidates relinquish their positions, candidates will be removed from the waiting list and notified of admission.

Graduation Requirements

Upon successful completion of the below courses, clinical program requirements and ARRT requirements, the student is awarded a diploma and is eligible for the ARRT registry examination.

To complete the Post-Primary Magnetic Resonance Imaging Program, the following courses must be completed:

- Introduction to MRI
- Cross Sectional Anatomy and Pathology
- MRI Physics
- Magnetic Resonance Imaging Clinical Experience

Additionally, prior to completion of the Post-Primary Magnetic Resonance Imaging Program, students must meet the following criteria:

- All competencies must be completed as outlined in the Competency Examination Policy.
- Tuition and fees must be paid in full.
- All reference books or other material must be returned.
- All ID badges must be returned or fee must be paid.
- Clinical site survey completed.

Clinical Requirements for Post-Primary Magnetic Resonance Imaging Program

Clinical Requirements for Post-Primary Magnetic Resonance Imaging Program *
<i>Clinical rotation 1:</i>
Minimum of 10 competency evaluations
Minimum of 4 student evaluations
Minimum of 50 procedure signatures**
Required MRI Safety Form - site specific
<i>Clinical rotation 2:</i>
Minimum of 15 competency evaluations
Minimum of 4 student evaluations
Minimum of 75 procedure signatures**
Required MRI Safety Form - site specific

Academic Awards at Graduation

Based on the final cumulative grade point averages achieved by graduates. A graduate with a GPA between 3.5 and 3.99 will be commended as graduating with Academic Honors. A graduate with a GPA of 4.0 will be commended as graduating with Academic Distinction.

Grading Scale

The grading scale is as follows:

Scale	Grade	GPA
93-100%	A	4.0
84-92%	B	3.0
*75-83%	C	2.0
67-74%	D	1.0
0-66%	F	0.0

Students must maintain a “C” grade or better in each course of the Post-Primary Magnetic Resonance Imaging Program in order to receive a diploma of all courses. Students not satisfying this minimal academic requirement will be counseled and those receiving a “D” or “F” in any course will not complete the program.

Course grades are reviewed by the instructor and students are counseled as needed throughout the semester. Program faculty monitor student grades throughout the semester and when a student is identified to be at risk of not passing a class, the instructor will either call the student or send an email for them to meet and discuss what approach to take to improve the grade.

*Upon receipt of less than a “C” in any course, the student must retake this course at his or her own expense and receive a passing grade to complete the program.

If a student does not complete all required course assignments by the end of the semester, they will receive an incomplete grade. Incompletes must be resolved within 5 weeks into the next semester or the grade converts to an “F” or failing grade.

Students who are dismissed from the program may reapply for acceptance. Their reacceptance is subject to approval by the program’s Subcommittee on Student Readmission.

Clinical Grades

Students will be given an established number of points for each clinical experience. Each semester clinical grade will be determined by:

1st Clinical Experience Rotation:

Item Required	Number	Points Possible
Evaluations	4	16
Signatures	Minimum of 50	50
Competencies	Minimum of 10	10
MRI Safety Orientation	1	5
Clinical Site Evaluation	1	5
Program/Department policies & practices		Four points off for each documented counseling Six points off for each written

		corrective action Ten points off for each final written corrective action or suspension
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2nd Clinical Experience Rotation:

<u>Item Required</u>	<u>Number</u>	<u>Points Possible</u>
Evaluations	4	16
Signatures	Minimum of 50	50
Competencies	Minimum of 15	15
MRI Safety Orientation	1	5
Clinical Site Evaluation	1	5
Program/Department policies & practices		Four points off for each documented counseling Six points off for each written corrective action Ten points off for each final written corrective action or suspension

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Post-Primary Magnetic Resonance Imaging Program will occur after the completion of the first semester of the program. This will ensure that students are meeting the 75% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

Attendance in training programs has been shown to be a reasonable predictor of work attendance during employment. Therefore, attendance during a training program is carefully monitored. Each student is responsible for properly signing in and out of each class and clinical session.

A monthly review of attendance will be conducted. An alert letter may be issued based on current status. If at any point during the course of the program, it is determined that a student cannot meet the SAP standards, the student's financial aid will be terminated, and the student may be subject to dismissal from the program. The Program Director or designee may implement academic/attendance probation, or dismissal from the campus. The student may be required to furnish an alternate method of payment.

General Attendance and Timeliness

It is the responsibility of each student to be accountable to the faculty of the program and the clinical preceptors at each clinical site. Please use the following guide to inform the program faculty of any changes to your schedule. Depending on the circumstances, corrective action may result.

Call or email the program faculty:

- If a student is unable to attend class or clinical.
- If a student is running late to class or clinical (include an estimated time of arrival).

- If a student is told to leave clinical for lack of work / patients. The supervising technologist must call or email program officials.
- If a student unexpectedly needs to leave clinical early, notify a program official prior to leaving.

Record of Correction Action for Attendance

Records of corrective action for attendance may be reviewed in matters relating to employment references, early graduation, dismissal, and reinstatement after dismissal.

No Call / No Show

This applies when a student does not attend class or clinical and fails to report the absence to the program faculty and/or clinical preceptor. If notification is not received within **two hours** of the scheduled start time, it will be deemed a "NO CALL/NO SHOW."

Excused Absences

Bereavement and jury duty are considered excused absences from class or clinical and therefore do not count toward absences that can cause a course letter grade to drop. Students are responsible for any missed assignments and must make arrangements with their instructor to make up exams and assignments within one week of returning to class.

Failure to Clock In and Out

For each instance that a student forgets to clock in or out, they must provide time verification from a technologist to verify actual start/end times. See chart below for points for failure to clock in and out. Further documentation must be made to explain tardiness or early dismissal from the clinical site.

School Closure

Class and/or clinical may be canceled only by the Program Director or designee. Closure of the program as a result of inclement weather or other emergency situation will be communicated via text or email. Students are not to call the program or text program officials to inquire as to canceling of class or clinical.

Continuing Education

The American Society of Radiologic Technologists ASRT requires that students are present for all lectures in entirety to receive credit for the course. Students may not miss any classes for CE credit to be awarded.

Grade Drop for Excessive Absences

A student can miss no more than 2 lecture classes without penalty. Any absence after the allotted amount will drop the final grade by one letter for each absence unless an extended illness is involved or a special circumstance exists and the student brings in an approved excuse (examples of an approved excuse includes a physician's excuse, jury duty summons, or bereavement). An excuse must be turned in to the instructor within 1 week of the date the student returns to class. If a student fails to do this, the absence will be counted as an unexcused absence. It is the responsibility of the student to contact the instructor when an extended absence occurs. The student is required to meet with the course instructor upon return to class to assess missed assignments and set a timeline for completion of all missed work.

Clinical Education Specific Attendance

Attendance and punctuality are seen as essential qualities for your chosen profession. Timeliness is essential at the clinical site as it can be a direct indicator of what type of employee you may become. It is the student's responsibility to inform the program **and** the clinical site if they are running late, will be

absent, or have scheduled time off. Please make time allowances for weather, traffic and other circumstances that may cause a delay.

1. Students are not to clock in more than 15 minutes before their scheduled start time at clinical.
2. Students are expected to be in their assigned area and ready to work at their official start time.
3. Students must utilize the program timekeeping system upon arrival and departure.
4. A student will receive 0.50 points if:
 - They are one minute late.
 - They take an extended lunch period.
 - They leave before the end of their scheduled time.
5. A 30-minute lunch break is required when a student is at the clinical site for more than five (5) hours.
6. If a student leaves the facility for lunch or any other reason, they are required to clock out and back in.
7. Students cannot attend clinical in excess of 10 hours per day.
8. Students may not exceed 40 hours in a week between class and clinical time (Sunday-Saturday).
9. Severe weather or driving conditions as deemed by Program Director may be considered an excused tardy.

Disciplinary Points Chart

Infraction	Points
Absent	1.0
Failure to Clock In or Out	.50
Failure to Notify School and/or Site	1-2
No submitted schedule in MyLearning	.25
Schedule change made less than 24 hours	.25
Scheduled time doesn't match timekeeping system times	.50
Tardy / Leaving Early	.50
Works less than 4 hours per day or 15 hours per week	.50

Tardy / Leaving Early

Students are expected to be at their assigned area, ready to start when their shift begins, and stay until the shift ends. When a student clocks in beyond their scheduled start time (i.e. one (1) minute after scheduled start time), or clocks out before the end of their shift (i.e. one (1) minute before end time), they will be considered tardy.

Tuition and Fees

Total Tuition

Post-Primary Magnetic Resonance Imaging Program: \$3,450.00

Individual Courses

Introduction to MRI (Online): \$480.00

Cross Sectional Anatomy & Pathology \$710.00

MRI Physics: \$800.00

MRI Clinical Experience: \$1,430.00

Additional Expenses

Onboarding fee: \$30.00
Application fee: \$20.00
Installment plan fee: \$25.00
Acceptance fee: \$100.00 applicable toward first semester tuition
Textbooks (estimated): \$400.00
Cap and gown: ~\$25.00
ARRT Registry Exam: \$200.00 (\$400.00 if using NMTCB or ARDMS as supporting category)
Uniforms (estimated): \$250.00
School Patch: \$2.00 each

Financial Aid

The Post-Primary Magnetic Resonance Imaging Program participates in the Post 911 GI Bill®. Please contact the United States Department of Veteran Affairs for current information. Information can also be found online at <https://www.va.gov/education/about-gi-bill-benefits/>.

The program will assess no penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. Students can obtain information regarding the federal governments' Lifetime Learning Credit and Hope Scholarship at irs.gov. In addition, students can search the Cleveland Foundation website to see if they meet the eligibility requirements of the various scholarships at clevelandfoundation.org. Cleveland Scholarship Program information is available [here](#).

Students are encouraged to apply for the annual Ohio Society of Radiologic Technologists (OSRT) grants. Applications and guidelines are available on the OSRT website at osrt.org and students are notified when the deadline is each year. The OSRT grants are distributed at the annual meeting. The student need not be present to be awarded a grant. Students may also be eligible for an annual American Society of Radiologic Technologists (ASRT) scholarship. Information on the ASRT scholarship is available online at asrt.org and will also be distributed to the students as it becomes available to the program.

Academic Calendar

Date	Calendar Description
August 24, 2026	Fall Semester Begins
September 7, 2026	Labor Day – No Class or Clinical
September 10, 2026	Last Day to Receive 75% Tuition Refund
September 17, 2026	Constitution Day – Classes/Clinicals in Session
September 22, 2026	Last Day to Receive 50% Tuition Refund
October 9, 2026	Last Day to Receive 25% Tuition Refund
October 19-23, 2026	Fall Break – No Class or Clinical
November 26-27, 2026	Thanksgiving Break - No Class or Clinical
December 14-18, 2026	Final Exam Week
December 21, 2026 – January 1, 2027	Semester Break - No Class or Clinical
December 21, 2027	SAP Evaluation

January 4, 2027

January 21, 2027

February 2, 2027

February 19, 2027

March 1 - March 5, 2027

April 26 – April 30, 2027

April 30, 2027

May 4 –May 14, 2027

May 4, 2027

Spring Semester Begins

Last Day to Receive 75% Tuition Refund

Last Day to Receive 50% Tuition Refund

Last Day to Receive 25% Tuition Refund

Spring Break - No Class or Clinical

Final Exam Week

Graduation

Semester Break – No Class or Clinical

SAP Evaluation

Curriculum Outline

Fall Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
MRI104*	Introduction to MRI (Online)*	24	0	0	24
XAP102	Cross Sectional Anatomy & Pathology	40	0	0	40
TOTAL TERM					64
Spring Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
MRI103 or MRI201*	MRI Physics (online* or residential)	48	0	0	48
MRI200	MRI Clinical Experience	0	0	300	300
TOTAL TERM					348
*Online delivery—Not eligible for VA Benefits					
TOTAL TERM					300
TOTAL CLOCK HOURS:					412

Professional Appearance

Students should carefully review the Professional Appearance section located in the General School Information and Policies portion of the School Catalog that outlines universal expectations as approved by Cleveland Clinic. Students are expected to follow this guidance in addition to those specific to the program outlined below.

If a student must be reminded repeatedly of the Professional Appearance expectations, it will result in Corrective Action.

Uniforms for Clinical Experience

Uniforms consist of either navy blue uniform tops (scrub) and white pants (scrub) or white uniform tops (scrub) and navy-blue pants (scrub). Warm-up jackets may be included but must be the same color as the uniform tops. Sweaters and sweatshirts are not permitted. All shirts and jackets must have the program patch sewn on the left sleeve, two finger widths down from the top of the left shoulder seam.

1. Shirts (tanks, t-shirts, turtlenecks) both long or short sleeved may be worn under the uniform but

must be solid white. If wearing a long sleeve white shirt, the shirt may not extend beyond the wrist and may not have thumbholes. No decals, designs or words are permitted on the undershirts. Crew-neck shirts are highly recommended under V-neck uniform tops. If a short sleeve t-shirt is worn underneath a short-sleeve uniform top, the sleeves of the t-shirt must not hang below the uniform top sleeves. $\frac{3}{4}$ sleeve length tops are not permitted.

Additionally, students should be aware of the following:

1. Socks must be solid white, black, grey, or navy blue
2. If undergarments are visible through white scrubs, they should be white or nude colored.
3. Uniforms must be freshly laundered and wrinkle-free each time they are worn.
4. Shoes must be either white, black, grey, or navy blue athletic shoes (no crocs), or any combination of these colors. They must not have colored stitching, stripes, insignias, etc. and must always be kept clean.
5. The Cleveland Clinic ID badge must be worn at all times, with the name and photo visible, at the chest or collar level.
6. Hospital provided scrubs may only be worn in surgery and must be returned before leaving the clinical site.

Grooming

1. Gum chewing is prohibited both in clinicals and in class.
2. Perfume, cologne, and scented lotions are prohibited. Students must minimize any other strong odors.
3. Hair must be neatly groomed, and hair longer than shoulder length must be tied back.
4. Unnatural hair colors to human hair are not permitted (e.g. purple, green, red, pink, and blue).
5. Fingernails must be kept short (1/4 inch or shorter). Nail polish must be clear or pastel and must not be chipped. No artificial nails (including, but not limited to acrylics, extenders and embellishments) of any sort are not permitted as they harbor bacteria.

Jewelry and Accessories

1. No more than two simple earrings per ear are permitted. Earrings must be of the "post" style. A single small nose stud piercing is permitted with the exception of septum or rings.
2. Visible body piercings, including tongue, mouth, and eyebrow are not permitted.
3. Wearing of rings is permitted, but rings must be removed when scrubbing or performing special procedures. No other rings are permitted.
4. Ear gauges that are visible must have solid, skin-colored plugs in place.
5. The wearing of hats/caps is prohibited. An exception to this rule is headgear that is part of a religious protocol or is required by the clinical facility (i.e., surgical caps, hoods, etc.).

Surgical Scrub Policy

This policy has been implemented to encourage hygiene. Students should be aware of the following:

- Surgical scrubs cannot be worn outside of the hospital/facility or to and from work.
- Students must change into surgical scrubs once they enter their surgical locations and change again before leaving the hospital.
- When leaving the surgical or procedure rooms, surgical scrubs must be covered with a buttoned lab coat or warm-up jacket while inside the hospital – for example, during a lunch break in the cafeteria or running an errand outside the surgical department.
- Disposable hats, masks, gowns, gloves and shoe coverings must be removed when leaving surgical departments. Discard these items prior to leaving the surgical department or procedure room.

Classroom Dress Code

- Please remember that even though we are in class, we are on hospital grounds and professional behavior is important. Students are responsible for their own appearance and are required to wear attire that is neat, clean, pressed and in good repair and condition.
- The following articles of clothing are not permitted: tank tops, tube tops, halter tops, leggings, capri style pants, spaghetti strap shirts or dresses, clothing with holes, midriff shirts, and shorts that are too short.
- If the appropriateness of any student's apparel is in question, the Program Director will make the final decision and students may be asked to go home and change.

Additional Health Requirements

N95 PARTICULATE RESPIRATOR: Students are not fit-tested at the Cleveland Clinic for N95 particulate respirators and therefore cannot assist on exams where respirators are required. Students who have been fit-tested through their employer or previous program may assist on these exams.

PRIMARY MAGNETIC RESONANCE IMAGING

<i>Program Snapshot: Primary Magnetic Resonance Imaging</i>	
Program Director	Halley Majersky, MEd, R.T.(R)(M)(CT)(MR)
Location	CCAC – Building 5 3275 Science Park Drive Beachwood, OH 44122
Clock Hours	1784
Program Length	69 weeks / 16 months
Delivery Method	Residential
Total Cost (tuition + fees)	\$14,050

Overview

The Primary Magnetic Resonance Imaging is a 16-month (4 semesters) certificate-level program designed to prepare students for a career as an MRI technologist. Unlike the Post-Primary Magnetic Resonance Imaging Program, applicants are not required to be ARRT registered but must possess a minimum of an Associate's degree. Successful completion of the program makes students eligible for the ARRT Examination.

Mission Statement

To develop exceptional imaging professionals who meet the needs of the community and provide a foundation for lifelong learning.

Objectives

Goal #1: The student / graduate will be clinically competent.

Outcomes:

- Student will complete required competencies.
- Student will perform exams safely.
- Student will produce quality diagnostic images.

Goal #2: The student / graduate will demonstrate professionalism.

Outcomes:

- Student will participate in continuing education meetings.
- Student will engage in activities within professional organizations.
- Student will demonstrate professional behaviors.

Goal #3: The student / graduate will demonstrate effective critical thinking.

Outcomes:

- Student will be able to modify routine procedures for non-routine patients.
- Student will effectively critique images to determine if corrective action is required.

Goal #4: The student / graduate will demonstrate effective communication.

Outcomes:

- The student will demonstrate effective written communication.
- The student will demonstrate professional verbal communication in the healthcare environment.

Accreditation

Programmatic Accreditation

The Primary Magnetic Resonance Imaging Program is accredited by the Joint Review committee on Education in Radiologic Technology:

Joint Review Committee on Education in Radiologic Technology (JR-CERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL, 60606-3182
312.704.5300

JRCERT Standards

Students may access the JRCERT 2021 Magnetic Resonance Standards [here](#).

State Approval

The Primary Magnetic Resonance Imaging Program is approved and registered by the Ohio State Board of Career Colleges and Schools in accordance with Ohio Revised Code Chapter 3332 (School Registration No. 2165).

Ohio State Board of Career Colleges and Schools
30 E Broad St Suite 2481
Columbus, OH 43215
614.466.2752
Scr.ohio.gov

Faculty

Halley Majersky, MEd., R.T.(R)(M)(CT)(MR), Program Director/Full-time Faculty

Education:	Master of Education, Cleveland State University Plan: Adult Learning & Development
	Bachelor of Radiologic Imaging Science, Kent State University Major: Radiologic and Imaging Science Major/Concentration: Computed Tomography Hospital/ATS
	Associate of Technical Study, Kent State University Major: Radiologic Technology
	Certificate, Trumbull Memorial Hospital School of Radiologic Technology Major: Radiologic Technology
	Diploma, School of Diagnostic Imaging / Cleveland Clinic Major Program: Magnetic Resonance Imaging

Kimberly Saghy, BAS, R.T.(R)(CT)(MR), MRSO, Full-time Faculty/Clinical Coordinator

Education: Bachelor of Science in Applied Science, Youngstown State University
Major: Allied Health

Associate of Applied Science, Lorain County Community College
Major: Radiologic Technology

Certificate, Cleveland State University
Major: Adult Learning and Development (ALD)

Gabriel Kroupa, MPH, R.T.(N)(MR), MRSO, Full-time Faculty

Education: Master of Public Health, Kent State University
Major: Health Policy and Management

Bachelor of Science, University of Findlay
Major: Nuclear Medicine Technology
Minor: Biology

Certificate, Magnetic Resonance Imaging, Cleveland Clinic School of Diagnostic Imaging

Mike Manning, BA, R.T.(R)(CT), Full-time Faculty

Education: Bachelor of Arts, Ohio State University
Plan: Aviation-Arts and Sciences Major

Associate of Applied Science, Cuyahoga Community College
Major: Radiography

Facilities

The Primary Magnetic Resonance Imaging Program has a dedicated classroom with access to additional classrooms as needed, and all classrooms include computers with internet and intranet. Students are able to access MyLearning, Trajecsyst, and MRIScan Lab on the computers. The program does not require laboratory space.

The program's equipment and supplies are readily available to support the delivery of the program curriculum, including adequate instructional equipment, supplies, and storage.

Advisory Board

The Primary Magnetic Resonance Imaging Program's Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and student, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the program's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, program personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's webpage on the [Admissions tab](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Admissions requirements, including prerequisites
- Conditional admittance
- Required admissions documents
- Selective admissions
- Required enrollment documents

Graduation Requirements

All students must meet the following criteria for graduation. Students graduate from the program with a certificate in Primary Magnetic Resonance Imaging after completing 4 semesters of education.

Criteria

- Satisfactory completion of all program courses.
- All competencies must be completed as outlined in the Competency Examination Policy.
- All ARRT mandatory and elective competencies must be completed.
- All ARRT general patient care procedures must be completed.
- All regular and make-up hours must be completed.
- Tuition and fees must be paid in full.
- All reference books or other material must be returned.
- Formal venipuncture class must be satisfactorily completed.
- Graduation survey must be completed.
- Employer release form must be signed.
- All ID badges must be returned, or fee must be paid prior to graduation.
- Satisfactorily write a short paper on professionalism.

Academic Awards at Graduation

Based on the final cumulative grade point averages achieved by graduates. A graduate with a GPA between 3.5 and 3.99 will be commended as graduating with Academic Honors. A graduate with a GPA of 4.0 will be commended as graduating with Academic Distinction.

Graduation Ceremony

Graduating students who are attending the ceremony are not required to attend clinical on that day. If a student is not attending the graduation ceremony, they are expected to be at clinical that day or they can use PTO. Students are required to purchase a navy blue cap and gown.

Important Graduation Information

If you have a record of criminal conviction of a crime, including a felony, alcohol and/or drug related violations, a gross misdemeanor or misdemeanors with the sole exception of speeding and parking violations, criminal proceedings where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of

guilt or nolo contendere, military court-martial that involves: substance abuse, sex-related infractions or patient-related infractions, or have pending litigation, these conditions may prevent an applicant from becoming registered. These applicants are encouraged to schedule a meeting with the Program Director and to contact the American Registry of Radiologic Technologists at (651) 687-0048, or at arrt.org to determine examination eligibility.

Grading Scale

The following grading scale is used:

Scale	Grade	GPA	Definition
93-100%	A	4.0	Excellent
84-92%	B	3.0	Good
*75-83%	C	2.0	Satisfactory
67-74%	D	1.0	Unsatisfactory
66-0%	F	0.0	Inadequate/Fail

Students must maintain a "C" grade or better in each academic and clinical course in the Primary Magnetic Resonance Imaging Program. Students not satisfying this minimal academic requirement will be dismissed from the program. If a student does not complete all required course assignments by the end of the semester, they will receive an incomplete grade. Incompletes must be resolved within 3 weeks into the next semester or the grades converts to an "F", or failing grade.

Students are counseled as needed throughout the semester regarding academic grades, clinical grades, attendance, tardiness, evaluations, semester GPA, cumulative GPA, and other pertinent information regarding student progress.

Course grades are reviewed by the instructor and students are counseled as needed throughout the semester. At mid-semester the Program Director identifies students who are at risk of not passing a class and sends an email for them to meet and discuss what approach to take to improve the grade. Students who are dismissed for academic reasons may utilize the Grievance Procedure Policy.

Clinical Grade Purpose

Students will be given an established number of points for each clinical experience. Each semester clinical grade will be determined by:

1. The number of evaluations turned in by the end of the semester. Four points will be deducted from the established number of clinical points for each missing evaluation.
2. The number of competency evaluations completed by the end of the semester. Eight points will be deducted each week that the competencies are not turned in.
3. The number of failed competency examinations each semester as outlined in the Competency Examination Policy.
4. Observance of program and department policies and practices. Each corrective action will deduct eight points.
5. Only one student clinical evaluation per two-week rotation will be accepted.

Clinical evaluations are reviewed when received by the coordinator. The coordinator meets privately with each student who has a score of 2 or less or there are comments on the evaluation that need to be discussed.

Satisfactory Academic Progress (SAP)

Qualitative progress evaluations for the Primary Magnetic Resonance Imaging Program will occur after the completion of the first semester of the program. This will ensure that students are meeting the 75% minimum. Students must also minimally earn 67% of the clock hours attempted at the time of evaluation. If students are not meeting the qualitative and quantitative measurements established for the program, there may be disciplinary actions. See SOHP SAP policy for further information.

Attendance Policies

This policy establishes standards of appropriate attendance, provides a procedure for notification of absence and tardiness, and establishes guidelines for the discipline and improvement of substandard attendance and tardiness.

The ethics and attitudes developed through adherence to this policy will help ensure student success in the future, regardless of their place of employment. Excessive tardiness or absenteeism negatively affects patient care and hospital morale and is therefore unacceptable. Failure to comply with these policies will result in corrective action based on a point system, up to and including expulsion from the program as outlined in this policy and the Corrective Action Policy. **Please note: records of attendance and corrective action are retained for a period of seven (7) years after graduation and are reviewable for matters pertaining to employment references, dismissal and reinstatement after dismissal.**

General Attendance and Timeliness

All time off must be approved by program officials. It is the responsibility of each student to be accountable to the faculty of the program and the clinical instructors at each clinical site. Please use the following guide for informing the program faculty of any changes to your schedule. Depending on the circumstances, corrective action may result. Please see LACK OF WORK in this policy and refer to the Corrective Action Policy for more detail.

Attendance Notification

- If a student is unable to attend class or clinical, students must text and email Kimberly and Gabe by 7:00am, please leave the reason for the absence. If it is a clinical day, the site must be notified with a phone call and send an email to the preceptor and copy Kimberly.
- If a student is running late to class or clinical (include an estimated time of arrival).
- If a student is told to leave clinical for lack of work, documentation is required from clinical preceptor.
- If a student wants to use PTO in the morning, it must be requested before midnight the night before, or the student will be considered tardy.

Attendance Book (after approval by a faculty member)

- If a student knows ahead of time PTO will be used for all or part of the day.
- If a student knows ahead of time of an absence from class or clinical.
- If there is any change to the schedule.

Call Faculty for Permission

- If a student unexpectedly needs to leave clinical early.

Class/Lab Specific Attendance

8:00 am – 3:30 pm.*

Regular and prompt attendance for courses and labs is essential for students to meet the educational challenges and to accomplish learning outcomes of the program. Due to the progressive nature of the individual courses and the program, attendance and punctuality are seen as essential qualities. All classes and labs will begin as scheduled. Please allow for weather, traffic and other circumstances that may cause a delay.

1. Students must clock in and out upon arrival and departure from the classroom/lab.
2. Students are expected to be in the classroom or lab before the official start time.
3. A student will be considered tardy if they are 1 minute late.
4. If a student has more than two unexcused absences from class, the student's grade will be affected. Please see course syllabi for specifics.
5. If a student is absent for 50% or more of a class or lab, they are considered absent for that class.
6. An extended lunch period is considered an incident of tardiness.
7. Severe weather or driving conditions, as deemed by the Program Director, may be considered an excused tardy.

***Optional 3:30p-11p scheduled shift with program & site pre-approval during spring, summer & second fall semesters.**

Clinical Education Specific Attendance

Attendance and punctuality are seen as essential qualities, and timeliness is essential at the clinical site as it can be a direct indicator of what type of employee you may become. It is the student's responsibility to inform the program **and** the clinical preceptor if they are running late, will be absent, or have scheduled time off. Clinical days are seven (7) hours in length, not including the lunch break. Please make time allowances for weather, traffic and other circumstances that may cause a delay.

- Students must clock in and out upon arrival and departure from clinical.
- Students are expected to be in their assigned area and ready to work at their official start time.
- If a student leaves the facility for lunch or any other reason (approval required), they are required to clock out and in.
- Students are not to clock in more than 15 minutes before their scheduled start time at clinical.
- A student receives 0.5 points if:
 - They are one minute late.
 - They take an extended lunch period.
 - They leave before the end of their scheduled time unless pre-approved.
- A one-half hour lunch break is required when a student is at the clinical site for more than five (5) hours (some sites allow 45 minutes, must check with clinical site).
- Severe weather or driving conditions, as deemed by the Program Director, may be considered an excused tardy.

Demagnetized / Damaged ID Badges

If a student demagnetizes an ID badge in MRI or the ID is damaged, the student must notify a program official immediately. The student will be directed to take the non-working ID badge to either of the following locations where a new badge will be issued. The student is responsible for any fees associated with replacing a badge.

Scheduled Break Weeks

Students have nine (9) scheduled break weeks over the length of the program as indicated by the academic calendar. Students who wish to take a vacation should utilize break weeks

for this purpose.

Excused Absences

Bereavement and jury duty are considered excused absences from class or clinical and therefore do not count toward absences that can cause a course letter grade to drop. Students are responsible for any missed assignments and must make arrangements with their instructor to make up exams and assignments within one week of returning to class. PTO is not needed for excused absences from clinical.

Personal Time Off (PTO)

In addition to scheduled breaks and holidays, students are permitted 21 hours of PTO per semester. PTO is cumulative, and unused PTO will carry over into the next semester. PTO can only be taken in 30-minute increments. Students should reserve PTO for unforeseen personal/family illnesses or emergencies. All PTO requests must be approved by program faculty.

- Exceeding PTO will require make-up time at the end of the fourth semester.
- Any PTO to be used in the morning must be requested before midnight the night before, or the student will be considered tardy.
- For a planned absence, PTO must be requested and documented in the attendance book, and the student must also notify the clinical instructor or designee in advance.
- Students who wish to leave early, or leave and return to the clinical site, must get permission from program officials .
- Interview Day: Students may take up to two (2) separate 3.5 hour blocks for a scheduled Cleveland Clinic MRI interview in the fourth semester. Documentation is required.

Earned Personal Time Off (EPTO)

Students may earn PTO by participating in extracurricular activities related to imaging and/or community service. All activities must be approved by program officials.

- A. The following activities qualify for EPTO, and all activities must be completed outside of class hours.
 - MRI professional society or meeting
 - One (1) hour for each additional educational session attended after meeting requirements.
 - Blood donation (2 hours/donation)
 - Cleveland Multiple Sclerosis Walk (1 hour/hour walked)
 - Cleveland Alzheimer's Walk (1 hour/hour walked)
 - Greater Cleveland Food Bank (1 hour/hour worked)
- B. EPTO MAXIMUMS
 - 1. A maximum of twenty-one (21) hours throughout the program is permitted to be earned.

Exceeding PTO

This will result in a corrective action. Please refer to the Corrective Action for Points Policy for more details.

Make-up Time

For an approved LOA, all tardiness, or exceeding PTO, make-up time must be

completed after the end of the fourth semester.

- Make-up time begins the Monday after fall semester with site permission from 8:00 am – 3:30 pm each day until completed.
- All program policies will remain in effect until all make-up time is complete and all graduation requirements are met.
- Students are not eligible to take the ARRT exam until all graduation requirements are met.
- If a student has less than two hours of total make up time, it may be added to the final week of clinical with program permission.

School Closure

Class and/or clinical may be canceled by the Program Director or designee. Closure of the program as a result of inclement weather or other emergency will be communicated to the students via text. It is the student's responsibility to inform the program of phone number changes.

JRCERT Regulations

According to JRCERT regulations, students may not exceed 10 hours per day. However, Primary MRI students must adhere to the 8:00 am – 3:30 pm but are permitted to stay to complete a procedure or start early to perform a procedure with program approval. If a student begins the shift early, they are required to stay until 3:30.

Lack of Work

If a student is requested to leave by the clinical site because of lack of work, PTO will not be used. Documentation is needed from the clinical preceptor or designee for each occurrence.

Points for attendance violations are accumulated accordingly and remain for one (1) rolling year. A rolling year is defined as the 12-month period of active student participation immediately preceding the date of the chargeable occurrence. In the event of a leave of absence (LOA) of more than 30 days, the rolling year will be extended beyond 12 months by the amount of time approved on the LOA. The first two incidents of tardy or failure to swipe in/out are forgiven and will not result in points.

Failure to Clock-In/Clock-Out

For each instance that a student forgets to clock in or out, they must provide time verification from a technologist. See chart below for points for failure to swipe in and out.

Tardy / Leaving Early	.50
Failure to Clock In or Out	.25

Two Occurrences of No Clock-In/Clock-Out in One Day

The student is required to provide documentation within one week of the occurrence or will be charged with seven (7) hours of make-up time and the incident will be considered a NO CALL / NO SHOW requiring a corrective action. Please refer to the Corrective Actions Policy for more detail. Time verification is still required.

Corrective Action for Points

Corrective action for accumulation of points will be initiated according to the chart below. Please see the Corrective Action Policy for more detail. A corrective action will be initiated each time a student reaches a point level. Any corrective action (including points for attendance) may affect their clinical grade. See the Grading Procedures Policy for more detail.

<u>Corrective Action</u>	<u>Points</u>
Documented Counseling	4 points
Written Corrective Action	8 points
Final Written Warning / Suspension	10 points
Dismissal	12 points

No Call/No Show

This applies when a student does not attend class or clinical and fails to report the absence to the program faculty and/or clinical preceptor. If notification is not received within **two hours** of the scheduled start time, it will be deemed a "NO CALL/NO SHOW."

Leave of Absence

The Primary Magnetic Resonance Imaging Program reserves the right to deny or grant a leave of absence. A leave of absence must be submitted through the office of the Registrar and approved by the Program Director. Please see the School of Health Professions Leave of Absence policy for more information.

Tuition and Fees

Tuition and Fees:

Acceptance Fee:	\$300.00 (Non-refundable) (Applicable toward first semester tuition)
Registry Review Fee:	\$200.00 (summer semester)
Semester Tuition:	\$3,400.00 per semester

Total Program Tuition & Fees: \$14,050.00

Estimated Additional Expenses may include but not limited to:

Textbooks	~\$1,400.00
Uniforms	~\$200.00
	School Patch \$2.00 each
Cap and Gown	~\$25.00
National Registry Exam Fee	\$225
Application Fee	\$20.00

There is no charge for parking, liability/malpractice insurance, or background screening. Payments must be made on or before the due date. Tuition must be paid in full before a student can continue to the next semester unless they have received permission to do so from the Program Director. The tuition and fees are subject to change upon due notice to the student.

The Primary Magnetic Resonance Imaging Program has the right to deny access to grades, transcripts, letters of recommendation, actions on appeals or grievances, class, clinical experience, exams and ARRT notification of completion, if a student fails to meet the financial obligations of this policy.

Students who are delinquent on any payments while using the IPP agreement described below will be denied future use of the plans.

Payment Options

1. Payment in full
2. Semester payments: Due before the start of the first day of classes.
3. If payment is received after due date, a \$25 late fee will be assessed for each overdue payment
4. Installment Payment Plan

Installment Payment Plan (IPP)

The program offers an Installment Payment Plan (IPP) for students who desire this option. The plan allows the student to pay the semester tuition and fees in monthly payments beginning on the tuition due date. The cost of this service is \$25.00. There will be no other fee or interest charges for the service unless the student fails to meet payment deadlines. If a student fails to meet a pre-arranged payment due date, a \$25 monthly charge will be assessed to each overdue payment.

Academic Calendar

Date	Calendar Description
August 24, 2026	Fall Semester Begins
September 7, 2026	Labor Day – No Class or Clinical
September 10, 2026	Last Day to Receive 75% Tuition Refund
September 17, 2026	Constitution Day – Classes/Clinicals in Session
September 22, 2026	Last Day to Receive 50% Tuition Refund
October 9, 2026	Last Day to Receive 25% Tuition Refund
October 19-23, 2026	Fall Break – No Class or Clinical
November 26-27, 2026	Thanksgiving Break - No Class or Clinical
December 14-18, 2026	Final Exam Week
December 21, 2026	SAP Evaluation
December 21, 2026 – January 1, 2027	Semester Break - No Class or Clinical
January 4, 2027	Spring Semester Begins
January 21, 2027	Last Day to Receive 75% Tuition Refund
February 2, 2027	Last Day to Receive 50% Tuition Refund
February 19, 2027	Last Day to Receive 25% Tuition Refund
March 1-5, 2027	Spring Break - No Class or Clinical
April 26 – April 30, 2027	Final Exam Week
April 30, 2027	Graduation
May 3, 2027	SAP Evaluation
May 3-14, 2027	Semester Break – No Class or Clinical
May 17, 2027	Summer Semester Begins
May 29, 2027	Last Day to Receive 75% Tuition Refund
May 31, 2027	Memorial Day - No Class or Clinical
June 6, 2027	Last Day to Receive 50% Tuition Refund
June 18, 2027	Last Day to Receive 25% Tuition Refund

July 5, 2027
 August 2-6, 2027
 August 9, 2027
 August 9-20, 2027

Independence Day Observed – No Class or Clinical
 Final Exam Week
 SAP Evaluation
 Semester Break - No Class or Clinical

Curriculum Outline

Fall Term		Clock Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
MR300	Cross Sectional Anatomy	64	0	0	64
MR301	Procedures I	64	0	0	64
PTC101	Patient Care in Imaging	64	0	0	64
MR302	MRI Scanning Lab I	0	32	0	32
MR303	Introductory Clinical Experience I	0	0	136	136
TOTAL TERM					360

Spring Term		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
MR304	Procedures II	32	0	0	32
MR305	Physics I	32	0	0	32
MR308	MRI Pathology	32	0	0	32
MR306	Intermediate Clinical Experience I	0	0	448	448
TOTAL TERM					544

Summer Term		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
ETH101	Healthcare Ethics and Law	24	0	0	24
MR307	Physics II	24	0	0	24
MR309	Intermediate Clinical Experience II	0	0	336	336
TOTAL TERM					384

Fall Term		Contact Hours			
Course	Course Title	Lecture	Lab	Clinical	Total
MR310	Advanced Imaging	32	0	0	32
MR311	Registry Review	32	0	0	32
MR312	Advanced Clinic Experience	0	0	424	424
TOTAL TERM					488

TOTAL CLOCK HOURS: 1776

Professional Appearance

Students should carefully review the Professional Appearance section located in the General School Information and Policies portion of the School Catalog that outlines universal expectations as approved by Cleveland Clinic. Students are expected to follow this guidance in addition to those specific to the program outlined below.

If a student must be reminded repeatedly of the Professional Appearance expectations, it will result in Corrective Action.

Uniforms

Uniforms consist of either navy blue uniform tops (scrub) and white pants (scrub) or white uniform tops (scrub) and navy-blue pants (scrub). Warm-up jackets may be included but must be the same color as the uniform tops. Sweaters, fleece jackets, and sweatshirts are not permitted at the clinical site unless in the classroom. All shirts and jackets must have the program patch sewn on the left sleeve, two finger widths down from the top of the left shoulder seam.

1. Shirts (tanks, t-shirts, turtlenecks) both long or short sleeved may be worn under the uniform but must be solid white. If you wear a long sleeve white shirt, the shirt may not extend beyond the wrist and may not have thumbholes. No decals, designs or words are permitted on the undershirts. Crew-neck shirts are highly recommended under V-neck uniform tops. If a short sleeve t-shirt is worn underneath a short-sleeve uniform top, the sleeves of the t-shirt must not hang below the uniform top sleeves. $\frac{3}{4}$ sleeve length tops are not permitted.
2. Socks must be solid white, black, grey, or navy blue.
3. If undergarments are visible through white scrubs, they should be white or nude colored.
4. Uniforms must be freshly laundered and wrinkle-free each time they are worn.
5. Shoes must be either white, black, grey, or navy blue athletic shoes (no crocs). They can be a combination of the above colors, but must not have colored stitching, stripes, insignias, etc. and must always be kept clean.
6. The Cleveland Clinic ID badge must be worn at all times, with the name and photo visible, at the chest or collar level.

In-class Dress Code

Same as above but students are permitted to wear Imaging-related and Cleveland Clinic logo fleece, sweatshirts, or t-shirts.

Additionally, students should be aware of the following:

Grooming

1. Gum chewing is prohibited both in clinicals and in class.
2. Perfume, cologne, and scented lotions are prohibited. Students must minimize any other strong odors.
3. Hair must be neatly groomed, and hair longer than shoulder length must be tied back.
4. Unnatural hair colors to human hair are not permitted (e.g. purple, green, red, pink, and blue).
5. Fingernails must be kept short (1/4 inch or shorter). Nail polish must be clear or pastel and must not be chipped. No artificial nails (including, but not limited to acrylics, extenders and embellishments) of any sort are not permitted as they harbor bacteria.

Jewelry and Accessories

1. No more than two "post" style earrings per ear are permitted. Earrings that may interfere with patient care, such as hoops, dangling or large earrings are prohibited. A single small nose stud piercing is permitted with the exception of septum piercings.
2. Visible body piercings, including tongue, mouth, and eyebrows are not permitted.
3. Wearing a ring and/or watch is permitted. Any item of jewelry that is worn must be able to be removed when scrubbing in or performing special procedures.

4. Ear gauges that are visible must have solid, skin-colored plugs in place.
5. The wearing of hats/caps is not prohibited. An exception to this rule is headgear that is part of a religious protocol or is required by the clinical facility (i.e., surgical caps, hoods, etc.).

Surgical Scrub Policy

This policy has been implemented to encourage hygiene. Students should be aware of the following:

- Surgical scrubs cannot be worn outside of the hospital/facility or to and from work.
- Students must change into surgical scrubs once they enter their surgical locations and change again before leaving the hospital.
- When leaving the surgical or procedure rooms, surgical scrubs must be covered with a buttoned lab coat or warm-up jacket while inside the hospital – for example, during a lunch break in the cafeteria or running an errand outside the surgical department.
- Disposable hats, masks, gowns, gloves and shoe coverings must be removed when leaving surgical departments. Discard these items prior to leaving the surgical department or procedure room.

Classroom Dress Code for Approved Dress Down Days

- Please remember that even though we are in class, we are on hospital grounds and professional behavior is important. Students are responsible for their own appearance and are required to wear attire that is neat, clean, pressed and in good repair and condition.
- The following articles of clothing are not permitted: tank tops, tube tops, halter tops, leggings, capri style pants, spaghetti strap shirts or dresses, clothing with holes, midriff shirts, and shorts that are too short.
- If the appropriateness of any student's apparel is in question, the Program Director will have the final decision, and students may be asked to go home and change.

Additional Health Requirements

N95 Particulate Respirator

Students are not fit-tested at the Cleveland Clinic for N95 particulate respirators and therefore cannot assist on exams where respirators are required. Students who have been fit-tested through their employer or previous program may assist on these exams.

AREA OF STUDY

CLINICAL PASTORAL EDUCATION

<i>Area of Study Snapshot: Clinical Pastoral Education Internship</i>	
Program Director	Andy Burnette, D. Min., BCC, ACPE Certified Educator burneta6@ccf.org
Location	Q Building 9500 Euclid Ave. Cleveland, OH 44195
Clock Hours	400
Program Length	11-17 weeks / 3-5 months
Delivery Method	Blended
Total Cost (tuition + fees)	\$550 / \$400 (returning students)

<i>Area of Study Snapshot: Clinical Pastoral Education Residency</i>	
Program Director	Andy Burnette, D. Min., BCC, ACPE Certified Educator burneta6@ccf.org
Location	Q Building 9500 Euclid Ave. Cleveland, OH 44195
Clock Hours	1200
Unit Length	1 year (3 units)
Delivery Method	Residential
Total Cost (tuition + fees)	No tuition; \$41,000 stipend

Overview

Clinical Pastoral Education (CPE) is an Association for Clinical Pastoral Education (ACPE) accredited pastoral education area of study that began in 1988. This area of study offers an Internship and Residency track. The Clinical Pastoral Education Internship offers intensive and standard units, ranging from 11-17 weeks. The Clinical Pastoral Education Residency is a full-time, year-long experience consisting of three units. Residents receive a \$41,000 stipend. Clinical Pastoral Education provides clinical education in spiritual care for religious/spiritual professionals, including persons seeking certification as chaplains. Clinical Pastoral Education may support students' preparation in a variety of roles, but is not designed to prepare students for a specific occupation. Students receive an individual certificate for each unit completed, but there is no universal number of units required.

Mission

To nurture and train clergy and laity who will show excellence in clinical pastoral services, rigor in self-reflective praxis, and thirst for ongoing learning and health.

Objectives

The goals of Clinical Pastoral Education reflect the outcomes of The Association for Clinical Pastoral Education (ACPE) and lead to spiritual care skills that enhance healing. This area of study emphasizes personal formation, spiritual growth, and the development of reflective, relational, and interpersonal skills within a supervised clinical setting. Learners in Clinical Pastoral Education develop skills necessary to provide excellent spiritual care in hospitals, communities, religious congregations, and other institutional

settings. This area of study does not culminate in a professional certification or licensure, nor does it provide direct entry into a specific occupation.

Accreditation

Clinical Pastoral Education is accredited by The Association for Clinical Pastoral Education, Inc. (ACPE)

The Association for Clinical Pastoral Education, Inc.
1 Concourse Parkway, Suite 800
Atlanta, GA 30328
Phone: 404-320-1472
Website: www.acpe.edu

Faculty

Andy Burnette, D.Min., BCC, ACPE Certified Educator, Program Director (full-time)

Education: B.S., Mass Communication, University of Evansville
M.Div., Divinity, Oakland City University
D.Min., Ministry, Pacific School of Religion

Facilities

One conference room (J5-002) is reserved for Clinical Pastoral Education classes. Clinical Pastoral Education learners have a dedicated work area in either the Regional Offices or the Spiritual Care office

with several computer workstations and Internet access. The Center has a dedicated on-call/sleep room (TT-503) with a bed, computer workstation, television, bathroom, and shower for learners and staff when they are on-call overnight and on weekends at the main campus. Students at every Placement Site have opportunities to attend grand rounds in Spiritual Care, Healing Services, Bioethics, and numerous other areas. Trained Staff chaplains, who review the ACPE required materials before each unit, are assigned as preceptor mentors to students and assist with clinical work and pastoral practice.

Advisory Board

The Clinical Pastoral Education Advisory Board serves to address and provide insight on a broad range of topics including the program's mission, goals and objectives, curriculum, outcomes, program strengths and areas for improvement in preparing graduates, current and projected community needs for graduates in the field, annual evaluation of program effectiveness, and learners, graduate, clinical externship affiliate, and employer feedback.

The Advisory Board consists of in-field specialists who are committed to assisting the area of study's leadership and educators in fulfilling education objectives and improving program effectiveness. The Advisory Board meets at a minimum of once per year. Distribution of meeting minutes to the Advisory Board, area of study personnel, and interested parties is documented prior to the next scheduled meeting.

Application Process

Clinical Pastoral Education at the Cleveland Clinic is professional education for the provision of spiritual care. In the admission process, applicants should be able to demonstrate maturity, development, or potential in each of the criteria. Serious deficiency in any of the criteria would be grounds for a decision not to admit the applicant.

Prior to submitting an application, it is recommended that applicants review the admissions-related information and requirements outlined on the program's [webpage](#) for the academic year in which they wish to apply. Information includes the following:

- Application process and deadlines
- Technical standards
- Desired attributes
- Admissions requirements, including prerequisites
- Required admissions documents
- Required enrollment documents

Unit Credit Requirements

Student Achievement is based on demonstration of the Outcomes and Indicators that are assigned to each level of Clinical Pastoral Education.

Full Credit and Advances to the Next Level of CPE (Pass and Proceed)

To receive 1 credit and advance to the next level of Clinical Pastoral Education, the student must successfully complete the 400-hour requirement, demonstrate achievement of a *minimum* score of 80% for the assigned indicators of the level on the standardized evaluation, and meet all local requirements. This level of achievement will be indicated with an asterisk* as part of the certificate title and denoted at the bottom of the certificate, indicating eligibility to advance to the next level.

Full Credit but DOES NOT Advance to the Next Level of Clinical Pastoral Education (Pass and Repeat)

An student who demonstrates a level of achievement between 70% – 79% for the assigned indicators of the level on the standardized evaluation, successfully completes the 400-hour requirement, and meets all local requirements will receive 1 credit for the unit. The student will not be eligible to advance to the next level of CPE. The student will receive a certificate for the completion of the unit. At the discretion of the program, the student may repeat the current level.

Half Credit but DOES NOT Advance to the Next Level of Clinical Pastoral Education (Half-Pass and Repeat)

A student who demonstrates a level of achievement between 50% – 69% for the assigned indicators of the level on the standardized evaluation, successfully completes the 400-hour requirement, and meets all local requirements will receive .5 credit for the unit. The student will not be eligible to advance to the next level of Clinical Pastoral Education. The student will receive a certificate for the completion of the unit. At the discretion of Clinical Pastoral Education, the student may repeat the current level.

Zero Credit

A student who demonstrates a level of achievement less than 49% for the assigned indicators of the level on the standardized evaluation or does not complete the 400-hour requirement or does not meet all local requirements will receive 0 credit for the unit. The student will not be eligible to advance to the next level of CPE. At the discretion of Clinical Pastoral Education, the student may repeat the current level.

Grading Scale

Clinical Pastoral Education uses the Pass/Fail grading scale outlined above in the Unit Requirements section.

Scale	Grade	Definition
50-100%*	P	Pass
0-49%	F	Inadequate/Fail

*Please review the *Unit Credit Requirements* to determine if the “Pass” grade qualifies the student to proceed or repeat the unit.

Attendance Policies

Students are expected to attend all Clinical Pastoral Education education days. Exceptions may be granted by the educator in case of family emergency or illness. If a student misses clinical hours, it is their responsibility to work with the educator to reschedule those hours. Students may not pass with fewer than the combined 400 clinical and educational hours per Clinical Pastoral Education unit.

Tuition and Fees

Clinical Pastoral Education - Internship

Tuition is \$550 per unit, payable (less the deposit) on the first day of class. Payment plans can be arranged by request. For learners whose tuition will be paid by their seminary or congregation, an invoice will be mailed.

Fees

Application Fee (non-refundable): \$20.00

*Acceptance Deposit: \$50.00

**Due within 14 days of acceptance and applied toward tuition. If a third party (e.g. school or church) is paying the program fee, a letter from the guarantor is required.*

Tuition

Summer Intensive Unit Tuition: \$550.00

Fall or Spring Extended Unit Tuition: \$550.00

Subsequent Units (either Summer or Extended) Tuition: \$400.00

Clinical Pastoral Education – Residency

There are no tuition or fees for the Clinical Pastoral Education Residency. Residents receive a \$41,000 stipend.

Academic Calendar

Date	Calendar Description
June 1, 2026	Summer Unit Begins
May 26, 2026	Full Tuition Payment Due
June 6, 2026	Last Day to Receive 75% Tuition Refund
June 14, 2026	Last Day to Receive 50% Tuition Refund

June 26, 2026	Last Day to Receive 25% Tuition Refund
TBD	Mid-Unit Evaluations
TBD	Final Evaluations
August 21, 2026	End of Unit
TBD	Graduation
September 1, 2026	Fall Unit Begins
September 1, 2026	Full Tuition Due
September 7, 2026	Labor Day – No Class or Clinicals
September 17, 2026	Constitution Day – Classes/Clinicals in Session
September 20, 2026	Last Day to Receive 75% Tuition Refund
October 3, 2026	Last Day to Receive 50% Tuition Refund
October 22, 2026	Last Day to Receive 25% Tuition Refund
TBD	Mid-Unit Evaluations
TBD	Final Evaluations
January 7, 2027	End of Unit
TBD	Graduation
January 14, 2027	Spring Unit Begins
January 14, 2027	Full Tuition Due
February 2, 2027	Last Day to Receive 75% Tuition Refund
February 14, 2027	Last Day to Receive 50% Tuition Refund
March 5, 2027	Last Day to Receive 25% Tuition Refund
TBD	Mid-Unit Evaluations
TBD	Final Evaluations
May 21, 2027	End of Unit
TBD	Graduation

Curriculum Outline

Clinical Pastoral Education consists of 400 hours per unit, with 250 of those hours being clinical spiritual care of patients, 100 being education, and 50 to be used at the educator's discretion. Hours of education consist of verbatim seminars, Interpersonal Relations Group, and didactic seminars. Additionally, learners have one hour of individual supervision with their Certified Educator/Certified Educator Candidate each week. The Residency consists of three units, accounting for a year-long experience.

Professional Appearance

Cleveland Clinic maintains rigorous standards of professional conduct. This extends to the dress and grooming of all personnel (employees, residents, learners, associate staff and volunteers) representing the Center for Spiritual Care.

Guidelines:

1. All personnel will be dressed and groomed professionally.
2. Informal sportswear is not appropriate.
3. CCF Badges must be worn.
4. Open sandals and toed shoes are not appropriate.
5. Perfume, Cologne, and other scents should be avoided.
6. Religious symbols should not be visible on clothing as we serve all people.

Appearance is the first thing observed by others and research indicates that it is best to present yourself as a person who possesses credibility, efficiency, and professionalism as a spiritual care provider to all patients, families, and caregivers.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Beachwood Diagnostic Medical Sonography

DMS101B - Introduction to Sonography & Patient Care

Clock Hours: 32

This course introduces the student to the world of diagnostic medical sonography and patient care. Topics will include the history and development of ultrasound, professional ethics specific to ultrasound, legal considerations, industry standards and OSHA guidelines, HIPPA, medical records, methods of infection control, proper scanning techniques, and ergonomics including sonographer best practices to reduce injury. In addition, it will cover patient assessment including age-related care and cultural competency, proper transport and transfer of patients with and without support equipment, taking vital signs, patient comfort and modesty, professional roles both in and out of the sonography department, and how to appropriately communicate with patients and department staff. There will be discussion of proper sterile techniques and procedures, personal protective equipment (PPE), and reporting and documenting incidents and/or adverse medication reactions, as well as discussion on hospital and departmental organization, and hospital and program affiliation.

Co-requisites: DMS111B, DMSL111, DPHY100

Pre-requisite: Admission to Beachwood Diagnostic Medical Sonography Program

DMS111B – Diagnostic Medical Sonography – Abdomen I

Clock Hours: 72

This course will introduce the body systems to the students. Topics such as anatomy, physiology, embryology, pathology, pharmacology, pathophysiology, and anatomical variants of the lymphatic system, aorta, inferior vena cava, kidneys, urinary bladder, retroperitoneal cavity, adrenal glands, liver, gallbladder, pancreas and spleen will be discussed. Introduction to sonographic terminology, relational anatomy, cross-sectional imaging, and the importance of sonographic image acquisition of normal and abnormal findings in conjunction with correlating between other modalities to confirm findings will also be discussed.

*There is a corresponding sonography scan lab with this course.

Co-requisites: DMS101B, DMSL111, DPHY100

Pre-requisite: Admission to Beachwood Diagnostic Medical Sonography Program

DMSL111 - Introduction to Sonography Scan Lab

Clock Hours: 64

Selected exercises designed to reinforce concepts covered in DMS111.

This course is the beginning foundation for scanning and brings what the Abdominal I course teaches didactically into live and simulated practice in a real sonographic lab. Introduction to the ultrasound equipment and how to properly utilize multiple machines to achieve optimum image quality, while adhering to the ALARA principle, is essential to this course. Demonstration of proper patient positioning and technologist ergonomics will be emphasized. Guided instruction will be provided to the student in the art of rocking, tilting, sweeping, and holding the transducer to obtain the images needed will be provided. Multiple scanning techniques and exam protocols, along with the identification of general anatomy, image orientation, and common pathologies will also be covered.

Co-requisites: DMS101B, DMS111B, DPHY100

Pre-requisite: Admission to Beachwood Diagnostic Medical Sonography Program

DPHY100 - Ultrasound Physics & Instrumentation

Clock Hours: 64

This course is designed to present the physical and mathematical principles of diagnostic medical sonography to the students. Topics will include understanding the physical attributes of sound waves and how images are generated, attenuation, transducer construction and function, ultrasound instrumentation, multi-hertz frequency capabilities, dynamic range, signal processing, bioeffects, display modes, resolution, artifacts, hemodynamics, harmonics and contrast agents, emerging technology, research design, statistics, quality assurance, and Doppler principles.

Co-requisites: DMS101B, DMS111B, DMSL111

Pre-requisite: Admission to Beachwood Diagnostic Medical Sonography Program

DMS112B – Diagnostic Medical Sonography- Abdomen II

Clock Hours: 64

This course details the anatomy, physiology, embryology, pathophysiology, pathology, pharmacology, and anatomical variants of the thyroid and parathyroid glands, male reproductive system, salivary glands, gastrointestinal tract, peritoneal and pleural spaces, breast, extremity non-vascular, musculoskeletal, and neonatal sonography including the hips, spine, and head. Discussion of the sonographer's role in procedures, contrast imaging, elastography (ARFI), shear wave imaging, and the importance of correlation between modalities will be included.

*There is a corresponding sonography scanning lab with this course.

Co-requisites: DMS102B, DMSL102, DCL102

Pre-requisite: DMS111B/DMSL111

DMSL112B - Sonography Scanning Lab II

Clock Hours: 48

In this scanning lab, skills will be taught and developed to perform optimal sonographic examinations of the abdominal organs, to include the thyroid, male reproductive, the gastrointestinal tract, abdominal wall, peritoneum, pleural space, non-vascular extremity, musculoskeletal, and neonatal and pediatric exams. Continued proficiency on aorta, liver, pancreas, gallbladder, kidneys and spleen will also be included. There will be additional training on the ultrasound equipment to master knobology and achieve optimal image quality, while still adhering to the ALARA principle. Demonstration of proper patient positioning and technologist ergonomics will continue to be enforced. Knowledge and discussion of proper exam protocols and patient preparations will be taught, along with examples of scanning techniques to aid in the identification of general anatomy, image orientation, and common pathologies. Lab work will also include simulation-based classwork through SonoSim.

Co-requisites: DMS102B, DMSL102, DCL102, DMS112B

Pre-requisite: DMS111B/DMSL111

DMS102B - Gynecology and Introduction to Obstetrics**Clock Hours: 72**

The course details the anatomy, physiology, embryology, pathophysiology, pathology, pharmacology, and anatomical variants during all stages of the female reproductive system, including gynecological disease processes, infertility monitoring, and the developing fetus throughout the first trimester of pregnancy and the important role that sonography plays in fetal diagnosis and treatment. Topics will include fetal biometry and the importance of obstetrical measurements throughout pregnancy, as well as fetal and maternal well-being. Medical and surgical interventions, procedures, and the importance of comparative imaging with other modalities will also be discussed. This class will discuss different sonographic approaches and techniques based on standards of care and ethical guidelines. Proper patient preparation, exam protocols, general anatomy, image orientation and common pathologies will also be addressed. Lab work will include live scanning as well as simulation-based classwork through SonoSim.

*There is a corresponding scanning lab with this course.

Co-requisites: DMS112B, DMSL112, DCL102, DMSL102

Pre-requisite: Admission to Beachwood Diagnostic Medical Sonography Program & DMSL111

DMSL102 - Sonography Scanning Lab III**Clock Hours: 48**

Selected exercises designed to reinforce concepts covered in DMS102B.

This scan lab will give students hands-on scanning obstetric and gynecological ultrasound examinations. There will be additional training on the ultrasound equipment to master knobology and achieve optimal image quality, while still adhering to the ALARA principle. Demonstration of proper patient positioning and technologist ergonomics will continue to be enforced. Knowledge and discussion of proper exam protocols and patient preparations will be taught, along with examples of scanning techniques to aid in the identification of general anatomy, image orientation, and common pathologies. Lab work will also include simulation-based classwork through Sono Sim.

Co-requisites: DMS112B, DMSL112, DCL102, DMS102B

Pre-requisite: Admission to Beachwood Diagnostic Medical Sonography Program & DMSL111

DCL102 - Clinical Experience I**Clock Hours: 304**

Direct, supervised sessions in the clinical setting that will emphasize development of the practical application of direct and indirect patient care, department workflow and sonographic scanning, as taught in the scanning lab. These applications will have emphasis on knobology, equipment orientation, proper scanning positions and planes, and general patient care. Introductory scanning on patients will include the liver, gallbladder, pancreas, kidneys, urinary bladder, adrenal glands, spleen, aorta, inferior vena cava, thyroid, and neck, and OB/GYN exams. Students will need to successfully complete all the assigned clinical competency examinations while supervised by a registered diagnostic medical sonographer at the assigned clinical site.

Co-requisites: DMS112B, DMSL112, DMS102B, DMSL102

Pre-requisite: Successful completion of Beachwood Diagnostic Medical Sonography Program Term 1

Clinicals: 1st 7 weeks 2 days/week (8 hours daily)
2nd 8 weeks 3 days/week (8 hours daily)

ETH101 - Healthcare Ethics and Law

Clock Hours: 24

This course is designed to provide the student with a fundamental background in healthcare ethics and law. The historical and philosophical basis of ethics as well as the elements of ethical behavior are also discussed. The student will examine a variety of ethical issues and dilemmas that may occur in clinical practice. An introduction to legal terminology, concepts and principles of law will also be presented. Topics include misconduct, malpractice, unintentional and intentional torts, HIPPA standards and compliance, legal and professional standards, the ASRT/ARDMS scope of practice. The importance of proper documentation and informed consent will be emphasized.

Co-requisites: DMS103B, DMSL103, DMS200, DCL103

Pre-requisite: Successful completion of Beachwood Diagnostic Medical Sonography Program Term 2

DMS103B – Advanced Obstetrics

Clock Hours: 54

This course details the anatomy, physiology, embryology, pathophysiology and anatomical variants of normal and common pathologic conditions of the second and third trimesters of pregnancy. The course will cover congenital and chromosomal abnormalities of each of the developing systems, risks of multiple gestations, and maternal disease processes and their impact on pregnancy. Correlation with ultrasound guided perinatal procedures, genetic testing, and medical and surgical interventions are also included. Proper patient preparation, exam protocols, general anatomy, image orientation and common pathologies will also be addressed. Lab work will include live scanning as well as simulation-based classwork through SonoSim.

*There is a corresponding sonography scan lab with this course.

Co-requisites: ETH101, DMS200, DCL103, DMSL103

Pre-requisite: DMS102B/DMSL102

DMSL103 - Sonography Scanning Lab IV

Clock Hours: 36

This course details the anatomy, physiology, embryology, pathophysiology and anatomical variants of normal and common pathologic conditions of the second and third trimesters of pregnancy. The course will cover congenital and chromosomal abnormalities of each of the developing systems, risks of multiple gestations, and maternal disease processes and their impact on pregnancy. Correlation with ultrasound guided perinatal procedures, genetic testing, and medical and surgical interventions are also included. Proper patient preparation, exam protocols, general anatomy, image orientation and common pathologies will also be addressed. Lab work will include live scanning as well as simulation-based classwork through SonoSim.

Co-requisites: ETH101, DMS200, DCL103, DMS103B

Pre-requisite: DMS102B/DMSL102

DCL103 - Clinical Experience II**Clock Hours: 288**

Direct, supervised sessions of sonographic scanning with emphasis on the development of the practical application and scanning techniques of obtaining sonographic images of the organs of the male and female reproductive systems, obstetrics, gastrointestinal tract, peritoneal/retroperitoneal and pleural spaces with continued proficiency on the liver, gallbladder, pancreas, kidneys, urinary bladder, adrenal glands, spleen, aorta, inferior vena cava, thyroid, and neck. Students will need to successfully complete all the assigned clinical competency examinations while supervised by a registered diagnostic medical sonographer.

Co-requisites: DMS103B, DMSL103, ETH101, DMS200

Pre-requisite: DCL102

Clinicals: 12 weeks, 3 days/week (8 hours daily)

DMS200 - Registry Review: SPI**Clock Hours: 24**

This course will prepare the students for the Sonographic Principles & Instrumentation (SPI) examination. The course material will follow the current ARDMS Exam Content Outline. The course will review the physical and mathematical principles of diagnostic medical sonography. Knowledge of the physical attributes of sound waves and how images are generated, attenuation, transducer construction and function, ultrasound instrumentation, multi-hertz frequency capabilities, dynamic range, signal processing, bioeffects, display modes, resolution, artifacts, hemodynamics, harmonics and contrast agents, statistics, emerging technology, quality assurance, and Doppler principles will be tested.

Co-requisites: DMS103B, DMSL103, ETH101

Pre-requisite: DPHY100

DMS223 - Introduction to Vascular**Clock Hours: 16**

This eight-week course involves a specialized study of the anatomy, physiology, hemodynamics, pharmacology, clinical signs and symptoms, and pathologies of the cerebrovascular, peripheral arterial, and deep venous systems. Correlation with other modalities, medical and surgical procedures, scanning techniques, direct/indirect testing methods, gold-standards regarding testing and statistics will also be included.

*There is a corresponding sonography scanning lab with this course.

Co-requisite: DMSL223

Pre-requisite: DMS101B, DMS111B, DMS102B, DMS112B, DMS103B

DMSL 223 - Sonography Scanning Lab V**Clock Hours: 24**

Selected exercises designed to reinforce concepts covered in DMS 223.

This eight-week course involves a specialized study of the anatomy, physiology, hemodynamics, pharmacology, clinical signs and symptoms, and pathologies of the cerebrovascular, peripheral arterial, and deep venous systems. Correlation with other modalities, medical and surgical procedures, scanning techniques, direct/indirect testing methods, gold-standards regarding testing and statistics will also be included.

Co-requisite: DMS223

Pre-requisite: Successful completion of Beachwood Diagnostic Medical Sonography Program Term 3

DCL201 - Clinical Experience III

Clock Hours: 512

Indirect, supervised clinical hours that continues to emphasize the development of critical thinking skills and exam knowledge on a more independent level. Development of imaging skills in obstetrics and gynecology, male reproductive system, and continued proficiency in sonographic scanning techniques of the aorta, inferior vena cava, pleural space, gastrointestinal tract, thyroid, and the organs of the abdomen to include the liver, gallbladder, bile ducts, pancreas, spleen, and the urinary system as taught in the scanning lab. Students need to complete all the assigned clinical competency examinations while supervised by a registered diagnostic medical sonographer.

Co-requisites: DMS223, DMSL223

Pre-requisite: DCL103

Clinicals: 16 weeks, 4 days/week (8 hours daily)

DMS226 - Registry Review-Abdomen

Clock Hours: 16

This eight-week course will prepare the students for their final clinical rotation and the abdominal registry examination. The course material will follow the current ARDMS Exam Content Outline. The review will include the abdomen with emphasis on sonographic abnormalities of the liver, gallbladder, pancreas, kidney, spleen, and aorta. The course will also review sonographic abnormalities of the abdominal wall, breast, pleural space, structures of the neck, peritoneum, retroperitoneum, prostate, scrotum, and superficial structures. Image identification, mock exams, and procedural scenarios will be covered to evaluate knowledge from previous courses.

Co-requisite: DMS230

Pre-requisite: DMS111B/DMSL111

DCL202 - Clinical Experience IV

Clock Hours: 512

Indirect, supervised clinical time that continues to emphasize the development of critical thinking skills and exam knowledge on a more independent level. Continued proficiency in sonographic scanning techniques of the liver, gallbladder, bile ducts, pancreas, spleen, urinary tract, aorta, inferior vena cava, non-cardiac chest, gastrointestinal tract, male reproductive, thyroid, gynecology, and obstetrics will be evaluated and tested. Students need to complete all the assigned clinical competency examinations while supervised by a registered diagnostic medical sonographer.

Co-requisites: DMS230, DMS226, DMS227

Pre-requisite: DCL201

Clinicals: 16 weeks, 4 days/week (8 hours daily)

DMS230 - Capstone**Clock Hours: 16**

This eight-week course will be utilized for the student to demonstrate the skills and knowledge mastered during the Beachwood Diagnostic Medical Sonography Program both in lecture and at clinicals. Preparation for the employment interview process and presentation of qualifications through a resume and cover letter will be included. Importance of credentialing, professional involvement, career advancement, and continuing education will be stressed. Students will present one interesting case that they performed in the clinical setting to a community of their peers in a formal presentation.

Co-requisite: DMS226

Pre-requisite: Successful completion of Beachwood Diagnostic Medical Sonography Program Term 4

DMS227 - Registry Review – Ob/Gyn**Clock Hours: 16**

This eight-week course will prepare students for the obstetrics and gynecology specialty registry examination. The course material will follow the current ARDMS Exam Content Outline. The course will review the female reproductive system with emphasis on the sonographic appearance of normal and abnormal appearances of the uterus and ovaries and will include obstetrics with the emphasis on fetal biometric measurements and developmental abnormalities, genetic testing, and maternal abnormalities.

Pre-requisite: DMS102B/DMSL102

Beachwood Radiologic Technology**PTC101 - Patient Care in Imaging****Clock Hours: 64**

This course provides an overview of radiography in addition to the basic concepts of patient care, infection control, and the role of the radiographer as a member of the health care team. Content includes pharmacology and administration of diagnostic contrast agents and intravenous medications; patient assessment; and vital signs. Topics include: critical thinking; history of radiography; professional roles and behavior; professional attitudes and communications. Also included will be hospital and departmental organization, and hospital and program affiliation.

Pre-requisite: Admission to the program

TECH101 - Radiographic Technique I**Clock Hours: 64**

This course is designed to give the student a working knowledge of the exposure factors required to produce quality radiographs. The material presented will enable the student to vary factors to control density, contrast, visibility of detail, recorded detail, distortion, radiographic equipment, computed/digital radiography and the use of automatic exposure devices. Exposure compensation and technique calculations are emphasized.

Pre-requisite: Admission to the program

POS101 - Radiographic Positioning & Procedures I**Clock Hours: 64**

This course serves as an introduction to the basics of diagnostic radiography. The material presented will enable a student to interpret radiology requisitions; recognize the structure and organs visualized in a radiograph; and correctly position a patient for various radiologic examinations including pediatric and

geriatric patients. A section on radiation protection will introduce the student to proper methods of protecting both the patient and themselves from ionizing radiation. Radiographic Positioning and Procedures I also includes the preliminary steps to taking a radiograph; general radiographic anatomy and positioning terminology; and anatomy and radiography of the thoracic viscera, upper extremities, lower extremities, shoulder girdle, bony thorax, urinary system, abdomen, pelvis, femur and hip.

*There is a corresponding radiography positioning lab with this course.

Pre-requisite: Admission to the program

POSL101 – Radiographic Positioning I Lab

Clock Hours: 64

Selected exercises designed to reinforce concepts covered in POS101.

This course serves as an introduction to the basics of diagnostic radiography. The material presented will enable a student to interpret radiology requisitions; recognize the structure and organs visualized in a radiograph; and correctly position a patient for various radiologic examinations including pediatric and geriatric patients. A section on radiation protection will introduce the student to proper methods of protecting both the patient and themselves from ionizing radiation. Radiographic Positioning and Procedures I also includes the preliminary steps to taking a radiograph; general radiographic anatomy and positioning terminology; and anatomy and radiography of the thoracic viscera, upper extremities, lower extremities, shoulder girdle, bony thorax, urinary system, abdomen, pelvis, femur and hip.

Pre-requisite: Admission to the program

CL101 - Introductory Clinical Experience I

Clock Hours: 112

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning with emphasis on the thoracic viscera, upper extremities, lower extremities and shoulder girdle. Designed to give the student an introduction to the basics of diagnostic radiography in the clinical setting. Clinical experience in hospital environment for eight weeks, two days a week.

Pre-requisite: Admission to the program

TECH102 - Radiographic Technique II

Clock Hours: 32

The course is designed to give an understanding of the components, principles and operation of digital imaging systems found in diagnostic imaging. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital systems. Principles of digital quality assurance and maintenance are presented.

Pre-requisite: TECH101

POS102 - Radiographic Positioning & Procedures II

Clock Hours: 32

This course advances and increases the student's knowledge of diagnostic radiographic positioning. This course will cover the anatomy, positioning and radiography of the vertebral column, sacroiliac joints, digestive system, biliary system, skull, facial bones and paranasal sinuses.

*There is a corresponding radiography positioning lab with this course.

Pre-requisites: POS101, POSL101

POSL102 – Radiographic Positioning II Lab

Clock Hours: 64

Selected exercises designed to reinforce concepts covered in POS102.

This course advances and increases the student's knowledge of diagnostic radiographic positioning. This course will cover the anatomy, positioning and radiography of the vertebral column, sacroiliac joints, digestive system, biliary system, skull, facial bones and paranasal sinuses..

Pre-requisites: POS101, POSL101

PHY102 - Principles of Radiation Physics

Clock Hours: 32

This course is designed to present the student with the fundamentals of electrical and radiation physics and the basic principles underlying the operation of X-ray equipment and the circuit and tube components. Topics will include the radiation concepts of matter, energy, electricity, electromagnetism and the properties of x-rays. This course will also present the nature and characteristics of radiation, X-ray production, units of measure and the fundamentals of photon interactions with matter. Mammographic, fluoroscopic and mobile equipment will be covered and tube rating charts and radiographic quality assurance and quality control will also be discussed.

Pre-requisites: TECH101

CL102 - Introductory Clinical Experience II

Clock Hours: 336

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning with emphasis on the vertebral column; scoliosis; spinal fusion; sacroiliac joints; bony thorax (sternum, sternoclavicular joints, ribs); digestive system; urinary system; biliary tract and gallbladder; abdomen; pelvis; femur; and hip radiography. Students are required to successfully complete 15 clinical competency examinations supervised by a registered radiographer or clinical instructor. Clinical experience in hospital environment for 16 weeks, three days a week.

Pre-requisite: CL101

ETH101 - Healthcare Ethics and Law

Clock Hours: 24

This course is designed to provide the student with a fundamental background in healthcare ethics and law. The historical and philosophical bases of ethics as well as the elements of ethical behavior are discussed. The student will examine a variety of ethical issues and dilemmas that occur in clinical practice. An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, unintentional and intentional torts, HIPAA standards and compliance, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent will be emphasized.

Pre-requisites: PTC101

POS201 - Advanced Radiographic Procedures

Clock Hours: 24

Advanced Radiographic Procedures will include radiographic anatomy and positioning terminology that are relevant to the following: contrast arthrography, long bone measurement, and radiography of the mouth, salivary glands and anterior neck, reproductive systems, and mammography. Additional topics

include radiation oncology, ultrasound, nuclear medicine, and bone densitometry. Trauma and surgical radiography will also be covered.

Pre-requisite: POS102

BIO201 - Radiation Biology & Protection

Clock Hours: 32

This course provides the student with information on the fundamental principles of radiation protection and radiation biology. Knowledge provided in this course is essential to understanding the biological effects of ionizing radiation and radiation protection at a basic scientific level and will serve as a standard for radiographers to promote the safe use of medical ionizing radiation. The course includes the study of legal and ethical radiation protection responsibilities of radiation workers, personnel monitoring devices, public and occupational dose limits, theory and operation of radiation detection devices, and state regulations governing radiation protection practices. Additional topics include the study of radiation sources, units of measure, effective dose limits, and biologic effects of radiation.

Pre-requisite: PHY102

CL103 - Intermediate Clinical Experience I

Clock Hours: 336

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning with emphasis on the skull, facial bones, and paranasal sinuses. Students are required to successfully complete 15 clinical competency examinations supervised by a registered radiographer or clinical instructor.

Clinical experience in hospital environment for 12 weeks, four days a week.

Pre-requisite: CL102

SP201 - Special Procedures in Radiologic Technology

Clock Hours: 24

This course is designed to advance the student's knowledge of specialized procedures in the imaging department. The material presented will enable a student to recognize the structure and organs visualized in a radiograph, and to correctly position a patient for various advanced and special radiologic examinations. Special Procedures will include vascular; cardiac and interventional radiography; central nervous system; magnetic resonance imaging; and computed tomography.

Pre-requisite: POS102

RT202 - Radiographic Analysis

Clock Hours: 32

This course is designed to provide a basis for analyzing the radiographic quality of the following procedures: chest, abdomen, upper extremities, shoulder girdle, lower extremities, hip/pelvis, spine, skull, facial bones, gastrointestinal tract, and pediatric radiography. The students will demonstrate patient assessment, proper positioning, exposure factors, and radiation protection. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality.

Pre-requisites: TECH101, TECH102

CL201 - Intermediate Clinical Experience II**Clock Hours: 448**

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning. Students are required to successfully complete 20 clinical competency examinations supervised by a registered radiographer or clinical instructor. Clinical experience in hospital environment for 16 weeks, four days a week.

Pre-requisite: CL103

PATH201 - Radiographic Pathology**Clock Hours: 32**

This course is designed to introduce concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. The material covered should enhance the students' knowledge regarding interpretation of clinical information provided on the requisition and/or patient's chart. Case studies and critical thinking exercises allow the student the opportunity to consider the relevance of radiographic procedures with regard to technical and patient considerations. The course also includes a written research paper on a chosen pathology with oral presentation.

Pre-requisite: Anatomy and Physiology (Program Prerequisite)

REG201 - Registry Review I**Clock Hours: 32**

This course provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

Pre-requisite: Successful completion of the third semester

REG202 - Registry Review II**Clock Hours: 32**

This course is a continuum of Registry Review I in preparation for the ARRT Registry Examination. This course provides a review of basic knowledge from previous courses and helps the student prepare for the national certification examination for radiographers. Topics include image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

Pre-requisite: REG201

CL202 - Advanced Clinical Experience**Clock Hours: 448**

Supervised sessions emphasizing practical application of radiographic positioning with clinical experience. Emphasis on enhanced student knowledge of pathology and the relation to radiographic imaging quality. Clinical experience will be in the hospital environment for 16 weeks, four days a week.

Pre-requisite: CL201

Cardiac Ultrasound

AE101 - Adult Echocardiography I

Clock Hours: 138

This course provides detailed instruction of heart anatomy and physiology. It will discuss medical terminology, cardiac anatomy, ECG basics, introduction to the sonographic assessment and technical interpretation of heart disease, and the cardiac cycle. Additionally, this course discusses evaluation of right and left ventricular function, valve disease, prosthetic valve, diastology and hemodynamics.

Pre-requisite: Admission to the program

AE101L - Adult Echocardiography I Lab

Clock Hours: 189

This course compliments the didactic instruction of AE101. Laboratory demonstration and student practice in scanning techniques and protocol related to the various heart structures are included. This course provides an orientation to clinical aspects of medical imaging by scanning each other and other volunteers. Under supervision, the students will become familiar with the imaging equipment controls, transducer positions relative to anatomy, and scanning techniques.

Course Requirements: Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Pre-requisite: Admission to the program

Co-requisite: AE101

AE103 - Clinical Externship I

Clock Hours: 170

This practicum enables the student to learn and obtain images in a clinical setting. It provides an orientation to clinical aspects of medical imaging in a hospital environment for students without significant previous experience in clinical health care. It includes an introduction with emphasis on the basic orientation to a hospital cardiology department, its function and its basic patient care techniques. Students will assist with routine echo lab procedures in all cardiac sonography studies and apply the skills learned in scanning lab.

Course Requirements: Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Pre-requisite: Admission to the program

Co-requisites: AE101, AE101L

AE201 - Adult Echocardiography II**Clock Hours: 48**

This course is an extension of AE101 Adult Echocardiography I, covering in depth pathophysiology of heart disease and the role of ultrasound diagnosis. Introduction of global longitudinal strain, three-dimensional imaging, transesophageal echo, structural heart disease and advanced valve disease.

Course Requirements: Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Pre-requisite: AE101

Co-requisite: AE201L

AE201L - Adult Echocardiography II Lab**Clock Hours: 112**

This course compliments the didactic instruction of AE201. Laboratory demonstration and student practice in scanning techniques and protocol related to the various heart structures are included. Under supervision, the students will be proficient with the imaging equipment controls, transducer positions relative to anatomy, and scanning techniques. This course will also involve echocardiography image review and preliminary reporting with ongoing question and answers. It is structured to increase in complexity and difficulty and the student progresses.

Course Requirements: Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Pre-requisite: AE101L

Co-requisite: AE201

AE102 – Ultrasound Physics & Instrumentation I**Clock Hours: 32**

Fundamental principles of ultrasound physics including sound wave generation and propagation in tissue; factors affecting acoustical impedance and reflection. Transducer design, characteristics & construction and principles of Doppler ultrasound will also be covered. Integration of these theories, principles, and their clinical applications will be emphasized.

Course Requirements: Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Pre-requisite: Admission to the program

AE203 - Clinical Externship II**Clock Hours: 382**

This practicum enables the student to learn and obtain images in a clinical setting. Students will continue to assist with routine echo lab procedures in all cardiac sonography studies and apply the skills learned in scanning lab.

Course Requirements: Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Pre-requisites: AE101, AE101L, AE103

Co-requisites: AE201, AE201L

AE301 - Adult Echocardiography III**Clock Hours: 45**

This course is an extension of AE201 Adult Echocardiography II, and will be a comprehensive review of material covered throughout the year. New topics such as embryology and congenital pathologies will be introduced, and complex pathophysiology and ultrasound findings.

Course Requirements: Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Pre-requisite: AE201

AE303 - Clinical Externship III**Clock Hours: 348**

This is the last of three consecutive clinical practicum courses in which the student is supervised in a clinical setting. Students will assist with routine echo lab procedures in all cardiac sonography studies. The final goal is to achieve a competency level of an entry-level cardiac sonographer upon completion of the clinical course sequence.

Course Requirements: Students must earn the minimum grade of 75% to progress to the next semester and continue the program.

Pre-requisite: AE203

Co-requisite: AE301

Cardiovascular Perfusion

PER101 - Perfusion Theory I

Clock Hours: 48

This is an introductory course starting with cardiovascular anatomy, principles of hemodilution, myocardial protection and pharmacology. Topics include the perfusion circuit and ancillary equipment as it pertains to the patient's pathology.

Pre-requisite: Admission to the Program

Co-requisites: PER102, PER103, PER100L

PER102 - Perfusion Theory II

Clock Hours: 33

This course is concurrent with the topics in Perfusion Theory I. Emphasis is given to blood components and coagulation, autotransfusion, and laboratory analysis.

Pre-requisite: Admission to the Program

Co-requisites: PER101, PER103, PER100L

PER103 - Perfusion Circuit

Clock Hours: 32

This course is designed to acquaint the student with the various components that make up the perfusion circuit. Emphasis is placed on the history, performance and limitations of each component in the perfusion circuit.

Pre-requisite: Admission to the Program

Co-requisites: PER101, PER102, PER100L

PER100L - Clinical Instruction I

Clock Hours: 579

This is an introductory course acquainting the student with the heart-lung machine. Emphasis is placed on the student to learn how to assemble the disposables of the perfusion circuit and to be able to prepare the heart-lung machine in a timely manner.

Pre-requisite: Admission to the Program

Co-requisites: PER101, PER102, PER103

PER101L - Clinical Implementation I

Clock Hours: 32

This course integrates perfusion theory and the components of the perfusion circuit. Emphasis is placed on patient strategies for successful outcomes with routine cardiac procedures.

Pre-requisite: Successful Completion of 1st Term

Co-requisites: PER105, PER104, PER200L

PER104 - Perfusion Theory III

Clock Hours: 33

This course is a continuation of the topics introduced in Perfusion Theory I and II. Emphasis is given to pediatrics and unique patient pathologies and surgical techniques.

Pre-requisite: Successful Completion of 1st Term

Co-requisites: PER105, PER101L, PER200L

PER105 - Research Seminar I

Clock Hours: 16

This is an introductory course acquainting the student with research methods in perfusion. The student will complete a case report and presentation.

Pre-requisite: Successful Completion of 1st Term

Co-requisites: PER104, PER101L, PER200L

PER106 - Perfusion Special Topics

Clock Hours: 16

This course is a compilation of perfusion topics of special interest to complete the students' perfusion education.

Pre-requisite: Successful Completion of 3rd Term

Co-requisites: PER107, PER109, PER400L

PER200L - Clinical Instruction II

Clock Hours: 586

This course is a continuation of the Clinical Instruction for Perfusion students. Emphasis is placed on the management of an open-heart surgery case from start to finish.

Pre-requisite: Successful Completion of 1st Term

Co-requisites: PER105, PER104, PER101L

PER201L - Clinical Implementation II

Clock Hours: 28

This course is a continuation of Clinical Implementation I with a focus on practical application of perfusion theory and the components of the perfusion circuit. Emphasis is placed on patient strategies for successful outcomes with complex cardiac procedures.

Pre-requisite: Successful Completion of 2nd Term

Co-requisites: PER108, PER300L

PER107 - Mechanical Circulatory Support

Clock Hours: 16

This course is designed to introduce students to the scientific concepts involved with all types of mechanical circulatory support devices, including extracorporeal membrane oxygenation (ECMO) and ventricular assist devices (VADs).

Pre-requisite: Successful Completion of 3rd Term

Co-requisites: PER106, PER109, PER400L

PER108 - Research Seminar II

Clock Hours: 16

This is a continuation of Research Seminar I. Students will complete case reports and select a topic for their Quality Improvement project.

Pre-requisite: Successful Completion of 2nd Term

Co-requisites: PER201L, PER300L,

PER300L - Clinical Instruction III

Clock Hours: 669

This course is a clinical continuation for perfusion students. Perfusion students are expected to run a routine case and may now start to document their successful cases toward their graduation requirements.

Pre-requisite: Successful Completion of 2nd Term

Co-requisites: PER108, PER201L

PER109 - Research Seminar III

Clock Hours: 16

This is the final course of the Research Seminar series where the student writes their manuscript and presents the findings of their research.

Pre-requisite: Successful Completion of 3rd Term

Co-requisites: PER400L, PER106, PER107

PER400L - Clinical Instruction IV

Clock Hours: 774

This course is a clinical continuation for perfusion students. Students are expected to manage all case types and finish their case requirements for graduation.

Pre-requisite: Successful Completion of 3rd Term

Co-requisites: PER109, PER106, PER107

Clinical Pastoral Education Internship

CPE100F – CPE Internship Fall Extended Unit

Clock Hours: 400

This internship provides weekly training that consists of clinical time with patients, verbatim seminars, didactic sessions, interpersonal relations group (IPR), and individual supervisory consultation. Participants receive an evaluation and certificate at the completion of each unit.

CPE100S – CPE Internship Spring Extended Unit

Clock Hours: 400

This internship provides weekly training that consists of clinical time with patients, verbatim seminars, didactic sessions, interpersonal relations group (IPR), and individual supervisory consultation. Participants receive an evaluation and certificate at the completion of each unit.

CPE100I – CPE Internship Summer Intensive Unit

Clock Hours: 400

This internship provides weekly training that consists of clinical time with patients, verbatim seminars, didactic sessions, interpersonal relations group (IPR), and individual supervisory consultation.

Participants receive an evaluation and certificate at the completion of each unit.

Clinical Pastoral Education Residency

CPE200F – CPE Residency Fall Unit

Clock Hours: 400

This Residency unit provides weekly training that consists of clinical time with patients, verbatim seminars, didactic sessions, interpersonal relations group (IPR), and individual supervisory consultation. Participants receive an evaluation and certificate at the completion of each unit.

CPE200S – CPE Residency Spring Unit

Clock Hours: 400

This Residency unit provides weekly training that consists of clinical time with patients, verbatim seminars, didactic sessions, interpersonal relations group (IPR), and individual supervisory consultation. Participants receive an evaluation and certificate at the completion of each unit.

CPE200I – CPE Residency Summer Unit

Clock Hours: 400

This Residency unit provides weekly training that consists of clinical time with patients, verbatim seminars, didactic sessions, interpersonal relations group (IPR), and individual supervisory consultation. Participants receive an evaluation and certificate at the completion of each unit.

Computed Tomography

XAP102 – Cross Sectional Anatomy and Pathology

Clock Hours: 40

This course is delivered in a traditional classroom style and provides the student with fundamental anatomy and pathology associated with computed tomography and magnetic resonance imaging of the head, neck, face, spine, thorax, abdomen, pelvis, upper and lower extremities. The various structures will be demonstrated in the axial, sagittal and coronal imaging planes.

Pre-requisite: Admission to the program

Co-requisite: CT104

CT104 - Introduction to Computed Tomography Online

Clock Hours: 24

This course is delivered online and provides the student with information necessary to enter into the computed tomography clinical setting. Topics to include: Basic principles; screening procedures; patient monitoring; dose; safety precautions; contrast agents used; contraindications; equipment operated; professional roles and behavior; processing of images; routine examinations and protocols utilized; image artifacts; and compensation. Students will receive an introduction to the physics associated with computed tomography.

Pre-requisite: Admission to the program

Co-Requisite: XAP102

CT103 – Computed Tomography Physics

Clock Hours: 48

This course is delivered in a blended format and provides the student with a comprehensive study of the physics associated with computed tomography. Topics will include: Terminology associated with CT; history and generations of CT, EBCT, spiral scanning and multi-row scanning; CT equipment; image

processing; filters and algorithms; image quality; image noise; advanced CT imaging options; artifacts; contrast administration; patient safety; quality assurance; radiation risk factors; and dose.

Pre-requisite: XAP102, CT104

Co-Requisite: CT200

CT200 – Computed Tomography Clinical Experience

Clock Hours: 300

Computed tomography technologists operate advanced imaging equipment to obtain computer-generated sectional images of the human body. Computed tomography technologists must be able to provide quality patient care while working closely with the radiologist in a fast-paced, high-volume area. The clinical portion of the Computed Tomography Program is designed to prepare students to be competent, efficient working technologists. Upon successful completion of the CT clinical course, students will have met the examination requirements for the ARRT and be eligible to sit for the CT post-primary certification exam.

Pre-requisite: CT104

Co-Requisite: CT103

Cytology

CYTO501 - Introduction to Cytopathology

Clock Hours: 10

Overview of the history and significance of cytodiagnosis and its place in the modern medical laboratory. The basics of microscopy and the care of the microscope are included using cells from squamous epithelium. This course is delivered in a blended format.

Upon completion of the lectures, exams and exercises, the student will be able to describe the history and timeline of cytology's beginnings. The student will be able to apply the knowledge to utilize and troubleshoot a microscope.

Pre-requisite: Admission to Program

CYTO505 - Cytopreparation

Clock Hours: 66

Laboratory hands-on experience in the accessioning, preparation and staining of all types of cytologic samples. Students learn the basics and troubleshooting of the various stains utilized in the cytology laboratory using manual and automated methods and prepare slides using state of the art equipment. This course is delivered in a blended format.

Upon completion of the lectures, exams and laboratory exercises, the student will be able to demonstrate competency of accessioning, preparation, staining and coverslipping of various cytology specimens.

Pre-requisite: Admission to Program

Co-Requisite: CYTO510, CYTO515, CYTO570, CYTO601, CYTO600

CYTO510 - Gynecologic Cytopathology**Clock Hours: 202**

Study of the Pap test including normal cells, inflammatory reactions, neoplasia (epithelial and nonepithelial), therapy changes and miscellaneous entities. The anatomy and histology of the female reproductive system are studied as they pertain to the cytologic sample and normal versus abnormal cytologic and histologic appearances compared. The cytologic criteria of malignancy are studied in depth. Areas of study include the uterine cervix, endometrium, fallopian tubes, ovaries, vagina and vulva. Nomenclature used in Pap test reporting and the triage and treatment of patients with gynecologic neoplasia are also included. This course is delivered in a blended format.

Upon completion of lectures, exams and exercises, the student will be able to describe and differentiate non-neoplastic and neoplastic gynecologic entities. Students will be able to interpret and diagnose gynecologic specimens.

Pre-requisite: Admission to Program

Co-Requisite: CYTO505, CYTO515, CYTO570, CYTO601, CYTO600

CYTO515 - Gynecologic Cytology Practicum**Clock Hours: 261**

Instruction and supervised practice in the screening of Pap tests using conventional and liquid based slide preparations. Emphasis is placed first on accuracy and then on the building of speed in the screening process so that slides can be completed in a reasonable time with correct diagnoses. Detector and diagnostic skill building is at the core of this course.

Upon completion of daily screening exercises and meeting minimum requirement checkpoints, students will be able to demonstrate competency of gynecologic screening.

Pre-requisite: Admission to Program

Co-Requisite: CYTO510, CYTO505, CYTO570, CYTO601, CYTO600

CYTO520 - Respiratory Cytopathology**Clock Hours: 46**

The anatomy, histology and cytologic appearance of benign, inflammatory and neoplastic conditions of the respiratory tract are presented. Didactic and practical instruction in the appearance of various types of specimens is included. Hands-on experience is gained in the preparation and review of bronchoscopy specimens for adequacy interpretation. This course is delivered in a blended format.

Upon completion of lectures, exams, and exercises, students will be able to describe and differentiate non-neoplastic and neoplastic entities of the respiratory system.

Upon completion of clinical experiences, students will demonstrate competency of rapid on-site evaluation during procedures.

Pre-requisite: CYTO501

CYTO530 - Effusion Fluid Cytopathology**Clock Hours: 42**

The anatomy, histology and cytologic appearance of benign, inflammatory and neoplastic conditions of the body cavities are presented. In addition to the pleural and peritoneal cavities, pericardial, synovial and

cerebrospinal fluids are studied. Primary and metastatic tumors and the ways to differentiate them morphologically and with the use of various stains are emphasized. This course is delivered in a blended format.

Upon completion of lectures, exams and exercises, students will be able to describe and differentiate non-neoplastic and neoplastic entities of effusion fluids. Students will be able to classify stains for various tumor types.

Pre-requisite: CYTO501, CYTO520, CYTO550

CYTO540 - Gastrointestinal Cytopathology

Clock Hours: 33

The anatomy, histology and cytologic appearance of benign, inflammatory and neoplastic conditions of the gastrointestinal tract are presented. Didactic and practical experience in the diagnosis of various disease processes is included. Fine needle aspiration of the liver and pancreas are included as a portion of this course. This course is delivered in a blended format.

Upon completion of lectures, exams and exercises, students will be able to describe and differentiate non-neoplastic and neoplastic entities of gastrointestinal system including pancreas and liver.

Upon completion of clinical experiences, students will demonstrate competency of rapid on-site evaluation during procedures.

Pre-requisite: CYTO530

CYTO550 - Genitourinary Cytopathology

Clock Hours: 32

The anatomy, histology and cytologic appearance of benign, inflammatory and neoplastic conditions of the genitourinary tract are presented. Students also learn fluorescence in-situ hybridization techniques used to follow patients for recurrent bladder cancer. This course is delivered in a blended format.

Upon completion of lectures, exams and exercises, students will be able to describe and differentiate non-neoplastic and neoplastic entities of the genitourinary system.

Upon completion of clinical experiences, students will be able to describe FISH urovysion techniques.

Pre-requisite: CYTO501, CYTO520

CYTO560 - Fine Needle Aspiration Cytopathology

Clock Hours: 100

Didactic and hands on experience in fine needle aspiration cytology as it pertains to all the body sites that are the source of cytologic material. Part of the didactic portion of this course is integrated with other courses in this curriculum in order to present the cytology of each system as a whole. Students have hands-on experience with simulated fine needle aspiration techniques and are able to view actual needle aspiration procedures as well as process specimens for immediate interpretation using several types of stains. This course is delivered in a blended format.

Upon completion of lectures, exams, and exercises, students will be able to describe and differentiate non-neoplastic and neoplastic entities of the breast, thyroid, salivary glands, lymph nodes, bone and soft tissue.

Upon completion of clinical experiences, students will demonstrate competency of rapid on-site evaluation during fine needle aspiration procedures.

Pre-requisite: CYTO550

CYTO570 - The Future of Cytopathology

Clock Hours: 57

Overview of the roles of companion technologies including immunohistochemistry, flow cytometry and molecular pathology and how they relate in today's cytopathology laboratory and the implications of these technologies in the future of cytology. In addition, the role of the cytologist during endoscopy ultrasound procedures for diagnosis and staging of lesions during procedures is explored with hands on experience for the student. Exposure to small biopsy techniques and processes will allow students to expand their role as a cytologist.

Upon completion of lectures and laboratory exercises, students will be able to discuss the indications and clinical significance of companion technologies. Students will be able to demonstrate competency of small biopsy grossing.

Pre-requisite: Admission to Program

Co-Requisite: CYTO510, CYTO505, CYTO515, CYTO601, CYTO600

CYTO580 - Non-Gyn Cytology Practicum

Clock Hours: 80

Instruction and supervised practice in the screening of non-gynecologic specimens including fine needle aspirations. Actual cases that are in the working cytology laboratory are made available for prescreening by the students and are reviewed with faculty. Practice sets and unknown boxes provide individual study. Emphasis is placed on accuracy followed by speed.

Upon completion of daily screening exercises, students will be able to demonstrate competency of non-gynecologic screening.

Pre-requisite: CYTO501

CYTO600 - Laboratory Operations

Clock Hours: 28

Overview of laboratory management and cytology laboratory operation in particular. Included are a review of regulations that affect the laboratory and those individuals working there as well as the process of laboratory inspection with special emphasis on inspection by the College of American Pathologists (CAP). The code of ethics for the cytologist and laboratory regulations affecting Cytopathology are presented and discussed. In addition, participation in a group project assigned by the program that demonstrates the students understanding of laboratory design and operations is required to complete this course. This course is delivered in a blended format.

Upon completion of lectures and exercises, students will be to discuss and interpret regulations and laboratory operations to support a high-quality cytology laboratory.

Pre-requisite: Admission to Program

Co-Requisites: CYTO510, CYTO505, CYTO570, CYTO601, CYTO515

CYTO601 - Independent Study**Clock Hours: 280**

Journal club will be once a month based on the topic that is discussed in lectures. Each student will select an article, post it to the learning management system and will ask a question about another student's article and answer a question on their own article. Independent review lessons will be distributed weekly, based on the topic covered in lecture. Each lesson will be completed individually and reviewed weekly by the Program Director. Problem based learning topics are discussed throughout and participation during the meetings but also group work during the research to determine appropriate information to support the topic discussed. Case presentation, in 3 formats, written template, poster and oral, of an interesting cytology case from the lab or a case provided to the School. The written presentation will involve research and topic review in journals and texts. The oral presentation will be presented formally to the faculty and the cytology laboratory. Written research of a cytologic topic of choice involving additional study of literature or original research on a project in the lab. This course is delivered in a blended format.

Upon completion of the exercises and research, students will be able to apply and integrate their knowledge to create multiple projects that will demonstrate research techniques and presenting skills.

Pre-requisite: Admission to Program

Co-Requisites: CYTO510, CYTO505, CYTO570, CYTO515, CYTO600

Dietetic Internship**NUTR101 - Dietetic Technician****Clock Hours: 24**

Interns gain comfort and familiarity with navigating the hospital, interviewing patients, providing diet education and using the electronic medical record.

NUTR102 - Core Clinicals - Inpatient 1 & 2**Clock Hours: 240**

The Inpatient 1 rotation is an introduction to the dietitian's role in the clinical setting. Interns will utilize skills related to charting in the electronic medical record, performing nutrition-focused physical exam, and making recommendations for oral and enteral feedings. Inpatient which may include: cardiology, hepatology, internal medicine, neurology, colorectal, bariatrics and oncology. The Inpatient 2 rotation is a continuation of learning and skill building from the Inpatient 1 rotation. Many of the same objectives apply, though the intern is expected to improve in autonomy, efficiency, and clinical judgment.

Pre-requisite: NUTR101

NUTR103 - Core Clinicals - Outpatient**Clock Hours: 120**

The intern continues to build upon knowledge of medical nutrition therapy for various acute and chronic conditions, focusing on collaborative goal setting and behavior change techniques.

Pre-requisite: NUTR102

NUTR104 - Advanced Clinicals**Clock Hours: 360**

Three weeks each developing advanced clinical nutrition skills among specialized populations in settings of: intensive care, parenteral nutrition, pediatrics.

NUTR201 - Electives**Clock Hours: 240**

Two weeks each to explore nutrition practice among specialized populations in settings of: community/public health; sales/marketing and advanced practice.

NUTR202 - Staff Relief

Clock Hours: 80

Interns are able to return to one of their favorite experiences from the clinical core rotations and will be responsible for seeing all or most of their preceptor's assigned patients, functioning independently in the RD role.

NUTR203 - Clinical Management

Clock Hours: 40

Interns work with a clinical nutrition manager for one week to develop a greater understanding of management styles, employee recruitment, retention, and performance evaluation, including coaching and leadership initiatives to encourage better patient care and employee satisfaction.

NUTR204 - Research / QI

Clock Hours: 80

Interns are matched with a dietitian who is actively working on a research or quality improvement project. Rotation responsibilities include but are not limited to: IRB completion and submission, assisting with data collection and entry, reviewing current research literature, and working with the team to develop a manuscript or abstract for professional submission.

NUTR400 - Patient Foodservice Management

Clock Hours: 160

Interns will work on either Main Campus or at a Cleveland Clinic Regional Hospital to learn about the patient and retail foodservice structure including: meal preparation and supplemental distribution, menu development, safety and regulation, and therapeutic diets. A foodservice manager will work with the intern to provide directed training toward good management practices in the supervision, training and coaching of foodservice employees and preparing to address issues related to customer and patient satisfaction.

Medical Dosimetry

DOS101 - Medical Dosimetry Orientation

Contact Hours: 12

This course provides the student with an overview of the profession of Medical Dosimetry and dosimetrists' role in a radiation therapy department.

Pre-requisite: Admission to Program

DOS201 - Dosimetry

Contact Hours: 36

This course provides an introduction to basic concepts in medical dosimetry, including linear accelerators, calculations, workflow, dose tolerances, and radiation measurements.

Pre-requisite: DOS101

DOS111 - Computers and Computer Networking

Contact Hours: 5

This course summarizes the use of computers and networking in radiation oncology.

Pre-Requisite: DOS201

Co-Requisite: DOS521

DOS211 - Radiation Treatment Planning

Contact Hours: 34

This course provides an introduction to advanced concepts in medical dosimetry, including anatomy, imaging, treatment planning, motion management, and radiation biology. This course includes site specific labs instructed by Cleveland Clinic Medical Dosimetry Program Clinical Preceptors. This course is delivered in a blended format.

Pre-requisite: Admission to the program

DOS221 - Pathophysiology and Oncology Management

Contact Hours: 24

This course presents an in-depth study of multidisciplinary treatment of the cancer patient from the clinician's viewpoint. Students are required to master concepts specific to site-specific disease including histopathology, etiologic and epidemiology factors, detection and diagnosis, tumor stage and grade, routes of metastases, dose fractionation and prognostic factors. This course is designed to approach each cancer type by anatomic system, addressing treatment factors with increasing degrees of complexity. This course is delivered in a blended format.

Pre-requisite: Successful completion of second term

DOS301 - Radiation Physics

Contact Hours: 34

This course covers the basics of ionizing and non-ionizing radiation, atomic and nuclear structure, basic nuclear and atomic physics, radioactive decay, interaction of radiation with matter, and radiation detection and dosimetry. Brachytherapy, Special Procedures, Quality Assurance, Stereotactic Radiotherapy, and Particle Therapy are discussed. This course is delivered in a blended format.

Pre-requisite: Admission to the Program

DOS401 – Research

Contact Hours: 17

This course will provide students with hands-on experience of how to conduct research with the following objectives: (1) understanding ethical and legal consideration when conducting research; (2) learning how to conduct a literature search by using searching tools such as Google Scholar and PubMed; (3) learning how to identify research topics after conducting a literature review; (4) learning how to collect data, analyze data, and present research findings. This course is delivered in a blended format.

Pre-requisite: Successful completion of second term

DOS501 - Board Review

Contact Hours: 18

This course is an in-depth review of all aspects of medical dosimetry to prepare students for the profession's certification examination.

Pre-requisite: Successful completion of third term

Co-requisite: DOS541

DOS511 - Clinicals Phase 1

Contact Hours: 161

This course consists of training in medical dosimetry concepts and techniques. All activities are supervised by Cleveland Clinic Medical Dosimetry Training Program Clinical Preceptors and members of the Professional Staff of Cleveland Clinic's Radiation Oncology Department. This includes an introduction to Cleveland Clinic's radiation Treatment Planning System. Topics covered include contouring, beam placement, calculation point placement, beam weighting, energy selection, prescription dose, tissue heterogeneity, and image fusion.

Pre-requisite: Admission to the Program

DOS521 - Clinicals Phase 2

Contact Hours: 350

This course consists of training in medical dosimetry concepts and techniques. All activities are supervised by Cleveland Clinic Medical Dosimetry Training Program Clinical Preceptors and members of the Professional Staff of Cleveland Clinic's Radiation Oncology Department. Topics covered include complex 3D conformal treatment planning and Dose Volume Histogram evaluation.

Pre-requisite: DOS511

DOS531 - Clinicals Phase 3

Contact Hours: 616

This course consists of training in medical dosimetry concepts and techniques. All activities are supervised by Cleveland Clinic Medical Dosimetry Training Program Clinical Preceptors and members of the Professional Staff of Cleveland Clinic's Radiation Oncology Department. Topic covered include basic inverse optimization techniques applied to step and shoot IMRT and VMAT.

Pre-requisite: DOS521

DOS541 - Clinicals Phase 4

Contact Hours: 350

This course consists of training in medical dosimetry concepts and techniques. All activities are supervised by Cleveland Clinic Medical Dosimetry Training Program Clinical Preceptors and members of the Professional Staff of Cleveland Clinic's Radiation Oncology Department. Topics covered include advanced optimization techniques applied to complex radiation therapy treatments. SRS, SBRT and Brachytherapy are covered.

Pre-requisite: DOS531

Medical Laboratory Science

MLS5101 - Bacteriology I

Clock Hours: 80

Lectures introduce specimen collection, transport, processing, and storage as well as quality assurance and quality control. Additional lectures will cover medically relevant aerobic gram-positive bacteria. Laboratory work emphasizes isolation, identification, and antibiotic susceptibility testing of aerobic gram-positive bacteria.

Upon completion of the lectures, exams and laboratory exercises, the student will be able to explain the criteria for specimen collection, transport, processing, and storage of most specimen types as well as quality assurance and quality control as it applies to the microbiology laboratory. The student will also be able to isolate, identify, and perform susceptibility testing on clinically significant aerobic gram-positive bacteria.

Pre-requisite: Successful completion of first semester

MLS5102 - Bacteriology II

Clock Hours: 84

Lectures present the medically relevant aerobic gram-negative bacteria, anaerobic bacteria, and viruses. Laboratory work emphasizes the strategies for isolation and identification of clinically significant aerobic gram-negative bacteria and anaerobes.

Upon completion of the lectures, exams and laboratory exercises, the student will be able to isolate, identify, and perform susceptibility testing on clinically significant aerobic gram-negative bacteria and anaerobes. The student will also be able to summarize clinically significant viruses and various viral testing methods.

Pre-requisite: MLS5101

MLS5103 - Mycology and Mycobacteriology

Clock Hours: 44

Lectures introduce clinically significant yeasts, molds, and other fungi. Additional lectures will cover the medically important mycobacteria. Special topics will focus on infection prevention. Laboratory work will emphasize the isolation and identification of fungi and mycobacteria as well as susceptibility testing of mycobacteria.

Upon completion of the lectures, exams and laboratory exercises, the student will be able to describe the process of cultivation and identification of mycobacteria, yeasts, molds, and other fungi. Additionally, the student will be able to explain the impact of the microbiology laboratory on infection control.

Pre-requisite: Successful completion of first semester

MLS5104 - Parasitology

Clock Hours: 42

Lectures cover life cycles, diagnostic morphology, and pathology of human parasites. The course also emphasizes the detection and microscopic identification of diagnostic forms of parasites and detection of blood in fecal specimens.

Upon completion of the lectures, exams and laboratory exercises, the student will summarize clinically significant parasites and be able to detect and identify cysts, trophozoites, eggs, and larvae in human specimens.

Pre-requisite: MLS5102

MLS5201 - Hematology I

Clock Hours: 85

Lectures and reading assignments cover the basic methods of manual and automated hematology testing as well as the production, function, and morphology of hematopoietic cells. The various causes and presentations of anemias are also covered. The course also covers manual and automated enumeration and identification of the cellular components of blood and performance of diagnostic test procedures. Laboratory work will give the student hands-on experience with instrumentation and manual methods to assist with the understanding of troubleshooting, quality control, and result interpretation.

Upon completion of the lectures, exams, and laboratory exercises, the student will describe the function of hematology analyzers, operate analyzers, perform diagnostic laboratory determinations, analyze the results, and diagnose anemias of various disease origins.

Pre-requisite: Admission to the Program

Co-requisites: MLS5202, MLS5203, MLS5204

MLS5202 - Hematology II

Clock Hours: 80

Lectures cover the production and function of hemoglobins, the identification of diseases associated with abnormal hemoglobins, and the principles of laboratory tests employed in their diagnosis. The course also covers morphology of white blood cells, discussion of the diagnostic features of hematologic disorders and principles of laboratory tests employed in their diagnosis. Additionally, specimen collection, manual and automated enumeration and identification of white blood cells, and performance of diagnostic test procedures are also discussed and/or practiced. Laboratory work will give the student hands-on experience with instrumentation and manual methods to assist with the understanding of troubleshooting, quality control and result interpretation.

Upon completion of the lectures, exams and laboratory exercises, the student will describe the production and function of hemoglobins, white blood cells, and the disorders which affect them. They will also exhibit the ability to perform diagnostic laboratory determinations and interpret and correlate the results and apply the knowledge to examine and correlate test results to disease conditions.

Pre-requisite: Admission to the Program

Co-requisites: MLS5201, MLS5203, MLS5204

MLS5203 - Hemostasis and Thrombosis

Clock Hours: 42

Lectures cover the process of hemostasis, hemorrhagic and thrombotic disorders and the principles and performance of laboratory procedures used in the diagnosing and monitoring disorders. Laboratory work will give the student hands-on experience with instrumentation and manual methods to assist with the understanding of troubleshooting, quality control and result interpretation.

Upon completion of the lectures, exams and laboratory exercises, the student will evaluate the hemostasis of the coagulation system including the coagulation, fibrinolysis and the production and function of platelets and disorders that affect them, exhibit the ability to perform diagnostic laboratory determinations and correlate the results and apply the knowledge to examine and correlate test results to disease conditions.

Pre-requisite: Admission to the Program

Co-requisites: MLS5202, MLS5201, MLS5204

MLS5204 - Urinalysis and Body Fluids Analysis**Clock Hours: 42**

Lectures cover the physiology and clinical importance of examining urine and body fluids. The course also covers the anatomy and physiology of the kidney in health and disease and the chemical and microscopic examination of urine and body fluids. Laboratory work will give the student hands-on experience with instrumentation and manual methods to assist with the understanding of troubleshooting, quality control and result interpretation.

Upon completion of the lectures, exams and laboratory exercises, the student will describe the characteristics and components of body fluids and urine, illustrate and explain kidney anatomy, kidney function and dysfunction, describe specimen collection, processing, and handling and will apply the knowledge of the principles, interpretation, QC, and clinical significance to physiochemical tests performed on urine. Additionally, the student will be able to discuss and differentiate the properties and physiologic makeup of body fluids.

Pre-requisite: Admission to the Program

Co-requisites: MLS5202, MLS5203, MLS5201

MLS5301 - Immunopathology I**Clock Hours: 81**

Lectures cover the characteristics of antigens, antibodies, their reactions and the principles of laboratory tests involving antigen-antibody reactions. Laboratory work will give the student hands-on experience with instrumentation and manual methods to assist with the understanding of troubleshooting, quality control and result interpretation.

Upon completion of the lectures, exams and laboratory exercises, the student will be able to apply the knowledge of the immune system, its components, function, dysfunction and evaluation, summarize various serodiagnostic tests, including the theory and clinical importance of their results and discover the correlation between serologic, hematologic, urinalysis, chemistry and microbiologic results.

Pre-requisite: Successful completion of first semester

MLS5302 - Immunopathology II**Clock Hours: 67**

Lectures cover the function and dysfunction of the immune mechanism and the laboratory tests used to measure its integrity. A survey of infectious diseases for which serologic testing is of diagnostic importance is also covered. Laboratory work will give the student hands-on experience with instrumentation and manual methods to assist with the understanding of troubleshooting, quality control and result interpretation.

Upon completion of the lectures, exams and laboratory exercises, the student will be able to apply the knowledge of the immune system, its components, function, dysfunction and evaluation, summarize various serodiagnostic tests, including the theory and clinical importance of their results and discover the correlation between serologic, hematologic, urinalysis, chemistry and microbiologic results.

Pre-requisite: MLS5301

MLS5401 - Immunoematology I**Clock Hours: 75**

Lectures cover the ABO and Rh blood group systems as well as other common blood group systems including their inheritance, antigen and antibody characteristics, and clinical significance, the identification, resolution, and cause of ABO type discrepancies, and serologic procedures performed prior to blood transfusion. Laboratory work will give the student hands-on experience with instrumentation and manual methods to assist with the understanding of troubleshooting, quality control, and result interpretation.

Upon completion of the lectures, exams, and laboratory exercises, the student will explain the principle of tests performed in the blood bank and their importance to the physician and the patient. They will be able to recognize antigen and antibody characteristics of various blood group systems and explain how these might affect patient care. The student will also identify ABO type discrepancy and resolve them patient.

Pre-requisite: MLS5301

MLS5402 - Immunohematology II

Clock Hours: 83

Lectures cover the collection and processing of donor units, donor screening, component preparation, transfusion therapy, and adverse effects of blood transfusion. Additionally, Hemolytic Disease of the Fetus and Newborn, various types of autoimmune hemolytic anemia, the HLA blood group system, hematopoietic stem cell transplantation, and some molecular testing methods are investigated. Laboratory work will give the student hands-on experience with instrumentation and manual methods to assist with the understanding of troubleshooting, quality control, and result interpretation.

Upon completion of the lectures, exams, and laboratory exercises, the student will explain the causes and sources of error in the tests performed. They will be able to identify and describe adverse effects of blood transfusion using a variety of test methods. The student will explain the process of donor screening and component preparation and its importance in providing safe blood products for patients. The student will explain the significance of hemolytic disease of the fetus and newborn and autoimmune hemolytic anemia and perform testing to help identify them. The student will also describe the significance of hematopoietic stem cell transplantation and HLA and molecular testing.

Pre-requisite: MLS5401

MLS5501 - Chemistry I

Clock Hours: 118

Lectures, reading assignments and hands-on practice are used to present basic laboratory principles of medical laboratory science techniques including quality control, laboratory statistics, pipetting, glassware and function verification/preventative maintenance (FVPM). Safety including basic knowledge of various chemical and biological hazards, proper methods of handling and disposing of them, body fluid precautions and laboratory safety is also covered. The correct use of appropriate safety equipment and techniques is stressed during daily laboratory assignments.

The homeostasis of the human body with respect to acid-base balance, blood gases, water balance and electrolytes are examined as are the testing methodologies and requirements for specimen handling. The enzymatic processes of the patient and their pathological malfunctions are discussed and the testing explained. The substrates on which the enzymes act and the use of enzymes as reagents are additionally explained.

A survey of laboratory methods used to measure various classes of chemicals, their interpretation and clinical application is also covered. Laboratory work will give the student hands-on experience with instrumentation and manual methods to assist with the understanding of troubleshooting, quality control and result interpretation.

Upon completion of the lectures, exams and laboratory exercises, the student will be able to describe the biochemistry, physiology and measurement of various classes of chemicals and explain how to interpret and correlate the laboratory test results. The student will be able to apply quality control principles, reagent preparation, and to correlate the principles of laboratory calculations.

Pre-requisite: Admission to the Program

MLS5502 - Chemistry II**Clock Hours: 107**

Lectures, reading assignments and hands-on practice are used to guide the student through a survey of the proteins of the human body. The non-protein nitrogens, lipids and vitamins are explained and the historical and more recent testing are described and practiced in the student lab with an aim to diagnose both chronic and acute conditions. Exogenous substances both prescribed and illicit will affect the body in numerous ways and how the body acts on the substances is defined. The specifics of the processes are examined and the testing discussed with an emphasis placed especially on the purposes both for taking therapeutic drugs and testing for various analytes. The regulation of complex systems of the body are carried out by the endocrine system. Several of the most important endocrine axes are diagrammed pathological increases and decreases in hormones or their precursors are explained and diagnosed both in case studies and in the student lab.

A survey of laboratory methods used to measure various classes of chemicals, their interpretation and clinical application is also covered. Laboratory work will give the student hands-on experience with instrumentation to assist with the understanding of troubleshooting, quality control and result interpretation.

Upon completion of the lectures, exams and laboratory exercises, the student will be able to describe the biochemistry, physiology and measurement of various classes of chemicals and explain how to interpret and correlate the laboratory test results. The student will be able to apply quality control principles, reagent preparation, and to correlate the principles of laboratory calculations.

Pre-requisite: MLS5501

MLS5601 - Laboratory Operations I**Clock Hours: 93**

Lectures and demonstration are used to present basic laboratory principles of venipuncture. The student will learn to effectively obtain blood specimens using the multi-sample evacuated tube system. Knowledge and understanding of medical terminology and jargon is a necessary part of effective communication skills. Self-instructional textbook assignments, a written exam and day-to-day exposure during lab activities enable the student to develop these skills.

Lectures and reading assignments cover the ethics and principles of clinical research, governmental regulations and their associated organizations, and basics of data analysis. Students will complete a written research project, using testing data to illustrate the methods used when validating a test in the clinical laboratory.

Upon completion of the lectures, exams, laboratory exercises and projects, the student will be able to apply the process learned to future test validation and research projects. In addition, the student will describe the most effective way for obtaining blood specimens from a patient.

Pre-requisite: Admission to the Program

MLS5602 - Laboratory Operations II**Clock Hours: 95**

Lectures and reading assignments throughout the year cover the basics of management, leadership and educational principles. In order to demonstrate the practical application of these principles as they apply to laboratory management and education, the student is required to submit assignments throughout the year.

Upon completion of the lectures and assignments, the student will differentiate the principles of management and define operational processes as they pertain to the laboratory.

Pre-requisite: Admission to the Program

MLS5603 - Laboratory Operations III**Clock Hours: 47**

The last weeks of the program are devoted to a review of the year's work, integrating the knowledge from all coursework through case studies and successful completion of the program's comprehensive examinations.

Upon completion of the exams and other assignments, the student will successfully apply the knowledge gained during the program for the comprehensive exams and extrapolate that knowledge to the ASCP BOC exam.

Pre-requisite: MLS5602

MLS5701 - Molecular Diagnostics**Clock Hours: 67**

Lectures and reading assignments cover principles of molecular biology and genetics, nucleic acid isolation and quality assessment, a broad range of molecular techniques common to molecular diagnostics services, cytogenetic studies and fluorescent in-situ hybridization. Laboratory exercises cover micro-pipetting, PCR master mix preparation, high resolution melt curve genotyping analysis, karyotyping and FISH scoring.

Upon completion of lectures, exams and laboratory exercises, the student will be able to correlate genomic aberrations at different resolutions with neoplastic or hereditary diseases. In addition, the student will explain the pre-analytic, analytic and post-analytic components as well as compare and contrast the advantages and limitations of selected techniques in the cytogenomics and molecular biology field.

Pre-requisite: Successful completion of first semester

Mercy Diagnostic Medical Sonography**DMS101M - Introduction to Ultrasound****Clock Hours: 22**

This class is an introduction to the theory and practice of ultrasound in the current health care system. It details the basic concepts of the physics of ultrasound and anatomical, directional and descriptive terms, with emphasis on ultrasound terminology. The students will also learn the standards of scanning and correct ergonomics. The students will be introduced to professional sonography societies and encouraged to join. The students will be given lectures that cover medical law, code of ethics, professionalism, and patient care specific to sonography. The student will also learn about the importance of cultural competency.

Pre-requisite: Admission to the Program

DMS102M - Abdomen**Clock Hours: 58**

This class details the anatomy, physiology and pathology of the following organs: liver, gallbladder/biliary system, pancreas, genitourinary system, spleen, adrenals, and retroperitoneum. Detailed instruction is given in the basic methods of routine abdominal examinations. The students will learn the sonographic appearance of the abdominal organs in both normal and pathological situations. Basic Doppler flow characteristics are also discussed with more emphasis on Doppler in the 4th quarter.

Pre-requisite: Admission to the Program

Co-requisite: DMS102L, DMS104

DMS103M - Sectional Anatomy

Clock Hours: 57

This course will teach students to recognize anatomy in sectional planes, including transverse, sagittal and coronal planes. The students will be instructed in sectional anatomy in the following areas: head, neck, thorax, abdomen, and pelvis. Pictorial slabs as well as drawings, CT, MRI, PET and ultrasound images will be used to enhance the students' learning experience.

Pre-requisite: Admission to the Program

DMS105 - Gynecology/OB 1

Clock Hours: 28

This class details anatomy, physiology and pathology of the female reproductive organs, pelvic musculature and pelvic ligaments. Detailed instruction is given in basic methods of routine pelvic examinations including transvaginal exams. The student will be able to identify the sonographic appearance and Doppler characteristics of the pelvic organs in both normal and abnormal conditions. This course also details the anatomy, embryology, physiology and pathology of the first trimester pregnancy. The student will receive detailed instruction in basic methods of first trimester obstetric examinations, including transvaginal exams. The students will be able to recognize the ultrasound appearance of first trimester pregnancy and female pelvis in both normal and abnormal situations.

Pre-requisite: Successful completion of first term

DMS106 - Obstetric 2/3

Clock Hours: 73

In this class the students will be instructed in detail the anatomy, physiology, pathology and anomalies of the 2nd and 3rd trimester pregnancy. The students will be instructed in the appropriate methods for obtaining fetal measurements and detailed fetal anatomy, as well as in assessing maternal structures, the placenta and Doppler evaluation during pregnancy. The students will be taught to recognize both normal and abnormal conditions associated with pregnancy.

Pre-requisite: DMS105

DMS108 - Superficial Structures

Clock Hours: 37

This class details the anatomy, physiology and pathology of the thyroid gland, scrotum, breast and prostate gland. The student will be able to identify the sonographic appearance and Doppler characteristics of these structures in normal and pathological conditions. The student will receive detailed instruction in basic methods of small parts examinations.

Pre-requisite: Successful completion of second term

DMS109 - Ultrasound Physics

Clock Hours: 75

The goal of this class is to teach the students the principles and instrumentation of ultrasound. The students will learn to recognize and correct artifacts. The students will be instructed in the physics of ultrasound, instrumentation, Doppler, hemodynamics, safety issues, biological effects, emerging technologies and quality assurance and performance.

Pre-requisite: Successful completion of second term

DMS111M - Pediatrics and Miscellaneous**Clock Hours: 50**

This class will help the students to recognize the sonographic appearance of normal and pathological conditions of the abdomen, pelvis, hips, spine, neonatal brain, musculoskeletal structures and GI tract. This class will discuss normal anatomy and pathology of the following organs/areas: Knee (popliteal space), GI tract, appendix, abdominal wall, non-cardiac chest, MSK system and miscellaneous lesions. The student will learn to recognize the normal and abnormal sonographic appearance of these structures/areas and they will be instructed in the basic scanning methods of them as well. In addition, the student will continue to build on the knowledge of vessel, anatomy, physiology and pathology discussed in Abdomen. The students will receive instruction on the theory and use of Doppler, color Doppler and power Doppler during an abdominal Doppler evaluation. The following areas will be covered: aorta (and branches), IVC, the portal venous system, TIPS, organ transplants, renals and renal arteries and veins. The students will be able to recognize normal and abnormal sonographic appearances of abdominal vasculature. An introduction to vascular, including peripheral arteries, veins and Doppler evaluation will be included in this course.

Pre-requisite: Successful completion of second term

Co-requisite: DMS11L

**DMS112M - Registry Review (Physics)
DMS112M - Registry Review (Abd & OB/Gyn)****Clock Hours: 26
Clock Hours: 46**

This class serves as a review in preparation for the ARDMS examinations. Students will be given review exercises in the areas of Abdomen, OB/Gyn and Physics. The student will take "mock registries" with at least a 75% average in order to pass the class.

DMS104 - Clinical Externship**Clock Hours: 279**

The first quarter of clinical training the student will concentrate mostly on abdominal scanning and equipment competencies. The majority of competencies focus on abdominal scanning including liver, gallbladder, aorta, pancreas, renals and spleen. Students will be given detailed instruction in scan techniques and clinical skills in the above areas. The students are also given detailed instruction in the operation of the sonographic equipment and correct ergonomics. All competencies must be completed 5 successfully completed to pass the clinical portion of the quarter. Basic Doppler evaluation will be taught.

Pre-requisite: Admission to the Program

Pre-requisite: DMS102M, DMS102L

DMS107 - Clinical Externship II**Clock Hours: 355**

The second quarter of clinical training concentrates on Abdomen and OB/Gyn scanning. Students will be given detailed instruction in scan techniques and clinical skills in the above areas. Competencies are in the above areas including transvaginal examination and must be successfully completed to pass the clinical portion of the quarter. Doppler evaluation of these organs/areas will be included.

Pre-requisite: DMS104

DMS110 – Clinical Externship III**Clock Hours: 330**

The third quarter of clinical training concentrates on Abdomen, OB/Gyn and Superficial structure scanning. Students will be given detailed instruction in scanning techniques and clinical skills including

Doppler in the above areas. All required competencies must be completed in the above areas to pass the clinical portion of this quarter.

Pre-requisite: DMS107

DMS113 – Clinical Externship IV

Clock Hours: 348

The fourth quarter of clinical training includes competencies in the areas of abdomen, superficial structures, MSK and OB/Gyn (with 3D imaging). More detailed instruction will be given for Doppler evaluation of the portal and hepatic vessels, renal vessels and other abdominal vessels as encountered in the clinical area. ARFI scan technique and needle procedure guidance will also be taught. Students will focus on fine tuning their scanning skills in these areas. All competencies must be successfully completed to pass the clinical portion of this quarter.

Pre-requisite: DMS110

DMS102L - Lab 1

Clock Hours: 32

This lab is structured to ensure students have acquired the sonographic and clinical skills necessary to achieve clinical competence. The focus is on abdominal scanning including the right upper quadrant (liver, gallbladder, pancreas), aorta, renals, bladder, adrenals, and spleen. The students are also given detailed instruction in the operation of the sonographic equipment and correct ergonomics. Basic Doppler evaluation will be taught. All lab assessments must be successfully completed to pass the Lab.

Pre-requisite: Admission to the Program

Co-requisite: DMS102M, DMS104

DMS105L - Lab 2

Clock Hours: 24

This lab is structured to ensure students have acquired the sonographic and clinical skills necessary to achieve clinical competence. This lab concentrates on OB/Gyn scanning techniques and associated clinical skills. Doppler evaluation of these organs/areas will be included. All lab assessments must be successfully completed to pass the Lab.

Pre-requisite: DMS102L

DMS108L - Lab 3

Clock Hours: 12

This lab is structured to ensure students have acquired the sonographic and clinical skills necessary to achieve clinical competence. This lab concentrates on scanning superficial structures and includes Doppler techniques for these structures. All lab assessments must be successfully completed to pass the Lab.

Pre-requisite: DMS105L

DMS111L - Lab 4

Clock Hours: 10

This lab is structured to ensure students have acquired the sonographic and clinical skills necessary to achieve clinical competence. This lab will concentrate on the areas of abdomen Doppler, MSK and 3D imaging. Detailed instruction will be given for Doppler evaluation of the portal and hepatic vessels, renal vessels and mesenteric vessels. Acoustic Radiation Force Imaging (ARFI) scan technique, non-cardiac

chest and needle procedure guidance will also be taught. Students will focus on fine tuning their scanning skills. All lab assessments must be successfully completed to pass the Lab.

Pre-requisite: DMS108L

Mercy Radiologic Technology

PTC101 - Patient Care in Imaging

Clock Hours: 64

This course provides an overview of radiography in addition to the basic concepts of patient care, infection control, and the role of the radiographer as a member of the health care team. Content includes pharmacology and administration of diagnostic contrast agents and intravenous medications; patient assessment; and vital signs. Topics include: critical thinking; history of radiography; professional roles and behavior; professional attitudes and communications. Also included will be hospital and departmental organization, and hospital and program affiliation.

Pre-requisite: Admission to Mercy Radiologic Technology Program

TECH101 - Radiographic Technique I

Clock Hours: 64

This course is designed to give the student a working knowledge of the exposure factors required to produce quality radiographs. The material presented will enable the student to vary factors to control density, contrast, visibility of detail, recorded detail, distortion, radiographic equipment, computed/digital radiography and the use of automatic exposure devices. Exposure compensation and technique calculations are emphasized.

Pre-requisite: Admission to Mercy Radiologic Technology Program

POS101 - Radiographic Positioning & Procedures I

Clock Hours: 64

This course serves as an introduction to the basics of diagnostic radiography. The material presented will enable a student to interpret radiology requisitions; recognize the structure and organs visualized in a radiograph; and correctly position a patient for various radiologic examinations including pediatric and geriatric patients. A section on radiation protection will introduce the student to proper methods of protecting both the patient and themselves from ionizing radiation. Radiographic Positioning and Procedures I also includes the preliminary steps to taking a radiograph; general radiographic anatomy and positioning terminology; and anatomy and radiography of the thoracic viscera, upper extremities, lower extremities, shoulder girdle, bony thorax, urinary system, abdomen, pelvis, femur and hip. The student will participate in corresponding radiographic positioning labs.

*There is a corresponding sonography scan lab with this course.

Pre-requisite: Admission to Mercy Radiologic Technology Program

Co-requisites: POSL101

POSL101 – Radiographic Positioning I Lab**Clock Hours: 64**

Selected exercises designed to reinforce concepts covered in POS101.

This course serves as an introduction to the basics of diagnostic radiography. The material presented will enable a student to interpret radiology requisitions; recognize the structure and organs visualized in a radiograph; and correctly position a patient for various radiologic examinations including pediatric and geriatric patients. A section on radiation protection will introduce the student to proper methods of protecting both the patient and themselves from ionizing radiation. Radiographic Positioning and Procedures I also includes the preliminary steps to taking a radiograph; general radiographic anatomy and positioning terminology; and anatomy and radiography of the thoracic viscera, upper extremities, lower extremities, shoulder girdle, bony thorax, urinary system, abdomen, pelvis, femur and hip. The student will participate in corresponding radiographic positioning labs.

Pre-requisite: Admission to Mercy Radiologic Technology Program

Co-requisites: POS101

CL101M - Introductory Clinical Experience I**Clock Hours: 256**

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning with emphasis on the thoracic viscera, upper extremities, lower extremities and shoulder girdle. Designed to give the student an introduction to the basics of diagnostic radiography in the clinical setting. Clinical experience in hospital environment for eight weeks, two and a half days a week.

Pre-requisite: Admission to Mercy Radiologic Technology Program

TECH102 - Radiographic Technique II**Clock Hours: 32**

The course is designed to give an understanding of the components, principles and operation of digital imaging systems found in diagnostic imaging. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital systems. Principles of digital quality assurance and maintenance are presented.

Pre-requisite: TECH101

POS102 - Radiographic Positioning & Procedures II**Clock Hours: 64**

This course advances and increases the student's knowledge of diagnostic radiographic positioning. This course will cover the anatomy, positioning and radiography of the vertebral column, sacroiliac joints, digestive system, biliary system, skull, facial bones and paranasal sinuses. Trauma and surgical radiography will also be covered. The students will also participate in corresponding radiographic positioning labs.

*There is a corresponding sonography scan lab with this course.

Pre-requisites: POS101, POSL101

POSL102 - Radiographic Positioning II Lab***Clock Hours: 64***

Selected exercises designed to reinforce concepts covered in POS102.

This course advances and increases the student's knowledge of diagnostic radiographic positioning. This course will cover the anatomy, positioning and radiography of the vertebral column, sacroiliac joints, digestive system, biliary system, skull, facial bones and paranasal sinuses. Trauma and surgical radiography will also be covered. The students will also participate in corresponding radiographic positioning labs.

Pre-requisites: POS101, POSL101

PHY102 - Principles of Radiation Physics***Clock Hours: 32***

This course is designed to present the student with the fundamentals of electrical and radiation physics and the basic principles underlying the operation of X-ray equipment and the circuit and tube components. Topics will include the radiation concepts of matter, energy, electricity, electromagnetism and the properties of x-rays. This course will also present the nature and characteristics of radiation, X-ray production, units of measure and the fundamentals of photon interactions with matter. Mammographic, fluoroscopic and mobile equipment will be covered and tube rating charts and radiographic quality assurance and quality control will also be discussed.

Pre-requisites: TECH101

CL102M - Introductory Clinical Experience II***Clock Hours: 256***

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning with emphasis on the vertebral column; scoliosis; spinal fusion; sacroiliac joints; bony thorax (sternum, sternoclavicular joints, ribs); digestive system; urinary system; biliary tract and gallbladder; abdomen; pelvis; femur; and hip radiography. Students are required to successfully complete 15 clinical competency examinations supervised by a registered radiographer or clinical instructor. Clinical experience in hospital environment for 16 weeks, four days a week.

Pre-requisite: CL101M

ETH101 - Healthcare Ethics and Law***Clock Hours: 24***

This course is designed to provide the student with a fundamental background in healthcare ethics and law. The historical and philosophical bases of ethics as well as the elements of ethical behavior are discussed. The student will examine a variety of ethical issues and dilemmas that occur in clinical practice. An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, unintentional and intentional torts, HIPAA standards and compliance, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent will be emphasized.

Pre-requisites: PTC101

POS201 - Advanced Radiographic Procedures**Clock Hours: 24**

Advanced Radiographic Procedures will include radiographic anatomy and positioning terminology that are relevant to the following: contrast arthrography, long bone measurement, and radiography of the mouth, salivary glands and anterior neck, reproductive systems, and mammography. Additional topics include radiation oncology, ultrasound, nuclear medicine, and bone densitometry.

Pre-requisite: POS102

BIO201 - Radiation Biology & Protection**Clock Hours: 32**

This course provides the student with information on the fundamental principles of radiation protection and radiation biology. Knowledge provided in this course is essential to understanding the biological effects of ionizing radiation and radiation protection at a basic scientific level and will serve as a standard for radiographers to promote the safe use of medical ionizing radiation. The course includes the study of legal and ethical radiation protection responsibilities of radiation workers, personnel monitoring devices, public and occupational dose limits, theory and operation of radiation detection devices, and state regulations governing radiation protection practices. Additional topics include the study of radiation sources, units of measure, effective dose limits, and biologic effects of radiation.

Pre-requisite: PHY102

CL103M - Intermediate Clinical Experience I**Clock Hours: 384**

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning with emphasis on the skull, facial bones, and paranasal sinuses. Students are required to successfully complete 15 clinical competency examinations supervised by a registered radiographer or clinical instructor.

Clinical experience in hospital environment for 12 weeks, four days a week.

Pre-requisite: CL102M

SP201 - Special Procedures in Radiologic Technology**Clock Hours: 24**

This course is designed to advance the student's knowledge of specialized procedures in the imaging department. The material presented will enable a student to recognize the structure and organs visualized in a radiograph, and to correctly position a patient for various advanced and special radiologic examinations. Special Procedures will include vascular; cardiac and interventional radiography; central nervous system; magnetic resonance imaging; and computed tomography.

Pre-requisite: POS202

RT202 - Radiographic Analysis**Clock Hours: 32**

This course is designed to provide a basis for analyzing the radiographic quality of the following procedures: chest, abdomen, upper extremities, shoulder girdle, lower extremities, hip/pelvis, spine, skull, facial bones, gastrointestinal tract, and pediatric radiography. The students will demonstrate patient assessment, proper positioning, exposure factors, and radiation protection. Included are the importance

of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality.

Pre-requisite: TECH101, TECH102

CL201M - Intermediate Clinical Experience II

Clock Hours: 384

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning. Students are required to successfully complete 20 clinical competency

examinations supervised by a registered radiographer or clinical instructor. Clinical experience in hospital environment for 16 weeks, four days a week.

Pre-requisite: CL103M

PATH201 - Radiographic Pathology

Clock Hours: 32

This course is designed to introduce concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. The material covered should enhance the students' knowledge regarding interpretation of clinical information provided on the requisition and/or patient's chart. Case studies and critical thinking exercises allow the student the opportunity to consider the relevance of radiographic procedures with regard to technical and patient considerations. The course also includes a written research paper on a chosen pathology with oral presentation.

Pre-requisite: Admission to the Program

REG201 - Registry Review I

Clock Hours: 32

This course provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

Pre-requisite: Admission to the Program

REG202 - Registry Review II

Clock Hours: 32

This course is a continuum of Registry Review I in preparation for the ARRT Registry Examination. This course provides a review of basic knowledge from previous courses and helps the student prepare for the national certification examination for radiographers. Topics include image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

Pre-requisite: REG201

CL202M - Advanced Clinical Experience**Clock Hours: 384**

Supervised sessions emphasizing practical application of radiographic positioning with clinical experience. Emphasis on enhanced student knowledge of pathology and the relation to radiographic imaging quality. Clinical experience will be in the hospital environment for 16 weeks, three days a week.

Pre-requisite: CL201M

Paramedic Education**PAR100 - Paramedic Phase I****Clock Hours: 327**

This phase provides a detailed study of EMS systems, documentation, communication, medical/legal issues, and ethics. This course will also cover patient assessment and history taking, scene safety, behavioral emergencies, respiratory anatomy/physiology and emergencies, pharmacology, and trauma.

Pre-requisite: Admission to Program

PAR200 - Paramedic Phase II**Clock Hours: 253**

This phase provides a detailed study of cardiovascular anatomy, physiology, pathophysiology, and emergencies. Also included is the assessment and management of patients requiring critical intervention, medical terminology, electrocardiographic (EKG) recognition and 12-lead EKG for field diagnosis, as well as pharmacological and electrical interventions.

Pre-requisite: PAR100

PAR300 - Paramedic Phase III**Clock Hours: 222**

This phase provides an understanding of the anatomic structures, physiology, and pathophysiologies encountered during assessment and the provision of care for obstetrical and gynecological emergencies, pediatric emergencies, and medical emergencies encompassing immunology, infectious disease including HIV/AIDS, the endocrine system, toxicology, environmental emergencies, SCUBA diving, and hematology.

Pre-requisite: PAR200

PAR400 - Paramedic Phase IV**Clock Hours: 160**

This phase serves as the mandatory field internship capstone portion of the program. During this phase, each student is required to obtain 20 team leads during their field internship capstone. All core material of the paramedic program has been taught by this phase. While students are completing their capstone, classes will cover National Registry review lectures including pharmacology, EMS operations, cardiology, ACLS/PALS refresher, respiratory & airway, medical emergencies, trauma, OB/GYN, & pediatrics. Students will also complete an International Trauma Life Support (ITLS) course to further review trauma in preparation for the NREMT. There will also be a variety of labs that focus on preparing the students' practical skill competency.

Pre-requisite: PAR300

Phlebotomy

PHB2001 - Phlebotomy

***Clock Hours: 80
(Lecture: 40, Lab: 40)***

Lectures present the principles of phlebotomy equipment and venipuncture techniques. Additional lectures will cover review of phlebotomy history and health care setting, medical terminology, anatomy and physiology with emphasis on circulatory system. Laboratory work emphasizes phlebotomy technique using multi-sample needle, syringe and butterfly collections while procuring a quality blood sample for patient testing.

Lectures will cover additional topics including principles of capillary and special collection techniques, point of care testing, specimen handling, non-blood specimens and arterial punctures. Laboratory work emphasizes capillary and aseptic techniques of blood collection. Principles of specimen handling, specimen processing and point of care testing are also emphasized.

Upon completion of lectures, quizzes and laboratory assessments, the student will be able to demonstrate the proper phlebotomy technique using the proper equipment. The student will also be able to apply medical terminology, anatomy/physiology knowledge when reviewing test orders for sample collection. Students will be able to demonstrate the concepts of communication in written, verbal and non-verbal forms. The student will be able to demonstrate aseptic technique of blood collection and capillary collection, proper methods of specimen handling, specimen processing, and point of care testing.

Pre-requisite: Admission to Program

PHB2003 - Phlebotomy Clinical (Experience)

Clock Hours: 160

Hands on phlebotomy experience provided at assigned location within Cleveland Clinic. During this clinical rotation, phlebotomy students will have the opportunity to obtain patient samples in both an inpatient and outpatient setting, while providing care to all patients. Students are also provided with clinical time in specimen processing areas at their assigned clinical location. Students will have 160 hours of clinical time along with a minimum of 100 unaided venipuncture collections.

Pre-requisite: PHB2001

Post-Primary Magnetic Resonance Imaging

MRI104 - Introduction to MRI (Online)

Clock Hours: 24

This course is delivered online and provides the student with information necessary to enter into the magnetic resonance imaging clinical setting. Topics to include: Basic principles; screening procedures; patient monitoring; dose; safety precautions; contrast agents used; contraindications; equipment operated; professional roles and behavior; processing of images; routine examinations and protocols utilized; image artifacts; and compensation. Students will receive an introduction to the physics associated with magnetic resonance imaging.

Pre-requisite: Admission to the program

XAP102 - Cross Sectional Anatomy & Pathology

Clock Hours: 40

This course is delivered in a traditional classroom style and provides the student with fundamental anatomy and pathology associated with computed tomography and magnetic resonance imaging of the

head, neck, face, spine, thorax, abdomen, pelvis, and upper and lower extremities. The various structures will be demonstrated in the axial, sagittal and coronal imaging planes.

Pre-requisite: Admission to the program

MRI103 - MRI Physics

Clock Hours: 48

This course is delivered in a blended format online and provides the student with the principles of MRI scanning and the physics related to obtaining an MRI signal. Topics will include: Image weighting and contrast; spatial encoding and image formation; parameters and trade-offs; pulse sequences; flow phenomena; artifacts and their compensation; vascular and cardiac imaging; contrast agents; functional imaging techniques; instrumentation; and equipment.

Pre-requisite: **XAP102, MRI104**

MRI200 - MRI Clinical Experience

Clock Hours: 300

Magnetic resonance imaging technologists are highly skilled professionals who use powerful magnets to obtain detailed images of the various structures in the human body. MRI technologists must have the ability to interact effectively with physicians and compassionately toward patients. The clinical portion of the MRI Program is designed to prepare students to be competent, efficient working technologists. Upon successful completion of the MRI clinical course, students will have met the examination requirements for the ARRT and be eligible to sit for the MRI certification exam.

Pre-requisite: MRI104

Primary Magnetic Resonance Imaging

MR300 - Cross Sectional Anatomy

Clock Hours: 64

This course provides the student with fundamental anatomy and physiology associated with magnetic resonance imaging of the head, neck, face, spine, thorax, abdomen, pelvis, upper and lower extremities. The various structures will be demonstrated in the axial, sagittal and coronal imaging planes.

Pre-requisite: Admission to the program

MR301 - Procedures I

Clock Hours: 64

Introduces the basic principles of MR safety, covers the basic concepts of patient management, and teaches the education of patients and ancillary staff on magnet safety. Because patient and magnet-related emergencies represent a unique situation to an MRI technologist, recommended procedures and responsibilities of the technologist will be discussed. Other topics that will be introduced include contrast agents used, contraindications, processing of images, routine examinations and protocols utilized, image artifacts, and compensation.

Pre-requisite: Admission to the program

PTC101 - Patient Care in Imaging**Clock Hours: 64**

This course provides an overview imaging to the basic concepts of patient care, infection control, and the role of a technologist as a member of the health care team. Content includes pharmacology and administration of diagnostic contrast agents and/or intravenous medications, patient assessment, and vital signs. Topics include: critical thinking, history of imaging, professional roles and behavior, professional attitudes and communications. Also included will be hospital and departmental organization, and hospital and program affiliation.

Pre-requisite: Admission to the program

MR302 - MRI Scanning Lab I**Clock Hours: 32**

Computer simulation software to provide the student with practical scanning practice under the direction of program instructors.

Pre-requisite: Admission to the program

MR303 - Introductory Clinical Experience I**Clock Hours: 136**

Supervised sessions emphasizing development of medical imaging skills. Practical application of MRI imaging with an emphasis on safety, orientation to the equipment, proper scanning positions and planes, and general patient care. Designed to give the student an introduction to the basics of magnetic resonance imaging in the clinical setting.

Pre-requisite: Admission to the program

MR304 - Procedures II**Clock Hours: 32**

Expands on the information covered during MRI 301 Procedures I and provides the student with imaging techniques related to the central nervous system CNS, neck, thorax, musculoskeletal MSK system, and abdominopelvic regions. Covers specific clinical application, coils available and their use, considerations in scan sequences, specific choices in protocols (e.g., slice thickness, phase direction, and flow compensation), and positioning criteria. Anatomical structures and the plane that best demonstrates anatomy are discussed as well as signal characteristics of normal and abnormal structures.

Pre-requisite: MR301

MR305 - Physics I**Clock Hours: 32**

Provides the student with a comprehensive overview of MRI imaging principles to include history, safety, nuclear MR signal production, tissue characteristics, pulse sequences, imaging parameters/options and image formation, image contrast, magnetism, properties of magnetism, MRI system components, MRI

magnet (permanent, resistive, superconducting, hybrid), radiofrequency RF pulse systems, gradient systems, shim systems, and shielding.

Pre-requisite: Admission to the program

MR306 - Intermediate Clinical Experience I

Clock Hours: 448

Supervised sessions emphasizing development of medical imaging skills. Practical application of MRI imaging with an emphasis on safety, orientation to the equipment, proper scanning positions and planes, and general patient care. Students are required to successfully complete required clinical competency examinations supervised by a registered MRI technologist or clinical preceptor.

Pre-requisite: MR303

MR307 - Physics II

Clock Hours: 24

Continues to provide the student with a comprehensive knowledge of MRI imaging principles, knowledge of the parameters and imaging options used to create MRI images and introduces quality control measures used to maintain image quality. Provides a comprehensive overview of the instrumentation associated with MRI pulse sequences to include spin echo, fast spin echo, gradient echo, inversion recovery, echo planar, parallel imaging, and spectroscopy. Other topics include pulse sequencing, imaging parameters/options and image formation, image contrast, contrast agents, advanced imaging, and post processing techniques.

Pre-requisite: MR305

MR308 - MRI Pathology

Clock Hours: 32

Introduces concepts related to disease and etiological considerations with an emphasis on their appearance on MRI images using various sequences. The information covered should enhance the students' knowledge regarding interpretation of clinical information provided on the requisition and/or the patient's chart. The course will include a written research paper on a chosen pathology with an oral presentation.

Pre-requisite: MR300

ETH101 - Healthcare Ethics and Law

Clock Hours: 24

This course is designed to provide the student with a fundamental background in healthcare ethics and law. The historical and philosophical bases of ethics as well as the elements of ethical behavior are discussed. The student will examine a variety of ethical issues and dilemmas that occur in clinical practice. An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, unintentional and intentional torts, HIPAA standards and compliance, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent will be emphasized.

Pre-requisite: Admission to the program

MR309 - Intermediate Clinical Experience II

Clock Hours: 336

Supervised sessions emphasizing development of medical imaging skills. Practical application of MRI imaging with an emphasis on safety, orientation to the equipment, proper scanning positions and planes, and general patient care. Students are required to successfully complete required clinical competency examinations supervised by a registered MRI technologist or clinical preceptor.

Pre-requisite: MR306

MR310 - Advanced Imaging

Clock Hours: 32

Discussion of advanced MRI imaging topics to include fusion imaging, neurography, 3D printing and modeling, and remote scanning. Discussion of emerging trends in MRI to include artificial intelligence, quantitative MR, and MR lymphangiography. Guests with experience in these areas will be invited to speak.

Pre-requisite: MR304, MR307

MR311 - Registry Review

Clock Hours: 32

Provides a review of basic knowledge from previous courses and help the student prepare for the American Registry of Radiologic Technologist's ARRT National Registry Examination.

Pre-requisite: MR304, MR307

MR312 - Advanced Clinical Experience

Clock Hours: 424

Supervised sessions emphasizing development of medical imaging skills. Practical application of MRI imaging with an emphasis on safety, orientation to the equipment, proper scanning positions and planes, and general patient care. Students are required to successfully complete required clinical competency examinations supervised by a registered MRI technologist or clinical preceptor.

Pre-requisite: MR309