

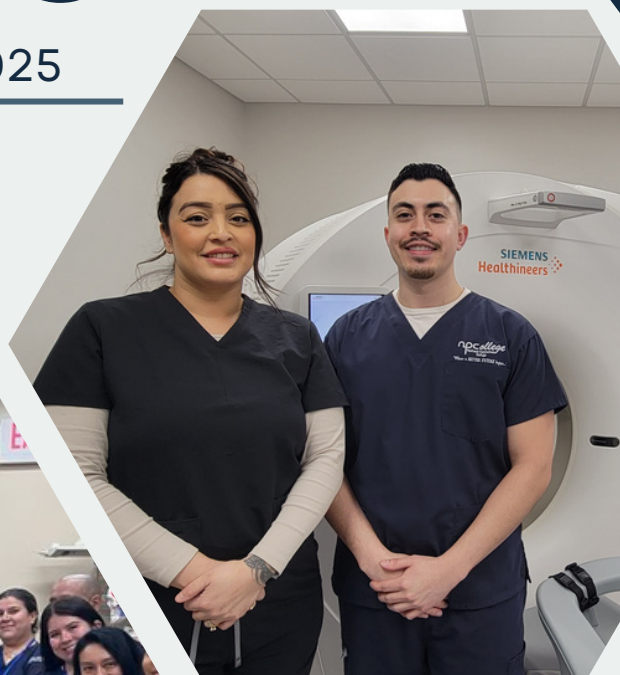


School of Medical Imaging

# COLLEGE CATALOG

January 1 - December 31, 2025

NPCCOLLEGE.EDU



## NEVADA BRANCH CAMPUS

1500 W. Sunset Rd., STE 150  
Henderson, NV 89014

Published: September 1, 2025

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## **CAMPUS**

### **California Main Campus**

4105 South Street  
Lakewood, CA 90712  
(562) 206-2491  
[www.npcollege.edu](http://www.npcollege.edu)

### **Nevada Branch Campus**

1500 W. Sunset Rd Suite 150  
Henderson, NV 89014

## **COLLEGE INFORMATION**

### **Mission Statement**

It is our mission to provide our community with a meaningful education in a comfortable learning environment to improve the quality of life and satisfy student needs. We strive to offer students adequate hands-on training, job-seeking skills, and placement services to prepare students for chosen career opportunities.

### **Objectives**

- Providing our students a quality education by focusing on the importance of labor market trends, technology advancement, and educational material updates
- Establishing a comfortable and pristine educational environment by providing students spacious classrooms with up-to-date equipment, realistic work environment settings, beautiful interior design, and areas for relaxing.
- Hiring the most qualified administrative staff and educational instructors with the proper work experience and educational backgrounds along with continuous workshops and training to better support the needs of students
- Having the needed institutional departments fully staffed along with knowledge of outside reinforcements for students during their educational (and career search) experience at NPCollege--Admissions, Student Service, Financial Aid, and Career Services
- Encouraging outside clinics and employer visits, evaluation of classrooms and teaching methods, Advisory Boards for curriculum enrichment and growth to better prepare students in a competitive labor market

### **College History and Description**

National Polytechnic College (College or NPCollege) Founded in 1996, provides education and training in a variety of Allied Health careers serving both the community and surrounding areas. In November 1996, the College granted institutional approval to operate from the Bureau for Private Postsecondary Education. The approval to operate from the BPPE means that the College complies with the state standards. In March 1999, the college changed its name from Montebello Career College to National Polytechnic College. In November 2003, the college was accepted accreditation by the ACCSC and approved for Title IV financial aid in September 2005. In 2025, the College was granted provisional license approval to operate in the state of Nevada from the Nevada Commission on Postsecondary Education (CPE). The approval to operate from CPE means that the College complies with the state of Nevada standards.

### **Statement of Ownership**

National Polytechnic College is operated by National Polytechnic College, Inc., a California Corporation. The officers of the school are Dariush (David) Maddahi, Founder and CEO, College Director.

### **Officers and Key Personnel**

|                            |                                                       |
|----------------------------|-------------------------------------------------------|
| <b>Dariush Maddahi</b>     | Founder and Chief Executive Officer, College Director |
| <b>Silvia Espin</b>        | Regional Campus Director                              |
| <b>Shahbaz Shahbai</b>     | Nevada Campus Director                                |
| <b>Charles Mugrdechian</b> | Director of Operations                                |
| <b>Monica Degadillo</b>    | Director of Education                                 |
| <b>Giovanni Casillas</b>   | Director of Marketing/Admissions                      |
| <b>Lesli Kong</b>          | Director of Career Services                           |
| <b>Alejandro Andrade</b>   | Associate Director of Finance                         |

## Facility Information

NPCollege operates a branch campus in Henderson, Nevada, which functions as an integral part of the institution. The Nevada branch campus offers associate degree programs in MRI Technologist, Nuclear Medicine, and Radiologic Technologist. These programs uphold the same accreditation, academic quality, institutional policies, procedures, and standards as those at the main campus in Lakewood, California.

Faculty are shared between the main campus and the Nevada branch campus to ensure consistent academic oversight and instructional quality. Each campus, however, maintains its own dedicated administrative staff to support local operations and student services.

NPCollege Nevada branch campus facilities are located at:

- 1500 W. Sunset Rd Suite 150, Henderson, NV 89014 (Nevada Branch Campus)
- 1510 W. Sunset Rd Suite 100, Henderson, NV 89014 (Extension of Nevada Branch Campus)

| Business Hours             |                    |
|----------------------------|--------------------|
| Monday to Friday           | 8:00 AM to 6:00 PM |
| <i>*Excluding holidays</i> |                    |

These facilities include general purpose spaces (e.g. conference rooms, student lounges), as well as classrooms designated for lectures and laboratory training activities, including:

- The facilities comprise of 3,910 square feet
- There are two classrooms where students receive lectures and lab practices with the proper practical equipment, as found in the private industry.
- All classrooms are equipped with instructor computers and overhead projectors for presentations and viewing online materials.
- A Learning Resource Center allows students to access online resources to conduct research, complete assignments, reviews, job search, and much more.
- Free student WIFI is available for students to access online learning resources from their devices.
- The facilities also include a reception area, restrooms and break areas, Admissions, Financial Aid, Student Services, Career Services, and administrative staff offices.
- The facilities provide a pleasant, efficient atmosphere for adult education and training.
- The typical classroom/lab area holds a maximum of 20 students.
- Free parking is provided for our students.
- NPCollege's facilities and equipment comply with all local, state, and federal safety and health rules and regulations.

## Class Schedules:

**Morning Class:** 8:00 AM to 12:00 PM

**Afternoon Class:** 1:00 PM to 5:00 PM

**Evening Class:** 5:30 PM to 9:30 PM

**General Education Classes:** 8:00 AM to 9:30 PM

- Monday through Friday classes are typically in session between the hours of 8:00 AM to 9:30 PM however schedules vary by program. Students must check with the Student Services Department before enrollment to obtain the exact times of classes offered.
- General Education Classes are typically offered between 8:00 AM to 9:30 PM, Monday through Friday however class schedules vary by program. Students must check with the Student Services Department before enrollment to obtain the exact times of classes offered.

## Externship/Clinical Externships

Externships hours are scheduled for various times Monday through Friday, and possibly Weekends, according to the needs of the specific program and the availability of the externship/clinical site. Externship hours will vary and will be scheduled by the externship site.

## **Security and Safety**

Students are responsible for their security and safety and must be aware of the security and safety of others. The College is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical/externship sites, or during any college activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to their instructor, Program Director, or any College official. Upon receipt of any report of a medical or criminal emergency, the College will, on behalf of the student, obtain the services of medical or security professionals, as appropriate.

## **Health and Safety Requirements**

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the appropriate regulatory agencies. Students are required to complete certain health and safety requirements according to individual program needs. Many students at the College who are involved with direct patient care in health care careers may be exposed to high-risk conditions and should take the proper precautionary measures. Patients must be protected against potential health risks from students. Individual programs may have externship requirements that must be met before the first day of the externship. Externship coordinators are responsible for tracking and maintaining clinical health and safety requirements and ensuring that students meet the specific program requirements. All students must meet the requirements of the externship site to which they are assigned. If a student does not meet the requirements for the site, the student may become ineligible to participate in the specific program of study and unable to complete the program.

## **Required Federal Disclosure Information**

For information on graduation rates, the median debt of graduates completing programs, and other important information, visit <https://npcollege.edu/for-students/consumer-disclosures>.

## **Nevada Regulatory Disclosures**

National Polytechnic College makes every effort to ensure the accuracy of the information contained in this catalog. The College reserves the right to change policies, regulations, fees, and courses of instruction during this catalog period upon the direction of the National Polytechnic College Administration and its College Director. The most current and complete information is available from the Operations Director or Director of Education. All information contained in this college catalog is current and correct as of the publication date and is so certified as true by David Maddahi, College Director.

The College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Commission on Postsecondary Education 2800 E St. Louis Las Vegas, NV 89104, [www.cpe.nv.gov](http://www.cpe.nv.gov), Ph: (702) 486-7330 or by fax (702) 486-7340.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

**A student or any member of the public may file a complaint about this institution with the Nevada Commission on Postsecondary Education by calling (702) 486-7330 or by completing a complaint form, which can be obtained on the Commission's Internet Web site at [www.cpe.nv.gov](http://www.cpe.nv.gov).**

## Accreditation, Approvals, and Memberships

The College voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners, including subject matter experts in occupational education and private postsecondary college administration.

- National Polytechnic College is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Physical Address: 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; Phone (703) 247-4212 / Fax (703) 247-4533 / [www.accsc.org](http://www.accsc.org)
- National Polytechnic College is a private institution licensed to operate by the Commission on Postsecondary Education (CPE). 2800 E St Louis Ave, Las Vegas, NV 89104, [www.cpe.nv.gov](http://www.cpe.nv.gov), (702) 486-7330 or by fax (702) 486 - 7340 / [www.cpe.nv.gov](http://www.cpe.nv.gov)
- The MRI Technologist program is programmatically approved by the American Registry of Magnetic Resonance Imaging Technologist (ARMRIT), Physical Address: 8815 Commonwealth Blvd., Bellerose, NY 11426; Phone: (718) 347-8690 / Fax: (718) 347-8691 / [www.armrit.org](http://www.armrit.org)
- The Radiologic Technologist program is approved by the California Department of Public Health of the State of California pursuant to the California Health and Safety Code, section 107045. Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899-7414 (916) 327-5106 (916) 341-6917 FAX Internet Address: [www.cdph.ca.gov/RHB](http://www.cdph.ca.gov/RHB)
- The MRI Technologist, Radiologic Technologist, and Nuclear Medicine Technologist programs are recognized by the American Registry of Radiologic Technologists (ARRT), Physical Address: 1255 Northland Drive., St. Paul, MN 55120; Phone: (651) 687-0048 / [www.arrt.org](http://www.arrt.org)
- The Student and Exchange Visitor Program (SEVP) has approved the College and all programs to enroll the non-immigrant alien student and issue Form I-20 to international students under F-1 and M-1 visas. <http://studyinthestates.dhs.gov>
- The College is approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code. <https://www.benefits.va.gov/gibill>
- Member of the California Association of Private Postsecondary Schools (CAPPS). [www.cappsonline.org](http://www.cappsonline.org)

# Observed Holidays/Breaks

## 2025

|                                                             |                                               |
|-------------------------------------------------------------|-----------------------------------------------|
| <b>JANUARY 1<sup>st</sup></b>                               | <b>NEW YEAR'S DAY</b>                         |
| <b>JANUARY 18<sup>th</sup> to JANUARY 20<sup>th</sup></b>   | <b>MARTIN LUTHER KING DAY &amp; WEEKEND</b>   |
| <b>FEBRUARY 15<sup>th</sup> to FEBRUARY 17<sup>th</sup></b> | <b>PRESIDENTS DAY &amp; WEEKEND</b>           |
| <b>APRIL 18<sup>th</sup> to APRIL 20<sup>th</sup></b>       | <b>GOOD FRIDAY &amp; EASTER WEEKEND</b>       |
| <b>MAY 24<sup>th</sup> to MAY 26<sup>th</sup></b>           | <b>MEMORIAL DAY &amp; WEEKEND</b>             |
| <b>JUNE 19<sup>th</sup></b>                                 | <b>JUNETEENTH</b>                             |
| <b>JUNE 30<sup>th</sup> to JULY 6<sup>th</sup></b>          | <b>SUMMER BREAK &amp; INDEPENDENCE DAY</b>    |
| <b>AUGUST 30<sup>th</sup> to SEPTEMBER 1<sup>st</sup></b>   | <b>LABOR DAY &amp; WEEKEND</b>                |
| <b>NOVEMBER 11<sup>th</sup></b>                             | <b>VETERANS DAY</b>                           |
| <b>NOVEMBER 27<sup>th</sup> to NOVEMBER 30<sup>th</sup></b> | <b>THANKSGIVING DAY, FRIDAY &amp; WEEKEND</b> |
| <b>DECEMBER 22<sup>nd</sup> to DECEMBER 28<sup>th</sup></b> | <b>WINTER BREAK</b>                           |
| <b>DECEMBER 31<sup>st</sup></b>                             | <b>NEW YEARS EVE</b>                          |

## 2026

|                                                             |                                               |
|-------------------------------------------------------------|-----------------------------------------------|
| <b>JANUARY 1<sup>st</sup></b>                               | <b>NEW YEAR'S DAY</b>                         |
| <b>JANUARY 17<sup>th</sup> to JANUARY 19<sup>th</sup></b>   | <b>MARTIN LUTHER KING DAY &amp; WEEKEND</b>   |
| <b>FEBRUARY 14<sup>th</sup> to FEBRUARY 16<sup>th</sup></b> | <b>PRESIDENTS DAY &amp; WEEKEND</b>           |
| <b>APRIL 3<sup>rd</sup> to APRIL 5<sup>th</sup></b>         | <b>GOOD FRIDAY &amp; EASTER WEEKEND</b>       |
| <b>MAY 23<sup>rd</sup> to MAY 25<sup>th</sup></b>           | <b>MEMORIAL DAY &amp; WEEKEND</b>             |
| <b>JUNE 19<sup>TH</sup></b>                                 | <b>JUNETEENTH</b>                             |
| <b>JUNE 29<sup>TH</sup> to JULY 5<sup>TH</sup></b>          | <b>SUMMER BREAK &amp; INDEPENDENCE DAY</b>    |
| <b>SEPTEMBER 5<sup>TH</sup> to SEPTEMBER 7<sup>TH</sup></b> | <b>LABOR DAY &amp; WEEKEND</b>                |
| <b>NOVEMBER 11<sup>TH</sup></b>                             | <b>VETERANS DAY</b>                           |
| <b>NOVEMBER 26<sup>TH</sup> to NOVEMBER 29<sup>TH</sup></b> | <b>THANKSGIVING DAY, FRIDAY &amp; WEEKEND</b> |
| <b>DECEMBER 24<sup>TH</sup> to DECEMBER 31<sup>ST</sup></b> | <b>WINTER BREAK &amp; NEW YEAR'S EVE</b>      |

## Program Offerings

| PROGRAM TITLE                              | PROGRAM CODE | CIP     | SEMESTER CREDITS | INSTRUCTIONAL/EXTERNSHIP HOURS |
|--------------------------------------------|--------------|---------|------------------|--------------------------------|
| <b>Associate in Applied Science Degree</b> |              |         |                  |                                |
| <b>MRI Technologist</b>                    | MRIA         | 51.0920 | 81.5             | 2,330                          |
| <b>Nuclear Medicine Technologist</b>       | NMTA         | 51.0905 | 96.5             | 2,615                          |
| <b>Radiologic Technologist</b>             | RTA          | 51.0911 | 90               | 2,955                          |

## Academic Calendar Start Dates 2025-2026

New students enrolled to start their program following the completion of all admission requirements and procedures. Applicants/students must check with the campus/program to ensure availability. Program start dates may be added or removed at the discretion of the College. Please speak to an Admissions representative for details.

| Associate of Applied Science Degrees |         |                          |                               |         |                          |
|--------------------------------------|---------|--------------------------|-------------------------------|---------|--------------------------|
| MRI Technologist                     |         |                          | Nuclear Medicine Technologist |         |                          |
| Start Date                           | Session | Expected Completion Date | Start Date                    | Session | Expected Completion Date |
| 05/18/2026                           | AFT     | 02/11/2028               | 12/01/2025                    | PM      | 01/14/2028               |
| 06/08/2026                           | PM      | 03/03/2028               |                               |         |                          |

| Radiologic Technologist |         |                          |
|-------------------------|---------|--------------------------|
| Start Date              | Session | Expected Completion Date |
| 05/04/2026              | AM      | 04/18/2028               |
| 05/04/2026              | AFT     | 04/18/2028               |
| 05/04/2026              | PM      | 04/18/2028               |

## ADMISSIONS INFORMATION

The College seeks to admit students who possess the appropriate credentials and have demonstrated capacity or potential that indicates a reasonable probability of success in completing the educational programs offered by the College. To accomplish this, the College evaluates all students and makes admissions decisions on an individual basis, following the admission policies outlined in this catalog.

Students are encouraged to apply for admission as soon as possible for a specific program and start date. Applicant families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions.

Students must complete the entire admissions process before the first day of class for all programs. Students who fail to complete the admissions process before the first day of class may be required to reschedule to another start date.

### General College Admission Requirements

All applicants to National Polytechnic College must:

- Visit the College before enrollment to obtain a clear understanding of the NPCollege, view the facilities and equipment, and meet with staff and instructors.
- Complete an application form and engage in a personal interview with an Admissions Coordinator.
- Complete and sign an Enrollment Agreement
- At least be 18 years of age (official ID is required) to enroll into the College.
- Pay a non-refundable registration fee upon enrollment.
- Successfully pass an entrance exam
- Ability to read and write in English at a high school graduate level, as demonstrated by a high school transcript, GED, or passing the Nevada high school proficiency exam.
- Provide proof of a high school diploma from an accredited high school or the recognized equivalent before being granted enrollment in the College. Acceptable proof of high school graduation or equivalency must be submitted as follows:
  1. Applicants enrolling in certain programs must provide a copy of their high school diploma, transcripts, or official GED, High School Equivalency Test (HiSET), or associate and higher degree before enrolling for classes.
  2. High school documentation from a country other than the United States must be translated and evaluated to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).
  3. The successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that do not result in the awarding of an associate's degree but that is acceptable for full credit toward a bachelor's degree at any institution.
  4. Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into a bachelor's degree program.

### Distance Education/Blended Delivery

Some programs include courses that are delivered in a blended or full distance education. Blended courses combine traditional or face-to-face classroom instruction with (remote) distance education learning environments to optimize the learning experience of the user. Most of the remote learning will come from the lecture hours. Through a blended lecture and in-class lab, students will gain the knowledge, skills, and confidence to perform successfully in varied practice settings with a wide range of client populations.

Before starting our academic programs, a prospective student must complete an assessment of the following topics:

- a. **Access to Technology:** Laptop or Desktop Computer - Speakers, Headphones/Earphones, Microphone, Web Camera, Internet Access, Email Account, eTextbooks, Microsoft Word or Google Docs, Printer, Adobe/PDF opener software
- b. **Technical Skills:** Participate in live online sessions, face time sessions - Write a Document in Word Processing Software - Basic Internet Research
- c. **Life Skills:** Organizational skills, Good self-motivation, Being proactive, Using Initiative, and Confidence

## **Impact of Criminal Convictions on Licensure, Certification, or Registry Eligibility**

You are enrolling in a program that prepares students for employment in a career that requires licensure by a Nevada State agency or certification or registration with another agency. If you have a prior criminal conviction, you may not be eligible for licensure, certification, and/or registration, you may have to apply for a special waiver, or your application may be denied. Under Nevada law, the College cannot ask prospective students if they have disqualifying criminal convictions. The College urges any student with a criminal conviction to contact the State licensing, certification, or registration agency prior to enrollment to determine whether they are eligible and if any special process must be followed. Certain misdemeanor or felony convictions may prevent a student from completing the desired program due to the inability to be placed at an externship site. Therefore, you may complete some or all of your program of study at the College and paid tuition but unable to attend an externship site, become registered, or become employed in the field.

## **General International Student Admissions**

NPCollege is authorized by the U.S. Department of Homeland Security and Immigration and Customs Enforcement (ICE) to admit international students under F-1 (academic) and M-1 (vocational) international student visa status. Interested international applicants can download applications for admission by visiting [www.npcollege.edu](http://www.npcollege.edu) and clicking on the International Student link of the College's website. NPCollege's admissions process allows for a rolling admissions policy whereby international students can begin coursework during the spring, summer, fall, or winter terms. Applicants must submit all required documents when applying.

The following are admissions requirements for international students who are, or intend to be, under F-1 or M-1 status:

- Complete and sign an international student application.
- Pay a non-refundable application fee of \$300.
- Academic records are the equivalent of high school graduation or higher, demonstrating successful completion. The original transcript must be accompanied by a notarized English translation from an approved NACES.org credential evaluation service. In addition, all international students who are in the U.S. must submit all of their academic records from institutions they have attended in the United States.
- Proof of English proficiency can be established by providing a minimum score of 500 (paper-based) or 61 (Internet-based) on the Test of English as a Foreign Language or a minimum of 5.0 on the IELTS exam.
- Submit confidential financial support documentation, which includes the Sponsor's Affidavit of Support and a bank statement verifying the same.
- F-1 or M-1 applicants applying from within the U.S. must submit copies of all immigration-related documents along with their application.

International students must enroll in and complete a minimum of 12 units or equivalent clock hours to maintain valid F-1 or M-1 status. NPCollege registers international students in the SEVIS system each semester to verify the maintenance of status. In addition, all international students must maintain continuous medical insurance coverage throughout their studies at NPCollege. International students pay non-resident tuition fees in addition to all other applicable fees during their entire attendance at NPCollege.

ICE prohibits international students from unauthorized employment. International students must obtain permission from ICE and NPCollege before they can engage in any on or off-campus employment.

International students applying for F-1 and M-1 visas from their home countries will be required to meet the U.S. Department of State requirements on immunizations. Additionally, NPCollege requires all international students to provide proof of Measles, Mumps, and Rubella immunizations.

The College does not provide any form of Visa services for the prospective or active students nor will the College vouch for a students' status other than what is required by the U.S. Department of Homeland Security and Immigration and Customs Enforcement (ICE) to admit international students under F-1 (academic) and M-1 (vocational) international student visa status.

## **Re-Enrolling Students**

In some cases, students wishing to re-enter may be required to appeal for re-admission. This appeal must be approved by an Appeals Committee comprised of faculty and/or staff as deemed appropriate by the College. Re-entering students may be required to complete competency testing to determine their ability level before being approved for re-entry. Students may be required to repeat previous modules or courses for which they received credit if they cannot demonstrate competency. These modules or courses may not be eligible for Title IV funding. All current and prior coursework will be counted towards the maximum time frame of the

program. The ability to re-enter the College is on a seat availability basis. A student applying for re-enrollment will enroll at the current tuition and application charges.

Students who withdrawals or cancel voluntarily and who wish to reenter may do so upon meeting with the Director of Education or applicable Program Director under the following conditions:

- The student has no conduct or behavioral issues that will impede campus operations, security, or externship or clinical placement.
- The student resolves any financial issues to the satisfaction of the Financial Aid Office.
- There is seat availability to accommodate the student's re-entry into the next module or course.
- The student participates in academic advisement with the Program Director if there are issues with grades or attendance.

Students in good standing who withdrawals due to scheduling or availability of a course or module or session change need only the signature of the Director of Education to be approved for reentry.

### **Entrance Testing Policy**

#### **ALL Associate Degree Programs without High School Diploma or GED**

- All applicants must take the Wonderlic SLE (on campus) or SLE-Q (online) entrance exam.
- Applicants who fail the entrance exam may reattempt the exam according to the following schedule:
  1. 2<sup>nd</sup> attempt: a minimum of 1 calendar day
  2. 3<sup>rd</sup> attempt: a minimum of 7 days from the prior attempt
  3. 4<sup>th</sup> attempt: a minimum of 30 days from the prior attempt
  4. If an applicant fails all four attempts, the applicant can begin the process after a minimum of 1 year from the last attempt.
- Passing entrance exam scores for all programs are valid for five years.
  1. In the case of a student that withdrawals from a program and subsequently returns to the same or different program within five years, the re-entering student may be required to retest to meet the current minimum testing requirements or have the ability to obtain the previous test results.
  2. Some programs may have additional or different testing requirements. Please read the information provided for specific programs below.

Minimum passing scores for the Wonderlic entrance exam are as follows:

| <b>Wonderlic Scholastic Level Exam (SLE)</b> | <b>SLE</b> | <b>SLE-Q</b> |
|----------------------------------------------|------------|--------------|
| MRI Technologist (AAS)                       | 18         | 18           |
| Nuclear Medicine Technologist (AAS)          | 18         | 18           |
| Radiologic Technologist (AAS)                | 18         | 18           |

### **Additional Requirements for Clinical Externships**

All individuals interested in admission to the RTA, NMTA, and MRIA programs should be aware they may be required to have the following:

1. A physical examination that attests to the individual's ability to meet the physical and mental requirements necessary to perform functions.
2. A negative TB test (PPD) within 12 months and before externship placement and/or chest x-ray when indicated.
3. Immunity to Mumps, Rubella, and Varicella verified with proof of vaccine or titer.
4. Hepatitis B - Proof of immunity or proof of series.

### **Statement of Non-Discrimination**

The College does not discriminate based on race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, Veteran, military service status, age, or disability. The College complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the Campus Director, who will apprise students of the procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

## **Arbitration and Class Action Waiver Disclosure**

National Polytechnic College requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student’s ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is underway. Any questions about the Arbitration Agreement or a dispute relating to a student’s Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the School’s Director for questions.

## **College Program and Policy Changes**

The College, at its discretion, may make reasonable changes in program content, materials, and equipment as it deems necessary in the interest of improving student educational experiences. The College reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. When the class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students, given that classes are part of each of the educational programs and the combining of classes will not impact the students’ learning. When federal, state, accreditation, or professional policy or standard changes occur, the College is required to make appropriate changes and will attempt to minimize the effects of any change on current students.

## **Students Seeking Reasonable Accommodations**

Following Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, the College abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in the programs and services offered by the College “solely because of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and has consulted with the Campus Director, who has determined that the functional limitations of the disability require such accommodation, auxiliary aids, and/or services.

The College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aids or services, please contact the Student Services Coordinator. Students should submit requests with supporting documentation at least six weeks before the beginning of the first day of classes or as soon as practical.

**Pregnancy:** Students for all programs must inform the Director of Education of their pregnancy and must provide a complete medical clearance from their treating physician before attending labs and externships.

**Residency Requirement:** Residency is defined as coursework completed at the College, not including transfer credit. A minimum of 70 percent of academic credits must be completed in residence. The residency requirement does not apply to students transferring from one NPCollege campus to another.

**Experiential Learning:** The College does not grant academic credit for experiential learning. As applicable, previous education and training for all Veterans and eligible persons are evaluated for transfer credit.

**English Instruction:** Instruction at the College is delivered in English. Students must be able to read, write, speak, understand, and communicate in English.

**Advanced Placement:** NPCollege does not award academic credit for advanced placement testing.

## **Notice Concerning Transferability of Credits and Credentials Earned at National Polytechnic College**

The transferability of credits you earn at NPCollege is at the complete discretion of the institution to which you seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your educational program at NPCollege is also at the complete discretion of the institution to which you seek to transfer. If the credits, degree, diploma, or certificate that you earn at NPCollege are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should make certain that your attendance at NPCollege will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NPCollege to determine if your credits, degree, diploma, or certificate will transfer.

## **TRANSFER CREDIT POLICY FOR PREVIOUS EDUCATION**

NPCollege considers the transfer credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education (CHEA). The determination of acceptability of transfer credit is at the discretion of NPCollege. Courses will be carefully evaluated to determine equivalency in academic content, credit hours, and quality of the course.

The following are the college guidelines for the transfer of credits:

- Students requesting transfer credit must submit the required documentation to Admissions no later than the 7th business day before the first day of class. Failure to do so may result in transfer credit not given. For transfer credit requests, a current Transfer Portfolio must be submitted.
- Students requesting transfer credit for credit earned after the student's initial start date of their program must submit a current Transfer Portfolio.

### **Transfer Portfolio:**

- A **sealed official transcript** from the institution where the course(s) were completed and;
- The **institution's catalog** containing the description and content of the course(s) for transfer or a **course syllabus** and other information from the institution to help determine the content and level of the course, such as a copy of the title page and table of contents from the textbook(s) used in the course, with chapters you covered clearly marked.
- General education courses completed at another institution after the student's program original start date must be submitted to Student Services within 30 days from the program completion.
- All transfer credit approved after the student's original start date will result in a revised program end date, program charges, and financial aid eligibility.
- No Transfer Credit will be allowed or approved once the student is released to their program clinical externship.
- NPCollege does not evaluate transfer credit from a foreign institution. Check your eligibility for a challenge test.
- Official evaluations of transfer credit are completed by the Director of Education and/or Program Directors as part of the enrollment process.
- NPCollege will conduct an evaluation of previous education for all Veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the Veterans Administration and student accordingly.
- Transfer credits are not used in determining grade point averages (GPAs). Credits or clock hours associated with credit for previous education will be counted towards the maximum time frame.
- There are no required fees for the request and evaluation of credits for previous education.

Credit will be granted based on the following criteria:

- A time limit of **5 years** for all science and science-related courses, an **unlimited number of years** for applicable General Education courses.
- Only courses with a B or higher grade are transferrable.
- The amount of credit earned through prior education will be limited; contact the Director of Education for more details.

### **General Education Courses**

General Education Credit will be granted based on the following criteria:

- NPCollege can transfer credit for a maximum of **five** general education courses if enrolled in the following AAS program: MRI. A maximum of **four** general education courses are required if enrolled in the following AAS programs: NMT and RT.

**Exception:**

MTBS 100, 101 Medical Terminology and Body Systems or MDTR 100 Medical Terminology – To receive credit for Medical Terminology and Body Systems I and II or Medical Terminology:

1. The only way to receive this course credit is by taking the NPCollege challenge exams and passing with a minimum score of 75%. (Fees will apply for administration of each challenge test)

Program CORE courses **are not eligible** for transfer credit (if courses were not taken at NPCollege)\*.

This policy could be modified in special circumstances and on a case-by-case basis under the approval of college directors.

**\*\*Special circumstances:** Approval of Challenge Tests for potential students with a medical degree or background requesting transfer of credits for core classes. (Fees will apply for administration of each challenge test)

*Please see the Director of Education for more Transfer Credit Policy details.*

**Articulation Agreements**

The College does not have articulation agreements in place with other institutions that allow for the transferability of credits to NPCollege.

**Programs Preparing Graduates for a Field Requiring Licensure**

Under Nevada law, the College must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Coordinator and Program Director. If you choose to pursue training even though you may not be able to achieve licensure, you must indicate that and sign a release to that effect.

Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

**State and National Board Examinations**

State and national licensing and/or certification and registration examinations or processes are the student's responsibility. The College will provide students with information regarding test dates, locations, and fees whenever possible. Students should be aware that all test fees unless stated on the Enrollment Agreement, are in addition to the tuition paid to the College. Students who choose to participate in state and national licensing and/or certification or registration examinations or processes may be responsible for paying the sponsoring organizations.

Students are responsible for confirming their eligibility for any licensing, certification, or registration. Additionally, students are encouraged to understand any changes or additional requirements that may apply to the licensure, certification, or registration requirements.

**Licensure/Certification Requirements****Registered MRI Technologist:**

Although it is not required to work as an MRI Technologist in Nevada, graduates may pursue:

- The American Registry of Magnetic Resonance Imaging Technologist (ARMRIT). Detailed information is available at [www.armrit.org](http://www.armrit.org)
- The American Registry of Radiologic Technologists (ARRT). Detailed information is available at [www.arrt.org](http://www.arrt.org)

**Certified Radiologic Technologist:**

You must document you have passed the ARRT (R) examination.

- The American Registry of Radiologic Technologists (ARRT). Detailed information is available at [www.arrt.org](http://www.arrt.org)

**Certified Nuclear Medicine Technologist:**

You must document you have passed the ARRT (N) examination or a copy of NMTCB certificate in Nuclear Medicine.

- The American Registry of Radiologic Technologists (ARRT). Detailed information is available at [www.arrt.org](http://www.arrt.org)
- The Nuclear Medicine Technology Certification Board (NMTCB). Detailed information is available at [www.nmtcb.org](http://www.nmtcb.org)

## ACADEMIC INFORMATION AND COLLEGE POLICIES

### Grading System

The diploma programs' progress and quality of student work are measured by letter grades and grade percentages, as shown below. Grades are issued to students after each module for diploma programs or each term for degree programs. Grades are based on the quality of work shown by learning deliverables indicated on the module or course syllabus.

### Grading Scale

| All Programs |                 |         |                     |                 |                |
|--------------|-----------------|---------|---------------------|-----------------|----------------|
| Letter Code  | Percentage      | Passing | Included in Credits | Included in GPA | Quality Points |
| A            | 90-100          | Yes     | Yes                 | Yes             | 4.00           |
| B            | 80-89           | Yes     | Yes                 | Yes             | 3.00           |
| C            | 75-79           | Yes     | Yes                 | Yes             | 2.00           |
| F            | 0-74 Fail       | No      | Yes                 | Yes             | 0.00           |
| P            | Pass            | Yes     | Yes                 | No              | N/A            |
| R            | Repeated Course | No      | Yes                 | No              | N/A            |

*NOTE: A student who fails to achieve a passing grade in the clinical externship portion will be terminated from the program.*

### Interpretation of Grades

Grades represent the instructor's final estimate of the student's performance in a course. The grade of A may be interpreted to mean that the instructor recognizes exceptional capacity and exceptional performance. A grade of B signifies that the student has gained a significantly more effective command of material than is generally expected in the course. A grade of C is the instructor's certification that the student has demonstrated the required mastery of the material. A student is graded C when his/her grasp of the course essentials is minimal. The F grade indicate failure to master the essentials and the necessity for repeating the course before credit may be earned.

### Repeated Modules or Courses

Students who do not achieve a letter grade of "C" or better in any course or module are considered to have failed that course or module and must repeat it. When students repeat a failed course or module, the grade received is used to calculate the cumulative GPA. Both the original and repeat attempts will be counted in the rate of progress calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course or module only once. Additionally, the ability to repeat a course or module is on a "seat availability" basis. A student's training may be interrupted if the course or module to be repeated is not available until a later date.

### Satisfactory Academic Progress (SAP) Requirements

The progress and evaluation of each student are monitored and graded in intervals at the end of each module throughout the course of the program using individual Progress Reports. The Progress Reports also include the current Cumulative Grade Point Average (CGPA). Grades are based on a combination of objective and subjective evaluations of written and verbal tests/quizzes and practical application. Each module is divided into classroom instruction, written work, and lab/practice time. Diploma programs (credit/clock hour) academic progress will be measured at the end of the first payment period. The end of the first payment period year is at the point the student completes ½ of the credit/clock hours (earned a passing grade or otherwise received credit associated with those hours in completed modules) and at least 25%, 50%, and 75% of the weeks in the program. To maintain satisfactory academic progress, a student must:

- Have a Cumulative Grade Point (CGPA) of 75% or better.
- Progress at a satisfactory rate toward completion of their program; at the end of the first payment period, the student must have completed 66.67% of all coursework attempted in the program.
- Complete the training programs within 150 percent of the published program lengths (see Maximum Completion Time).

## **Maximum Time Frame**

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits or hours in their program). Calculations help assure that students will complete their programs within the maximum time frame.

## **Effect of Transfer Credit on SAP**

Transfer credit awarded by the College has no effect on CGPA calculations for SAP but does affect the ROP calculation. Transfer credits are also included in the maximum time frame calculation.

## **Effect of Program Change on SAP**

Students who change programs will only have credits and grades that apply to the new program (including transfer credits) calculated in SAP and Maximum time frame. Any credits that were previously taken that are not part of the student's new program of study will not be used in the calculations.

## **Warning and Probation Periods**

Students will have their CGPA calculated after each grading period:

- In the first grading period in which a student falls below the minimum SAP standards outlined above, the student will be placed on SAP Warning. If the student meets or exceeds the standards the following grading period, the student will be moved to SAP Met. If not, the student will be moved to SAP Probation. Students who wish to remain enrolled and receiving Federal financial aid must complete the required Appeal process.
- A student that has progressed to SAP Probation will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will be moved to SAP Dismissal and dismissed from the College unless the conditions of an academic plan were successfully met.
- A student that has progressed to SAP Dismissal will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will remain on SAP Dismissal and be dismissed from the College unless the conditions of an academic plan were successfully met.

Students may be terminated at the end of any grading period in which it has been determined that it is mathematically impossible for the student to meet the minimum requirements

While in SAP Warning status, a student is considered to be making academic progress and will remain eligible to receive federal financial aid. While in SAP Probation or SAP Dismissal (with an approved appeal and or academic plan), a student is considered to be making academic progress and will remain eligible to receive Federal financial aid. Students not making Satisfactory Academic Progress are required to participate in any advising and tutoring that is considered being necessary by the College. Failure to participate may result in dismissal regardless of CGPA.

Students on SAP Probation, SAP Dismissal, and those who have been dismissed for exceeding the maximum time frame are not eligible to change programs.

## **Appeal Process**

Any student who has been placed on SAP Probation or SAP Dismissal may appeal if special or mitigating circumstances exist. All appeals must be submitted in writing within five (5) calendar days (excluding holidays and breaks) of receiving notification of the dismissal. All appeals must explain the circumstances that affected academic performance and how the circumstance has been resolved so that it will not have any future effect on the student's Academic Progress. Additional documentation may be required. The decision of the College is final and may not be further appealed.

## **Reinstatement**

A student might appeal to return to the College if they were previously dismissed for not meeting SAP. The appeal should include information about the circumstances that affected academic performance and how the circumstance has been resolved so it will not have any future effect on the student's Academic Progress. The student should also include reasons for why they should be readmitted. Many factors will be reviewed when determining whether or not a student should be readmitted, including academic performance, attendance, life changes, and account balance.

## **Academic Dismissal**

A student on financial aid probation may receive title IV, HEA program funds for one payment period. While a student is on financial aid probation, the institution may require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of one payment period on financial aid probation, the student must meet

the institution's satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further title IV, HEA program funds.

### **Student Appeal Procedures**

Students have the right to appeal decisions and policies enforced by the College. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructor recommendations, and, if applicable, the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress. A student must submit a written letter to the College Director for review by an Appeal Board. The Appeal Board shall consist of three (3) attending selected members. Students must provide supporting documentation along with their letter to support his/her position and any mitigating circumstances that may have existed. The student will be notified of the Appeal Board's decision within three (3) business days following the receipt of the student's appeal. The decision of the Appeal Board will be final.

### **Process for Students with Denied Appeals**

The student must remain out of college for 6 months following the module in which the appeal was denied. The student may request an additional appeal for reinstatement. The student must demonstrate the accomplishment of changes that show a level of college readiness that can reliably predict success. Decisions regarding reinstatement to the College will take into consideration factors such as grades, attendance, account balance, conduct, and the student's commitment to complete the program within the maximum time frame allowed according to the College's policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new Enrollment Agreement; they will be charged tuition consistent with the existing published rate at the time of reinstatement. Students who are reinstated under these circumstances will return to Financial Aid Probation (FAP) status and may receive aid for one payment period. The student will be required to fulfill a specific academic plan. Students on academic/financial aid probation are eligible to receive Title IV funds while on probation if they are otherwise eligible. Students who successfully bring up their CGPA at the end of the probation period will be removed from probation and returned to regular status. If the student does not meet the SAP requirements, the student will be dismissed and will not be eligible for appeal.

### **General Graduation Requirements**

To be eligible for graduation, a student must:

- Pass all modules or courses;
- Complete all required externship training hours and meet all objectives evidenced by satisfactory evaluations;
- Complete the program within the maximum time frame allowed;
- Be in good financial standing with the College and attend all graduate/financial aid exit interviews;
- Pass the program's exit examination, if applicable.

### **Program Measurement**

The College measures its programs in semester credits and clock hours, as delineated in the program information. Both methods of measurement are provided to assist in comparing the program length to other institution programs.

### **CLOCK HOURS TO SEMESTER CREDIT HOUR CONVERSION:**

One semester credit hour equals 45 units, and one quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit. For lecture classes, one-semester credit is equal to 18 clock hours.

### **Clock hours are defined as follows:**

- A clock hour is a minimum of 50 minutes in which lectures, demonstrations, and similar class activities are conducted.

### **Maximum Students in a Typical Classroom**

- The number of students in a classroom or laboratory may vary based upon programmatic requirements, the number of instructors and instructional assistants assigned to the class.

- Typical classroom lecture settings range from approximately 10 to 20 students. Typical laboratory settings range from approximately 10 to 20 students.

### **Non-Credit, Remedial Coursework**

- Students enrolled in the College are not offered non-credit or remedial coursework.

### **Attendance Requirements and Policy**

All remote (online) lecture sessions and on-campus attendance are recorded by the classroom instructor.

The student must attend all class sessions to complete any academic program. The policy is designed to assist students in accomplishing their academic goals and to fully prepare them for the professional environment they will encounter in their field. The College emphasizes that all students must attend classes regularly and consistently. Regular attendance and punctuality will help students develop the habits and attitudes necessary to compete in a highly competitive job market. Attendance is recorded daily, which may enhance a student's employability. Students are encouraged to schedule medical, dental, and personal appointments before or after class hours and should notify the Instructor if they plan to be tardy or absent.

Students missing 15% of class in any four weeks (3 absences) shall receive a warning from Student Services. Students missing 20% (4 absences) or more may be placed on a 30-day probation period. Students exceeding 20% absences shall be directed to the Director of Education for further determination. A student who is consecutively absent for 14 calendar days (including Saturday and Sunday) will be terminated from the program altogether.

### **Attendance Recording**

Students attending remote lecture sessions sign on with their video camera active allowing the instructor to have a visual authentication of the student attending the lecture. The instructor will randomly ask questions to students requiring them to answer to give them the proper attendance credits. If there is no response from the student during the remote lecture session, then the student will be marked absent and no answer will be noted in the student's attendance log.

While on campus and at externship sites, attendance is recorded daily using a free application installed on the student's smartphone, which each student will access and indicate that they are clocking in or clocking out of class. All remote (online) lecture sessions and on-campus attendance are recorded by the classroom instructor.

Clinical Externship hours are recorded daily using mobile application digital clock in/out attendance, a free application installed on the student's smartphone which each student will access and indicate that they are clocking in, going on break, returning from break, and clocking out.

### **Tardiness**

Tardiness (arriving to class 10 or more minutes late) is a disruption of a good learning environment and is to be discouraged. The student's attendance record will reflect the time missed if the student arrives for class after the scheduled start time or departs from the class before the scheduled completion time. Excessive tardiness and/or early departures may lead to probation or dismissal from college. Cumulative time missed will count as time absent. See the attendance policy for details.

### **Make-Up Work, Tests, and Quizzes**

Students are required to make up all assignments and work missed as a result of absences. Arrangements to take tests and/or quizzes missed because of an absence or tardiness can only be made with Student Services and the Director of Education's approval.

Regardless of the completion of make-up work, being late or missing attendance in a scheduled class will be counted as tardiness or absence. Hours of make-up work in clock programs will not be accepted as hours of class attendance. Make-up hours in a clock hour program must be done on campus. Clinical and externship hours must be completed at an assigned clinical or externship site. Refer to the program syllabus for details regarding the policy for completing missed work for particular programs.

### **Required Outside Preparation and Study Time**

In addition to outside preparation and study time, regular classroom activities are required to complete the class assignments. The type of outside preparation will vary by module or course and may take the form of homework assignments, projects, reading, and required studying. The amount of time spent on outside preparation will vary according to individual student abilities and the complexity of the assignments. Students are responsible for reading all study materials issued by their instructors and must turn in homework assignments at the designated time.

## Externship Experiences

Externship experiences are required in some programs to enable students to work with patients/clients and to apply the competencies and practices learned in the classroom. Students participating in an externship experience will work under the supervision of a qualified assigned preceptor, as determined by College faculty, in participating sites and under the general supervision of College staff. Students are evaluated by supervisory personnel, and evaluations are placed in the student's permanent record. Externship guidelines and requirements for each program may be obtained from the Externship Coordinator.

The College uses the Coursekey application to clock in/out attendance recording method for externships and labs. All externship students in MRI, NMT and RT are required to install a mobile application on their smartphone, which the student must use to record their regular scheduled attendance in the externship sites, approved makeup time, approved off-campus labs or field trips. The student's responsible for correctly and accurately recording their attendance on the mobile application. Student Services Coordinators or Career Services Coordinators can make attendance recording corrections and adjustments when the student requests.

**Warning:** More than four (4) corrections or adjustments during one month will result in a fifteen (15) minute deduction of attendance time per request.

The following applies to all students who are required to complete externship experiences:

1. Students are expected to meet all host site requirements.
2. Personal/Criminal Background Check & Drug Testing may be required to be completed and passed before your assigned estimated start date.
3. Site assignments are determined by the College. Students may be terminated from the program if they refuse the clinical or externship site assignment.
4. Externship and clinical sites are selected to meet the objectives of the program. Students are required to travel to the clinical site. In many cases, this may require travel that is a greater distance than the student's commute to the campus.
5. Site locations within a specified distance from the campus or a student's home cannot be guaranteed.
6. The College reserves the right to re-assign site assignments and locations as needed to ensure that program requirements are met.
7. Students must arrange and pay for their transportation to and from their assigned clinical or externship experience, including any parking charges at the host site.
8. Students should expect the hours and days to vary depending on the host site. Shifts on externship or clinical experience can range from 8 to 12 hours, occurring any hour of the day, afternoon, or evening Monday through Friday, and possible weekends.
9. If students are going to be absent from their clinical or externship site, they are required to notify their designated supervisor and a Career Services staff member.
10. Students must make up all absences that occur during clinical or externship experiences to ensure that the required hours are completed before the end of the scheduled period.
11. Students enrolled in a program that requires an externship are expected to immediately begin that portion of their program, upon successful completion of all classroom requirements.
12. Externship students must be prepared to participate in their externship training on a full-time basis (32-40 hours per week).
13. Students are expected to abide by the College's Conduct Policy at all times while on externship or clinical experiences as well as the policies and procedures of the site.
14. All clinical externship sites must be reviewed, approved, and contracted directly by the College only.
15. Clinical Externship hours are recorded daily using mobile application digital clock in/out attendance, a free application installed on the student's smartphone which each student will access and indicate that they are clocking in, going on break, returning from break, and clocking out.

## Field Trips and Guest Lectures

Field trips to program-related medical clinics, laboratories, hospitals, businesses, and manufacturing facilities may be scheduled by the instructor and/or Program Director. The purpose of field trips is to introduce students to the career field in their area of study and to augment classroom instruction. Guest lectures and speakers may be scheduled to reinforce classroom training.

## Leave of Absence

A leave of absence (LOA) may be granted in the case of extenuating circumstances requiring students to interrupt their education. The LOA must be requested in written form by the student and approved by the College, following the College's LOA procedure.

Examples of extenuating circumstances that may qualify a student for LOA include:

- military duty;
- serious injury or illness of a student or a family member that prevents the student from attending college;
- death in the immediate family (ask Student Services about Bereavement Policy);
- maternity;
- jury duty;
- extenuating circumstances as approved by the Director of Education
  - Mental health-related concerns requiring time away for treatment or recovery
  - Natural disasters or severe weather events affecting the student's ability to attend classes
  - Unexpected personal or family emergencies
  - Legal obligations (e.g., court appearances)
  - Housing instability or relocation requiring temporary leave
  - Students encountering extenuating circumstances not listed above may apply for an LOA by providing documentation. The college determines whether these circumstances are appropriate grounds for an LOA.
- academic intersession

An academic intersession may be granted in the case of academic circumstances that require an adjustment in the student's scheduled educational plan. Academic Intersession is only assigned to a student who will be out of the college due to academic reasons for a period of up to 14 calendar days. In the event you must be out longer than 14 calendar days during your scheduled educational plan, please refer to the College's Leave of Absence Policy and reach out to the Student Services Department.

Students Services Department will notify the student of any scheduled academic intersession and its corresponding Learning Activity as approved by the College.

Examples of academic circumstances that may qualify a student for the Academic Intersession include:

- Transfer of Credits
- Course/Module Failed Grade
- Education Plan Adjustment
- Any other academic circumstances as approved by the Director of Education

## Effect of Leave of Absence on Student Financial Aid

- Students will not be eligible for financial aid while on LOA and may be required to complete additional financial aid documents.
- Students who fail to return from LOA on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations.
- If a student who has received Title IV loans fails to return from an LOA, the Federal loan grace period begins retroactively from the date the leave began.
- If students do not return following the LOA period, the College must apply its refund policy following state and federal guidelines.
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted an LOA.

## Leave of Absence Procedure

Students must submit a written request for an LOA to Student Services. Student Services will review the student's LOA eligibility and ensure all information and documentation has been provided.

For an LOA to be granted, there must be a reasonable expectation that the student will return from the LOA in the indicated period. Student Services will inform the student, in writing, of the decision to grant or deny the request for LOA.

Before beginning an LOA, the student must meet with the Financial Aid Department to determine the financial aid implications of taking an LOA and complete an exit counseling.

### **Additional Provisions**

- Students may not exceed 180 calendar days on LOA within a continuous 12-month period.
- Students in Associate degree programs will not be eligible for LOA during the program's general education courses.
- If an LOA occurs anytime during a module or course in progress, students may be required to retake those courses in their entirety.
- Students must provide medical documentation or attestation stating the student cannot attend college and the date the student is expected to return to college.
- Students must provide medical documentation or attestation stating that they must be available to care for the family member and the date they are expected to return to college.
- Jury Duty: Students selected to serve on a jury can request an LOA. Before an LOA is granted, students must provide official court documents stating the time of service required of them.
- Financial hardship significantly impacts the student's ability to continue studies; and students must provide proof of the financial hardship
- The College will give students a tentative schedule based on the estimated return date. Schedules cannot be guaranteed, and students may have to return to a different session depending on course availability.

### **Termination Policy**

A student is subject to termination for violating any of the following:

- Failure to maintain satisfactory academic progress
- Failure to comply with the College's attendance policy
- Failure to comply with the College's conduct policy
- Failure to meet financial obligations to the College
- Failure to fully comply with the program, clinical, and/or externship requirements
- Failure of the same course or module twice
- Failure of two consecutive courses or modules
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement
- Failure to return from an LOA

### **Program Transfers**

The Director of Education must approve students who have begun their training and wish to transfer to another program. Students are required to meet with the Financial Aid office before a program transfer may be granted. Students transferring to a completely new program will be withdrawn from the current program and enrolled in the new program as a new student under the current catalog and new Enrollment Agreement. Students transferring into a different program session, for example, from day to evening/weekend classes, will be transferred, and tuition and fee charges will be adjusted accordingly.

### **Withdrawal from the College**

Students who wish to withdraw from the College should contact the Student Services Coordinator and must meet with the Financial Aid & Fiscal departments. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date of class attendance.

## STUDENT SERVICES

Services to students are available to provide resource information that makes college life easier. In one convenient location, basic student questions, needs, and requests in the areas of academics, finance, and co-curricular activities can be obtained. Students are encouraged to visit the staff with registrar requests, payment questions, and any questions regarding transportation, childcare, professional counseling services in the community, and other information, as available, to address special concerns that may arise while attending the College.

### ORIENTATION

All new students attend an orientation session before the first day of class. Students will be informed of the date and time of the scheduled orientation during the enrollment process. Some programs also have specific orientation requirements, as follows:

- International students in both M-1 and F-1 visa categories must complete a Mandatory Orientation according to the Department of Homeland Security/ICE regulations.

### ADVISING/TUTORING ASSISTANCE

Faculty and staff are committed to assisting students with academic advising and tutoring when needed. Students are strongly encouraged to meet with their instructors to discuss any academic concerns.

The College provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regularly scheduled class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or Student Services.

### HOUSING

The College does not maintain or assume any responsibility for residential student housing.

### PARKING

Parking is available for students and staff in the North parking area and in front of the college lobby.

### GRADUATE REFRESHER COURSE

The College offers its graduates skill refresher courses. Courses or modules may be provided at no additional charge. The cost of any books and supplies, if needed, will be the responsibility of the graduate.

The graduate can qualify for the refresher courses only if:

- The graduate submits a request form to Career Services for an assessment of the graduate's specific needs. Ask Career Services coordinators for that form.
- The student is cleared by the Fiscal and Financial aid departments
- Courses or Modules are available in the program graduated from
- There are space and equipment available in the classroom or lab
- Graduated from the program within 24 months from graduation date (If not employed in the field)
- The graduate has been employed in the field of training; courses or modules may be provided no matter how long it has been since they graduated
- The request form has final approval from the Director of Education

**Note:** Refer to the Refresher Courses Conduct Policy for more details.

### GRADUATION CEREMONY

Graduation ceremonies recognize the efforts of the College's graduates. Upon successful completion of their programs, graduates are encouraged to attend a graduation ceremony. Graduates from most programs who choose to participate in the ceremony have their graduation banquet and ceremony expenses already included in their tuition. A separate fee will be required for their cap and gown order. Graduates must also be in good financial standing with the College to attend the ceremony.

## **CAREER SERVICES**

The Career Services Department is an integral component of the educational program, striving to actively support students and graduates in their pursuit of employment and successful completion of externship. While Career Services does NOT guarantee employment, the department is committed to assisting individuals through various career planning and advisory activities. These include:

### **EXTERNSHIP**

The Career Services Department is committed to facilitating students' externship placements for clinical hours through an extensive industry network. While traveling up to 50 miles may be required, the emphasis is on optimizing the experiential learning opportunity. Students are required to complete a minimum of 32- 40 hours per week, aligning hours with their program completion requirements. The department provides professional and comprehensive support throughout the externship placement process, monitoring clinical hours, competency skills, ensuring students' successful completion of protocols throughout their clinical education.

### **INTERVIEW PREPARATION**

The Career Services Department plays a crucial role in providing comprehensive interview preparation for students and alumni. Through personalized one-on-one sessions, dedicated career advisors offer strategic guidance, enhancing skills such as effective communication, professional demeanor, and situational awareness. These consultations include; Resume writing, mock interviews, constructive feedback, and industry-specific insights, empowering individuals to navigate interviews confidently. Additionally, the department offers quarterly workshops and access to industry networks, increasing the likelihood of employment success in diverse interview settings.

### **CERTIFICATIONS**

The Career Services Department plays a pivotal role in guiding students through the exam registration process for certifications such as ARRT and ARMRT. The department provides comprehensive support by outlining the steps and requirements for the exams registration. Facilitating a seamless transition towards employment prospects. Students are encouraged to engage with their instructors and utilize available resources to enhance their exam preparation such as, prerecorded class lectures, utilizing school grounds, to study for exams and/or take their web base exams.

### **ADVISORY BOARD MEETINGS**

The Career Services Department coordinates Advisory Board meetings twice a year with employers to enhance the overall effectiveness of career services by providing students with relevant, timely, and practical guidance that directly contributes to their success in the competitive job market. It creates a bridge between academia and industry, ensuring that students are well prepared and in tune with the dynamic demands of their chosen professions.

Students and alumni are strongly urged to make the most of opportunities offered by the Career Services Department to refine their presentation and interviewing abilities. Achieving successful employment outcomes requires a joint effort from graduates and the Career Services Department. Graduates are also encouraged to proactively seek employment opportunities independently, maintain records of their contacts, and update their Career Services Coordinator on their progress.

Services for employment assistance are available to all students who fulfill graduation requirements. It is important to note that individuals with a criminal background may face limitations in employment opportunities. While some programs may not require a high school diploma or GED for enrollment, lacking these credentials may restrict employment options.

The college's programs are comprehensive, preparing students for entry-level positions. Further training is typically necessary after securing an entry-level position to acquire additional skills specific to the role.

## STUDENT POLICIES AND PROCEDURES

### Copyright Infringement Policy

**Introduction** – Courts have imposed fines against individuals found guilty of violating copyright laws. The purpose of this policy is to officially notify all students, faculty, and staff that it is a violation of federal law and NPCollege policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in the NPCollege policy. The following is the NPCollege Copyright policy:

**File sharing** – File sharing software is commonly used to download music and movies from the Internet. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses, and other malicious code are transferred during peer-to-peer transfers, too. Files on your network-connected PC may then be illegally shared with every other person connected to the World Wide Web. It is imperative that the file-sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the Front Office. Industry representatives aggressively monitor the Internet to discover incidents of illegal file sharing. When violators are discovered, they contact the network owner and/or the Internet service provider and demand that the offending device be disconnected from the network. To protect the user and NPCollege from further responsibility under federal copyright law or NPCollege policy, the NPCollege IT Specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

**Scanning** – Administrative computers provide optical scanners to faculty and staff. These scanners could be used to copy (using the photocopier method) a book, journal, or other printed material. The result is a computer file with the image of the book or journal pages. This page could be printed or read on the computer screen. The principle is the same; to reproduce copyrighted material into an electronic format. This is also a violation of the copyright law if done more than the accepted ‘fair use’.

**Legal Liability** – You can be sued for sharing copyrighted applications, songs, and other digital materials without the permission of the copyright holder. For more information, check the resources below.

**Fair Use and Copyright Law** – The Copyright Law, provides a set of rules regarding library productions. Our library complies with the law. The Copyright Law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of the copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research. If the user requests for or later uses a photocopy or reproduction for purposes above the ‘fair use’ provision, that user may be liable for copyright infringement.

NPCollege reserves the right to deny a copying order from any staff or faculty member, if, in its judgment, the fulfillment of the order would involve a violation of copyright law.

### Unauthorized Distribution of Material

Dissemination of non-college material without the NPCollege director’s approval is prohibited within private property and property under the control of NPCollege. Non-college material includes, but is not limited to; handbills; book covers; signs; posters; e-mails; digital images; cards or gifts; pamphlets; and any materials NPCollege does not produce or control. Failure to obtain the director’s authorization for distribution may result in suspension or expulsion.

### Dress Code

This policy is designed to reflect industry standards related to professional appearance in the fields associated with NPC programs of study. This policy also takes into account workplace safety standards related to professional attire within these fields. NPC students are expected to maintain a professional appearance at all times while on NPC’s campus, at an affiliate’s facility, and any time they are wearing their NPC uniform. This policy is not exhaustive and students are encouraged to err on the conservative side when in doubt.

General expectations for all students related to attire and accessories include:

- Students must practice good personal hygiene
- Hair must be clean, styled professionally, and well-maintained.
- Fingernails must be clean, trimmed and if decorated, painted in a solid color.

NPCollege uses a variety of equipment during training, certain items of clothing, such as shorts and open shoes, may not be worn for safety reasons.

Students are required to wear their designated NPC uniforms and College issued ID at all times while attending the program.

**Note:** Individual programs may enforce a more stringent dress code policy. Please refer to the respective syllabi for any specific program requirements.

## **Academic Honor Code**

Academic honesty, integrity, and ethics are required of all members of the College community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the College at all times. Academic integrity and honorable behavior are essential parts of professionalism that will be required well beyond graduation from College.

The general public, professional organizations, and accrediting bodies hold individuals in the Health Care industry to a high standard and expect us to monitor the professional behavior of our colleagues. As future health care professionals, students at the College have a responsibility to follow this model and guide their actions to serve the best interest of their fellow students, faculty, and potential patients by maintaining the highest degree of personal and professional integrity. Students are representatives of their profession both within and outside of the academic environment. Therefore, allegations of misconduct by any student of the College will be taken very seriously.

Work for which students receive credit must be the result of their effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever a student undermines the academic integrity of the College or attempts to gain an unfair advantage over others.

There are four possible consequences for violating the College's Honor Code:

1. Failure of the assignment/test.
2. Failure of the module or course.
3. Termination from the program.
4. Rescinding of a diploma or degree.

All violations of the Honor Code will be reported to the College's Administration for investigation. Individual reports will be evaluated in the context of potential patterns of dishonesty. The faculty, in conjunction with Administration, will decide on the effect on student status and/or course grades resulting from substantiated reports of honor code violations.

Academic dishonesty jeopardizes the quality of education provided and depreciates the genuine achievements of others. It is everyone's responsibility to actively deter it. Ignoring the presence of academic dishonesty is not acceptable.

All members of the College community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Students, faculty, and staff are all responsible for understanding and upholding the College's policy.

## **Ethics Reporting**

If a student witnesses violations of any College policy, the College asks that the violation be reported immediately. Students who feel uncomfortable talking to the Nevada Campus Director or Director of Education should follow the process outlined in the Student Grievance Policy. If the student prefers to make a confidential report, Ethics Reporting is available anytime at the following email address: [ethics@npcollege.edu](mailto:ethics@npcollege.edu).

## **Conduct Policy**

Students must conduct themselves in an orderly and considerate manner at all times when on College premises. Students must be present for classes in a coherent and receptive condition. Any behavior that disrupts the College environment, including but not limited to cheating, harassment, fighting and stealing, or the use of profanity, is not acceptable and may lead to probation, suspension, or dismissal from the College.

The use of cell phones or other digital communication devices is permitted for approved activities during any classroom or lab session or at clinical/externship sites and should be kept to a minimum while on campus. Faculty and staff have the right to confiscate cell phones used during scheduled class, lab, or clinical/externship periods if the cell phone is being used for non-approved or disruptive activities.

Also, children or other visitors (18 years of age and approved by the College) are not allowed in class or on campus at any time.

**Note:** Programs may have specific conduct policies, and violation of those specific conduct policies may result in disciplinary action.

## **Sexual Harassment/Violence Prevention**

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtation, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an

individual's body, sexually degrading words, a display of sexually suggestive objects or pictures anywhere on College property, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member, or another employee of the College shall threaten or insinuate, either explicitly or implicitly, that a student or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, or educational experience. Similarly, no faculty member or employee shall promise, imply, or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member, or other College employee should bring the matter to the attention of the Campus Executive Director or Human Resource Administrator at the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the aforementioned College officials.

The College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action if warranted.

### **Violence against Women Reauthorization Act of 2013 (VAWA)**

On March 7, 2013, President Obama signed the Violence against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). VAWA amended the Clery Act, which requires institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

NPCollege adheres to the VAWA of 2013 and includes annual security reports online to students, employees, prospective students, and the general public.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence against Women Act of 1994 as follows:

- Domestic violence means a felony or misdemeanor crime of violence committed by (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.
- Stalking means engaging in the course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

### **Family Educational Rights and Privacy Act of 1974, As Amended (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

#### **Review and Correction**

A student has the right to inspect and review his/her educational records within 45 days from the day the College receives a request for access. Students should submit written requests to the Registrar that identify the record(s) they wish to inspect. The College will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed. If circumstances prevent the student from inspecting and reviewing the records in person, such as distance or disability, or other circumstances, a copy of institutional records may be provided at the College's option. A charge will be assessed to the student for such copies.

A student has the right to request the amendment of his/her educational records that the student believes are inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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.

### **Voter Registration**

NPCollege encourages all students to participate in local, state, and national elections. As part of our responsibility to promote good citizenship, as well as good scholarship, the College urges all students to register to vote. If you are not registered, please visit the link to <http://www.sos.ca.gov/elections/> who are not registered to vote are reminded to vote in the State of California. Students must register at least 15 days prior to an election.

### **Constitution and Citizenship Day**

September 17th has been designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787. Federal, State, and local officials, as well as leaders of civic, social, and educational organizations, are to conduct ceremonies and programs that bring together members within their organization to reflect on the importance of active citizenship, recognize the enduring strength of our Constitution, and reaffirm our commitment to the rights and obligations of citizenship in this great Nation.

### **Disclosure of Educational Records**

Information defined as Directory Information may be released without a student's consent. The College defines Directory Information to include:

- Name
- Enrollment Status/Grade Level (e.g. First Term, Second Term, etc.)
- Degrees and Honors Received
- Major Field of Study
- A student ID or online user ID (as long as it may not be used to access educational records except when in conjunction with a student's password or personal PIN)

**Note:** A student's Social Security Number or Birth Date can never be considered Directory Information.

A student may opt-out of Directory Information disclosure by submitting a written request to the Registrar within 80 days of the student's start of classes.

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, colleges must have written permission from the student to release any personally identifiable information from a student's education record. However, FERPA allows colleges to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- College officials, including teachers, with legitimate educational interest, as defined;
- Authorized representatives with a legitimate educational interest, as defined;
- Other colleges to which a student is transferring or has already transferred;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with Financial Aid to a student;
- Organizations conducting certain studies for, or on behalf of the college;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, according to specific State law

It is possible, under limited circumstances, that your record could be disclosed by one of the parties listed above to another authorized representative with a legitimate educational interest. For example, your record may be provided to the US Department of Education for audit purposes, and the Department could share that record with the Office of Inspector General.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints must be filed within 180 days of the alleged violation, and specify the violation with enough detail to identify the referenced violation. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office Department of Education**  
**600 Independence Avenue, SW**  
**Washington, DC 20202-4605**

The College will maintain a log of all written FERPA record requests including the records disclosed and the interest of the parties who requested the records.

Additional FERPA information available from the College's Student Resource Center includes:

- Procedures for the inspection and review of records
- Procedures for requesting amendment of records
- Other related procedures

### **Student/Employee Fraternization**

Employees of the College are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the College environment. Similarly, any action or comment by an employee that invites romantic or sexual involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College.

Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official College matters; giving or accepting rides; giving or offering to a house; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave professionally towards faculty and staff and will follow the same guidelines as are presented here for employees. If student witnesses or hears of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the College's Director, Human Resources, or email [ethics@npcollege.edu](mailto:ethics@npcollege.edu).

### **Student Complaint/Grievance Procedure**

Students with complaints/grievances relating to classroom matters should first discuss them with their instructor. Unresolved complaints/grievances must be put in writing form, and the following steps must be initiated:

- **Level 1:** Contact a Student Services Coordinator. If dissatisfied with the response or solution, go to the next level.
- **Level 2:** Contact the Director of Education (as applicable) and the Nevada Campus Director. If dissatisfied with the response or solution, go to the next level.
- **Level 3:** Contact the President/CEO of NPCollege.

### **ACCSC STUDENT COMPLAINT PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

### **Nevada Commission on Postsecondary Education Student Complaint Procedure**

A student or any member of the public may file a complaint about this institution with the Commission on Postsecondary Education by calling (702) 486-7330 or by completing a complaint form, which can be obtained on the Commission's internet website [www.cpe.nv.gov](http://www.cpe.nv.gov).

Complaints may also be directed to:

## Nevada Commission on Postsecondary Education

2800 E. St Louis  
Las Vegas, NV 89104  
PH: (702) 486-7330  
FAX: (702) 486-7340

### No Weapons Policy

The College prohibits all persons who enter College property from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the College.

### Drug and Alcohol Abuse Prevention

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug Free Schools and Communities Act. As required by CFR 86.100 National Polytechnic College (NPCollege) publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination.

Standards of Conduct: NPCollege is committed to maintain a safe and healthy environment for its campus. All students, faculty members, staff members and administrators are subject to local, state, and federal laws regarding the unlawful possession, distribution or use of alcohol or illegal drugs. At the discretion of the School Director, students or employees may be dismissed from school for a serious incidence of an intoxicated or drugged state of behavior and possession of drugs or alcohol upon school premises. The college strictly enforces a zero tolerance drug and alcohol policy on campus.

Campus and State Sanctions for Alcohol and Drug Violations: Any member of the campus community found consuming or selling drugs on campus property shall be subject to discipline on a case-by-case basis. Campus and state sanctions are as follows:

1. Discipline will be based on the seriousness of the situation.
2. A case may result in dismissal from the college.
3. In all cases, the college will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol. Information on state and local drug related sanctions may be obtained at:  
**Nevada:** <https://www.findlaw.com/state/nevada-law.html>
4. Additional state penalties and sanctions may also apply.
5. The college has adopted a zero-tolerance policy regarding underage drinking.

Faculty and student peers must act on concerns regarding alcohol or drug abuse or dependency when encountered in a student. The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

- a. Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This documentation will be submitted in writing to the Nevada Campus Director who will determine the action to be taken. If the Nevada Campus Director /Director of Education and involved faculty feel the evidence is compelling and indicates a violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The Nevada Campus Director and involved faculty will decide what type of follow-up is needed, based on the outcome of this conference.
- b. If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be **immediately** removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, the Director of Education (or the Nevada Campus Director in his/her absence) will be informed and will determine what actions need to be taken. Screening for drugs or alcohol will be required. The student will have to give consent for such testing, and authorization for results will be made available to the College.

Federal Financial Aid Penalties for Drug Violations: According to federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Financial Aid, may lose eligibility for Federal Aid. If a student is convicted of a drug offense after receiving Federal aid money, he or she **must notify the Financial Aid department immediately** and that student will become ineligible for further aid and also be required to pay back any and all aid received after the conviction.

Drug and Alcohol Counseling and Treatment (Nationwide):

- The Center for Substance Abuse Treatment and Referral Hotline 1-800-622-HELP
- The Center for Substance Abuse Prevention Helpline 1-800-967-5752
- The National Clearinghouse for Alcohol and Drug Information 1-301-468-2600

**Fair Practice Standards for Externship Experiences**

Externship experiences are critical and invaluable portions of the College's educational programs. Externship experiences are an integral part of a student's education. To ensure that students get the maximum educational value and benefit from their externship experiences, the following policies are in effect for all programs:

1. Students are not to be paid for any of the activities they perform during their externship experiences unless the externship site has officially hired the student.
2. Externship sites hosting the College's students are not to reduce their personnel as a result of the partnership to provide experiences for our students.
3. A site externship supervisor is to be present at all times during all of the procedures in which students are actively involved.
4. Students are allowed to procure gainful employment outside of their scheduled externship hours.

If a student is an employee of the externship site, hours worked as an employee do not count toward externship experience hours required.

**Student Record Retention**

The College will maintain student digital records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination (except for students who cancel their program). Student transcripts will be maintained indefinitely. Student digital records shall be retrievable by student name and shall contain all of the following applicable information:

- Records and transcripts of any formal education or training relevant to the student's qualifications for admission to the College;
- Documents signed by the student, including contracts, instruments of indebtedness, and documents relating to Financial Aid;
- Tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- Transcripts showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
- Documents relating to student Financial Aid that are required to be maintained by law or by a loan guarantee agency;
- Documents showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- Document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
- Official advisory notices or warnings regarding the student's progress;
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs about a complaint;
- Student attendance

## FINANCIAL INFORMATION

The College believes that the cost of education is primarily the responsibility of the student. The Financial Aid office is available to all students to assist in financial advising and applying for aid through financial assistance programs.

### Program Tuition and Fees

Tuition and fees are subject to change. The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are listed below:

#### National Polytechnic College - Nevada

Tuition and Charges Effective 09/01/2025

| Programs                                                                             | Weeks | Sem. Credit Hours | Program Hours | Tuition / Hour Credit | Clock   | Tuition     | ASI    | Reg.     | Textbooks & eBooks | *Supplies  | Total Charges | CIP     | SOC     |
|--------------------------------------------------------------------------------------|-------|-------------------|---------------|-----------------------|---------|-------------|--------|----------|--------------------|------------|---------------|---------|---------|
| <b>ASSOCIATE DEGREE</b>                                                              |       |                   |               |                       |         |             |        |          |                    |            |               |         |         |
| MRI Technologist A.A.S.                                                              | 88    | 81.5              | 2,310         | \$ 519.77             | \$18.34 | \$42,361.00 | \$9.00 | \$150.00 | \$1,303.00         | \$4,175.00 | \$47,998.00   | 51.0920 | 29-2035 |
| Nuclear Medicine Technologist A.A.S.                                                 | 105   | 96.5              | 2,615         | \$ 590.58             | \$21.79 | \$56,991.00 | \$9.00 | \$150.00 | \$2,030.00         | \$2,328.00 | \$61,508.00   | 51.0905 | 29-2033 |
| Radiologic Technologist A.A.S.                                                       | 100   | 90                | 2,955         | \$ 690.88             | \$21.04 | \$62,179.00 | \$9.00 | \$150.00 | \$1,536.00         | \$2,312.00 | \$66,186.00   | 51.0911 | 29-2034 |
| * Supplies Include                                                                   |       |                   |               |                       |         |             |        |          |                    |            |               |         |         |
| MRI - CPR, Simulator, ARMRT Reg/Exam, ARRT Reg/Exam, Exam Prep, Veni. Cert., Laptop  |       |                   |               |                       |         |             |        |          |                    |            |               |         |         |
| NMT - CPR, ARRT Reg/Exam, Veni. Cert., State App., NMTC Exam, Laptop                 |       |                   |               |                       |         |             |        |          |                    |            |               |         |         |
| RT - CPR, ARRT Reg/Exam, Veni. Cert., State App., Dosimetry Badge, Exam Prep, Laptop |       |                   |               |                       |         |             |        |          |                    |            |               |         |         |
| Background & Drug Testing for All Programs (If Required)                             |       |                   |               |                       |         |             |        |          |                    |            |               |         |         |

### Account for Student Indemnification

The College operates in accordance with Nevada Revised Statute (NRS 394.553). These provisions (listed below) provide important information to students regarding the existence and purpose of the Account for Student Indemnification. NRS 394.553 Account for Student Indemnification.

- I. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
- II. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of: i The discontinuance of operation of a postsecondary educational institution licensed in this state; or ii The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.

If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.

In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or \$10,000.00 whichever is less.

No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.

Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.

The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

### Tuition Payment

Tuition for the first enrollment period of the program selected is due at the first session of each module unless alternative arrangements are made with the Financial Aid and Fiscal Department. Payment may be made with cash, check, credit card, or money order payable to NPCollege. Tuition payments can be made online on the college website through the student portal (<https://npcollege.edu>) or in person at the Fiscal Office during regular office hours or before the due date. Checks returned for non-sufficient funds will be issued a \$40 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

### **Past Due Account**

Students who fail to make prompt payments, issue personal checks that are returned by banks, or fail to make a good-faith effort to keep their accounts current and in good standing may be subject to late fees and College disciplinary action, including but not limited to suspension of didactic, labs, externship, or possible termination. Students dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. Students must be in good financial standing to attend the graduation ceremony.

### **Financial Assistance**

The college offers students several options for tuition payment. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. The college participates in several Title IV programs and third party funding such as VA GI Bill and WIOA Scholarships most of which are based on financial eligibility. Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov). The College's Financial Aid Officer uses this information to determine student eligibility and assists in deciding what resources are best suited to the circumstances. Students must meet all eligibility requirements to qualify for Financial Aid. The Financial Aid Department may request additional documentation to support the student's request for financial assistance, including, for example, official IRS Tax Transcripts. Renewal of Financial Aid is not automatic, recipients are required to reapply each year by the announced deadline.

Federal grants and loans will be disbursed into student accounts to cover direct educational costs. Disbursements above direct costs will be refunded to the student (or parent, in the case of a PLUS loan). Students may elect to have credit balances retained on their account to cover future charges in the same academic year.

Government-guaranteed loans can be an important part of financing educational expenses. When students borrow funds to finance their education, the College provides students with information to assist them in managing their loan(s) effectively. Confidential loan counseling is available upon request.

### **Financial Aid Unit of Credit**

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For non-degree programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 25 contact hours of instruction which includes outside preparations such as homework. For degree programs, the units are based on total academic credits in the program. Students may obtain additional information regarding financial aid credit units from the Financial Aid Office on campus.

## Financial Aid Programs

### Financial Aid Eligibility Requirements

To be eligible for Financial Aid, a student must be:

- A citizen of the United States or an eligible Permanent Resident.
- Enrolled in an eligible program.
- Making satisfactory academic progress toward graduation.
- A high school graduate or the equivalent or have established eligibility by successfully passing a nationally recognized Ability-To-Benefit test before July 1, 2012.
- Not in default on a Financial Aid loan nor owe a refund to a Financial Aid grant received at any postsecondary college or institution.
- Have completed U.S. Selective Service requirements, if applicable.

If a student obtains a loan to pay for the student educational program, the student will have the responsibility to repay the full loan borrowed plus interest, less the amount of any refund. If a student withdraws, a refund calculation will be completed and a refund of non-federal aid funds may be provided to the student.

**Federal Pell Grant:** The Federal PELL Grant program provides a foundation of assistance to which other forms of aid may be added. Eligibility for the Federal PELL Grant Program is determined by a standard formula that is revised and approved every year by the Federal government. Unlike loans, grants do not have to be paid back.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending college.

**William D. Ford Federal Direct Loan Program:** This loan program includes the following types of loans, known collectively as "Direct Loans":

- Federal Direct Stafford/Ford Loans (Direct Subsidized Loans)
- Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans)
- Federal Direct PLUS Loans (Direct PLUS Loans)
- Federal Direct Consolidation Loans (Direct Consolidation Loans)

The Direct Loan Program is authorized by Title IV, Part D, of the Higher Education Act of 1965, as amended (HEA), 20 U.S.C. 1070 et seq.

Students must complete a Free Application for Federal Student Aid (FAFSA) before you receive a Direct Subsidized Loan or Direct Unsubsidized Loan.

Direct Loans are made by the U.S. Department of Education. The contract with servicers to process Direct Loan payments, deferment and forbearance requests, and other transactions, and to answer questions about Direct Loans. They will provide students with the address, and telephone number of the loan servicer after the College notifies the Department that the first disbursement of the loan has been made.

### Direct Subsidized Loan

Direct Subsidized Loans are made to students to help pay for the cost of education beyond high school. Direct Subsidized Loans are available only to undergraduate students. Students may borrow up to \$3,500 for their first academic year and \$4,500 for the second academic year. The interest rate on Direct Subsidized Loans can be found at <https://studentloans.gov>. In general, students are not required to pay the interest that accrues on Direct Subsidized Loans during certain periods, while students are enrolled in college at least half-time, during grace or deferment periods, and during certain periods of repayment under the Income-Based Repayment Plan and the Pay As You Earn repayment plan.

Students must pay the interest that accrues during the grace period on any Direct Subsidized Loan for which the first disbursement is made on or after July 1, 2024, and before July 1, 2025. The student is responsible for paying the interest that accrues on their Direct Subsidized Loans during all periods.

### Direct Unsubsidized Loan

Direct Unsubsidized Loans are made to students to help pay for the cost of education beyond high school. Direct Unsubsidized Loans are available to both undergraduate students and graduate or professional students. Independent undergraduate students can borrow up to \$9,500 in Direct Unsubsidized Loans during their first year, at a fixed interest rate which is established annually by

the U.S. Department of Education. The interest rate on Direct Unsubsidized loans can be found at <https://studentloans.gov>. Except for demonstrating financial need, Unsubsidized Loan borrowers must meet all eligibility criteria of the Federal Subsidized Loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six (6) months after students cease enrollment or fail to carry at least one-half the normal full-time college workload.

### **Direct Parent Loan for Undergraduate Students (PLUS)**

Federal Parent Loans for Undergraduate Students provide additional funds for parents to help pay for students' educational expenses. Parents must pass a credit check or have a credit-worthy endorser. Interest rates are fixed and established annually by the U.S. Department of Education. Current interest rates can be found at <https://studentloans.gov>.

### **Veterans' Education Benefits:**

National Polytechnic College degree programs are approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans' Education Benefits should contact the VA Certifying Official. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

The College will permit any covered individual 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:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

### **Reimbursement to Veterans and Eligible Persons**

For information or resolution of specific payment problems, Veterans should call the Department of Veteran Affairs' nationwide toll-free number at 1-800-827-1000.

### **Private Loans and Scholarships:**

The College encourages its students to exhaust their Federal Financial Aid Options before seeking private loans. However, students and parents who do not qualify for Title IV loans or who need additional funds to cover educational expenses beyond what is covered by Title IV funds may apply for private loans and scholarships however the private loan servicing must be registered in Nevada.

## **Cancellation and Refund Policy**

### **Student's Right to Cancel**

#### **Cancellation Policies:**

- a) An applicant may cancel their enrollment before the start of the training program or no later than three (3) days after signing the enrollment agreement.
- b) An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
- c) An applicant requesting cancellation within three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant.
- d) An applicant requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the third calendar day after enrollment (three calendar days from the date when the enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to the student's academics or conduct, including, but not necessarily

limited to the student's lack of attendance. The written notice can be done electronically, by mail or hand delivery, if sent by mail, it is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the Enrollment Agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not promptly in good condition.

**NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions.**

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:

(a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

(b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.

(c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his or her enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student,

È whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

5. As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:

(a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or

(b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes,

È unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

(Added to NRS by [1985, 989](#); A [1989, 1460](#); [1995, 325](#); [2005, 635](#); [2015, 341](#); [2021, 517](#))

**Withdrawal from Program**

Students have the right to withdraw from a program of instruction at any time. To determine the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- Notify the College of withdrawal or the actual date of withdrawal; **or**
- The College terminates the enrollment; **or**
- The student fails to attend any classes for ten (10) consecutive scheduled class days, excluding College holidays.

If the student withdraws from the program after the period allowed for cancellation of the Agreement, the College will calculate whether a refund is due and if so, remit a refund per the school's refund policy pursuant to NRS 394.449 from the determination of the withdrawal date.

For students receiving funds through a Financial Aid program, unearned funds will be returned to the lenders or grant programs in the order required under Federal Law. For the non-federal student, financial aid program monies, the institutional/California state refund policy shall be a pro-rata refund of monies paid for institutional charges. Any remaining balance will be paid according to the most recent authorization to Retain Funds form on file with the Financial Aid office at the time of withdrawal.

### **Determination of the Withdrawal Date**

The student's withdrawal date is the last date of academic attendance as determined by the College from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the College's attendance records.

### **Return of Title IV**

Special note to students receiving Unsubsidized/Subsidized/PLUS loans, ACG/National SMART/Pell/SEOG grants, or other aid: if you withdraw from college before the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the college and/or the student. The portion of federal grant earned is based on a prorated calculation of number of days enrolled divided by the number of days total in an enrollment period. Student liability to loan funds will continue to be paid in accordance to the original master promissory note terms. Sample Calculation, completion of 25% of the payment period, or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs.

A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### **Refunds**

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The order of payment of refunds is:

- 1) Unsubsidized Federal Direct Stafford Loans
- 2) Subsidized Federal Direct Stafford Loans
- 3) PLUS (Parent) Direct Loan
- 4) Pell Grant
- 5) Federal SEOG
- 6) Other Funds

This order would apply under the aid programs available at the institution.

**Course Cancellation:** If a course is canceled after a student's enrollment and before instruction in the course has begun, the college shall at its option:

- 1) Provide a full refund of all money paid; or
- 2) Provide for completion of the course at colleges in the neighborhood.

**College Closure:** If the college closes after a student's enrollment and before instruction in the course has begun, the college shall at its option:

- 1) Provide a full refund of all money paid; or
- 2) Provide for completion of the course at colleges in the neighborhood.

### **Title IV Credit Balance and the Return Calculation**

A Title IV credit balance created after the last date of attendance is not released to the student nor returned to federal financial aid programs before performing the R2T4 calculation. The College holds these funds even if, under the 14-day credit balance payment

requirements, funds are otherwise required to be released. In the R2T4 calculation, the College includes any federal financial aid credit balance as disbursed aid. Although not included in the R2T4 calculation, any federal financial aid credit balance from a prior payment period in the academic year that remains on a student's account when the student withdraws is included as federal financial aid funds for purposes of determining the amount of any final federal financial aid credit balance when a student withdraws. Upon application of any applicable refund policies, a federal financial aid credit balance is allocated first to repay grant overpayments owed by the student as a result of the current withdrawal. Within 14 days of the date that the College performs the R2T4 calculation, the College pays any remaining federal financial aid credit balance in one or more of the following ways:

- in accordance with regulations to pay authorized charges at the College (including previously paid charges that are now unpaid due to a return of Title IV funds by the College)
- in accordance with instructions provided by the student (and parent for a PLUS loan) on the most recently submitted 'Authorization to Retain Funds Form' or other written instructions to reduce the student's loan debt (not limited to loan debt for the period of withdrawal). In the absence of a signed 'Authorization to Retain Funds Form' or other written instructions, the College pays the credit balance to the student (or parent for a PLUS loan).
- If the College is unable to locate the student (or parent) when attempting to pay a credit balance to the student (or parent), it returns the funds to federal financial aid programs.

### **Federal Refund Requirements vs State Refund Requirements**

In addition to the Return of Title IV requirements for federal financial aid recipients, the College is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for the Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the College and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the College.

### **Return of Non-Title IV Funds**

Those students who receive Cal Grants and withdraw from the academy are required to have a calculation to the Return of Title IV calculation to determine the portion of Cal Grant funds that are unearned. The portion of federal grant earned is based on a prorated calculation of number of days enrolled divided by the number of days total in an enrollment period.

### **Post Withdrawal Disbursement**

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student or the available amount from Grant funds for direct disbursement to the student for other educational related expenses within 45 days. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from, and the student will be reminded of the responsibilities involved in receiving loan funds within 30 days.

The student or parent in the case of Parent PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion. Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

### **Title IV Credit Balance and the Return Calculation**

A Title IV credit balance created after the last date of attendance is not released to the student nor returned to federal financial aid programs before performing the R2T4 calculation. The College holds these funds even if, under the 14-day credit balance payment requirements, funds are otherwise required to be released. In the R2T4 calculation, the College includes any federal financial aid credit balance as disbursed aid. Although not included in the R2T4 calculation, any federal financial aid credit balance from a prior payment period in the academic year that remains on a student's account when the student withdraws is included as federal financial aid funds for purposes of determining the amount of any final federal financial aid credit balance when a student withdraws. Upon application of any applicable refund policies, a federal financial aid credit balance is allocated first to repay grant overpayments owed by the student as a result of the current withdrawal. Within 14 days of the date that the College performs the R2T4 calculation, the College pays any remaining federal financial aid credit balance in one or more of the following ways:

- In accordance with regulations to pay authorized charges at the College (including previously paid charges that are now unpaid due to a return of Title IV funds by the College)

- In accordance with instructions provided by the student (and parent for a PLUS loan) on the most recently submitted 'Authorization to Retain Funds Form' or other written instructions to reduce the student's loan debt (not limited to loan debt for the period of withdrawal). In the absence of a signed 'Authorization to Retain Funds Form' or other written instructions, the College pays the credit balance to the student (or parent for a PLUS loan).
- If the College is unable to locate the student (or parent) when attempting to pay a credit balance to the student (or parent), it returns the funds to federal financial aid programs.

## ASSOCIATE DEGREE PROGRAMS OF STUDY

### MRI Technologist (AAS)

**Length of Program:** 88 Weeks – 2,330 Clock Hours – 81.5 Semester Credit Hours

General Education Courses: Must be completed prior to Externship Courses

**Award:** Associate in Applied Science Degree

The MRI (Magnetic Resonance Imaging) Technologist AAS Program offers an Associate of Applied Science Degree specialized in MRI. This program is recognized by the American Registry of Radiologist Technologists (ARRT) and accredited as well by the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT). The program meets both ARRT and ARMRIT requirements for graduates pursuing ARRT and/or ARMRIT certifications. Obtaining an Associate of Applied in Science Degree in MRI will allow the graduates looking for an ARRT certification to meet the minimal educational criteria to become eligible for this certification.

The first part of the program includes general prerequisites of anatomy, physiology, medical terminology as well as Patient Care, Legal and Ethical Issues. Once these preliminaries are completed, students will focus on core classes such as Cross Sectional Anatomy, MRI Pathology, MRI Anatomy and Physiology, and Physics. Upon completion of core courses, students have acquired the necessary knowledge and skills to attend 1040 hours (6 months) of externship in clinics, diagnostic imaging centers, or hospitals. During their externship time, students will gain experience in working with a variety of patients, develop strong scanning skills and techniques, develop a strong work ethic, gain the ability to discover pathology, make connections, and assess their interests and abilities.

The last part of the program includes the General Education courses required to complete the Associate degree credits. Once that the externship portion of the program is completed, the students will come back to campus for their General Education courses. The quantitative skills, communication skills, and understanding of human behavior acquired through these courses provide the graduate with a strong foundation that supports the evolving role of the technologist and the lifelong learning abilities necessary to address continuing technological changes and career advancement.

| COURSE # | COURSE TITLE                                    | LECTURE HOURS (Blended) | LAB HOURS  | PRACTICUM HOURS EXTERNSHIP | TOTAL CLOCK HOURS | OUTSIDE CLASSROOM HOURS | TOTAL CREDIT HOURS |
|----------|-------------------------------------------------|-------------------------|------------|----------------------------|-------------------|-------------------------|--------------------|
| MTBS 102 | Medical Terminology & Body Systems              | 20                      | 20         |                            | 40                | 10                      | 1.5                |
| MRI 100  | Patient Care, Legal, Ethical, and Safety Issues | 60                      | 40         |                            | 100               | 25                      | 4                  |
| MRI 200  | MRI Anatomy & Physiology                        | 60                      | 60         |                            | 120               | 30                      | 5                  |
| MRI210   | Cross Sectional Anatomy I                       | 60                      | 60         |                            | 120               | 30                      | 5                  |
| MRI 211  | Cross Sectional Anatomy II                      | 60                      | 60         |                            | 120               | 30                      | 5                  |
| MRI 215  | MRI Pathology                                   | 60                      | 60         |                            | 120               | 30                      | 5                  |
| MRI 218  | MRI Safety                                      | 60                      | 50         |                            | 110               | 27.50                   | 4.5                |
| MRI 220  | Principles and Physics I                        | 60                      | 60         |                            | 120               | 30                      | 5                  |
| MRI 221  | Principles and Physics II                       | 60                      | 60         |                            | 120               | 30                      | 5                  |
| MRI 230  | Clinical Externship Preparation                 | 20                      | 30         |                            | 50                | 12.50                   | 2                  |
| MRI 240  | Clinical Practicum I                            |                         |            | 240                        | 240               |                         | 5                  |
| MRI 245  | Clinical Practicum II                           |                         |            | 240                        | 240               |                         | 5                  |
| MRI 250  | Clinical Practicum III                          |                         |            | 240                        | 240               |                         | 5                  |
| MRI 255  | Clinical Practicum IV                           |                         |            | 240                        | 240               |                         | 5                  |
| MRI 260  | Clinical Practicum V                            |                         |            | 80                         | 80                |                         | 1.5                |
|          | <b>Total:</b>                                   | <b>520</b>              | <b>500</b> | <b>1,040</b>               | <b>2,060</b>      | <b>255</b>              | <b>63.5</b>        |

| COURSE #    | GENERAL EDUCATION COURSE TITLE          | LECTURE HOURS (Blended) | TOTAL CLOCK HOURS | OUTSIDE CLASSROOM HOURS | TOTAL CREDIT HOURS |
|-------------|-----------------------------------------|-------------------------|-------------------|-------------------------|--------------------|
| ENGCOMP 100 | ENGLISH COMPOSITION 1                   | 45                      | 45                | 90                      | 3                  |
| PUBSPK 101  | PUBLIC SPEAKING                         | 45                      | 45                | 90                      | 3                  |
| COLMATH 102 | BASIC COLLEGE MATH                      | 45                      | 45                | 90                      | 3                  |
| ENRSCI 103  | ENVIRONMENTAL SCIENCE                   | 45                      | 45                | 90                      | 3                  |
| INTSOC 104  | INTRODUCTION TO SOCIOLOGY               | 45                      | 45                | 90                      | 3                  |
| AMRGOV 106  | AMERICAN GOVERNMENT/NEVADA CONSTITUTION | 45                      | 45                | 90                      | 3                  |
|             | <b>Totals:</b>                          | <b>270</b>              | <b>270</b>        | <b>540</b>              | <b>18</b>          |

The courses above will be in a blended delivery format. Blended courses combine traditional or face-to-face classroom instruction with (remote) distance education learning environments to optimize the learning experience of the user. Most of the remote learning will come from the lecture hours. Through a blended lecture and in-class lab, students will gain the knowledge, skills, and confidence to perform successfully in varied practice settings with a wide range of client populations.

*Note: See the Course Descriptions section for more information about each course listed above.*

During the program education and training, Students are expected to work with the following equipment:

- Dell Computers & Printer
- MRI Simulator Software
- Skeleton
- Gurney
- Laser Device for Positioning and Landmarks
- MRI Coils
- Overhead Projector with Pull Down Screen

**Graduation Requirement:**

Upon completion of all sections of the program, with a grade average of no less than 75% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive an Associate in Applied Science degree as an MRI Technologist.

**Classification of Instructional Programs (CIP):** 51.0920

**Standard Occupational Classification (SOC) Code:** 29-2035

## Nuclear Medicine Technologist (AAS)

**Length of Program:** 105 Weeks – 2,615 Clock Hours – 96.5 Semester Credit Hours

General Education Courses: Must be completed prior to Externship Courses

**Award:** Associate in Applied Science Degree

The Nuclear Medicine Technologist program is designed to prepare the student to become awarded with an Associate Degree in Applied Science in Nuclear Medicine Technologist and qualify for the State National Licensing Certification. Through the quality lecture, clinical externship instruction in the theoretical knowledge, skills, and responsibilities required to work in the allied medical field, the student will be able to apply the concepts learned into the medical imaging field as an entry-level Nuclear Medicine technologist. The successful program graduate will be able to perform appropriate Nuclear medicine scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The alumni will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of Nuclear Medicine imaging services, provide appropriate and compassionate patient care for patients undergoing Nuclear Medicine imaging examinations, demonstrate excellent communication skills with patients and other healthcare professionals, and act accordingly in an ethical and professional manner in the healthcare facility. Graduates of the Nuclear Medicine Technologist Program at National Polytechnic College will be qualified to work as an entry-level Nuclear Medicine Technologists in hospitals or healthcare facility, a medical clinic, a radiology imaging center, a physician's office, a mobile Nuclear Medicine imaging service, as a free-lance Nuclear Medicine Technologist, as a traveling Nuclear Medicine Technologist, or as an applications specialist for Nuclear Medicine Technologists, as a 3D imaging technologist from home or medical imaging manufacturing company.

| COURSE # | COURSE TITLE                                                                   | LECTURE HOURS (Blended) | LAB HOURS  | PRACTICUM HOURS EXTERNSHIP | TOTAL CLOCK HOURS | OUTSIDE CLASSROOM HOURS | TOTAL CREDIT HOURS |
|----------|--------------------------------------------------------------------------------|-------------------------|------------|----------------------------|-------------------|-------------------------|--------------------|
| MDTR 100 | MEDICAL TERMINOLOGY                                                            | 40                      |            |                            | 40                | 10                      | 1.5                |
| A&P 100  | ANATOMY AND PHYSIOLOGY                                                         | 60                      | 60         |                            | 120               | 30                      | 5                  |
| NM 100   | PATIENT CARE, LEGAL, ETHICAL, AND SAFETY ISSUES                                | 80                      | 0          |                            | 80                | 20                      | 3.5                |
| NM 101   | FUNDAMENTALS OF NUCLEAR MEDICINE: SPECT, CT AND PET GOVERNING BODIES – PART I  | 120                     | 0          |                            | 120               | 30                      | 5.5                |
| NM 102   | FUNDAMENTALS OF NUCLEAR MEDICINE: SPECT, CT AND PET GOVERNING BODIES – PART II | 120                     | 0          |                            | 120               | 30                      | 5.5                |
| NM 200   | RADIATION PROTECTION AND BIOLOGY                                               | 70                      | 10         |                            | 80                | 20                      | 3.5                |
| NM 205   | NUCLEAR MEDICINE INSTRUMENTATION, LABORATORY AND EQUIPMENT                     | 60                      | 60         |                            | 120               | 30                      | 5                  |
| NM 210   | QUALITY CONTROL                                                                | 70                      | 10         |                            | 80                | 20                      | 3.5                |
| NM 215   | RADIOPHARMACY                                                                  | 70                      | 10         |                            | 80                | 20                      | 3.5                |
| NM 220   | RADIATION PHYSICS AND DOSIMETRY                                                | 70                      | 10         |                            | 80                | 20                      | 3.5                |
| NM 225   | NUCLEAR MEDICINE MATHEMATICS                                                   | 80                      | 0          |                            | 80                | 20                      | 3.5                |
| NM 230   | PHARMACOLOGY DRUG ADMINISTRATION, AND VENIPUNCTURE                             | 70                      | 10         |                            | 80                | 20                      | 3.5                |
| NM 235   | NUCLEAR MEDICINE PROCEDURES                                                    | 120                     | 0          |                            | 120               | 30                      | 5.5                |
| NM 240   | DIDACTIC NUCLEAR MEDICINE                                                      | 120                     | 0          |                            | 120               | 30                      | 5.5                |
| NM 245   | NUCLEAR MEDICINE CLASS REVIEW BOARD AND MOCK EXAM                              | 70                      | 0          |                            | 70                | 20                      | 3                  |
| NM 260   | CLINICAL EXTERNSHIP I                                                          |                         |            | 240                        | 240               |                         | 5                  |
| NM 265   | CLINICAL EXTERNSHIP II                                                         |                         |            | 240                        | 240               |                         | 5                  |
| NM 270   | CLINICAL EXTERNSHIP III                                                        |                         |            | 240                        | 240               |                         | 5                  |
| NM 275   | CLINICAL EXTERNSHIP IV                                                         |                         |            | 240                        | 240               |                         | 5                  |
| NM 280   | CLINICAL EXTERNSHIP V                                                          |                         |            | 40                         | 40                |                         | .5                 |
|          | <b>Total:</b>                                                                  | <b>1220</b>             | <b>170</b> | <b>1000</b>                | <b>2390</b>       | <b>350</b>              | <b>81.5</b>        |

| COURSE #    | GENERAL EDUCATION COURSE TITLE          | LECTURE HOURS (Blended) | TOTAL CLOCK HOURS | OUTSIDE CLASSROOM HOURS | TOTAL CREDIT HOURS |
|-------------|-----------------------------------------|-------------------------|-------------------|-------------------------|--------------------|
| ENGCOMP 100 | ENGLISH COMPOSITION I                   | 45                      | 45                | 90                      | 3                  |
| AMRGOV 106  | AMERICAN GOVERNMENT/NEVADA CONSTITUTION | 45                      | 45                | 90                      | 3                  |
| COLMATH 102 | BASIC COLLEGE MATH                      | 45                      | 45                | 90                      | 3                  |
| PHYSICS 107 | PRINCIPLES OF PHYSICS                   | 45                      | 45                | 90                      | 3                  |
| CHEM 108    | FOUNDATION OF CHEMISTRY                 | 45                      | 45                | 90                      | 3                  |
|             | <b>Totals:</b>                          | <b>225</b>              | <b>225</b>        | <b>450</b>              | <b>15</b>          |

The courses above will be in a blended delivery format. Blended courses combine traditional or face-to-face classroom instruction with (remote) distance education learning environments to optimize the learning experience of the user. Most of the remote learning will come from the lecture hours. Through a blended lecture and in-class lab, students will gain the knowledge, skills, and confidence to perform successfully in varied practice settings with a wide range of client populations.

*Note: See the Course Descriptions section for more information about each course listed above.*

During the program education and training, Students are expected to work with the following equipment:

- During Clinical Externship students will have access to all Nuclear Medicine equipment once they go to their clinical sites.
- Clinical site affiliations will be established to allow the NM students to complete the corresponding competency requirements

**Maximum Classroom/Lab:** 20 Students

**Graduation Requirement:** Upon completion of all sections of the program, with a grade average of no less than 75% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive an Associate in Applied Science degree in Nuclear Medicine.

**Classification of Instructional Programs (CIP):** 51.0905

**Standard Occupational Classification (SOC) Code:** 29-2033

### Licensure Requirement

#### EDUCATION

- Complete or have an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes.
- Complete and graduate from an ARRT-recognized educational program in Nuclear Medicine.
- Demonstrate Didactic and Clinical competencies:
  - Didactic Competency Requirements  
Candidates must successfully graduate from the program that addresses the topics listed in the ARRT Content Specifications for the Nuclear Medicine Examination prior to submission of an application.
  - Clinical Competency Requirements  
As part of your educational program, you must demonstrate competency in the program's clinical requirements (externship), and ARRT's list of clinical competencies.

Once you meet all educational eligibility requirements you have three years to apply for ARRT certification.

#### ETHICS

Once you apply for certification and registration with ARRT, you must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. Candidates must tell NPCollege of any ethics violations that took place before you apply with ARRT. A criminal background check is required.

#### EXAMINATION

You'll have 3 attempts—to pass the ARRT exam within 3 years from the first attempt. If you don't pass the exam within those three years or those three attempts, you'll no longer be eligible for certification and registration unless you requalify.

**NEVADA REQUIREMENTS:** You must obtain a Nuclear Medicine Certificate with the the Nevada Radiation Control Program. You must document you have passed the ARRT N examination or a copy of NMTCB certificate in Nuclear Medicine.

**BEING A REGISTERED NUCLEAR MEDICINE TECHNOLOGIST BY THE ARRT or NMTCB IS CURRENTLY A REQUIREMENT TO BE HIRED AND PERFORM NUCLEAR MEDICINE EXAMS IN ALL MEDICAL FACILITIES.**

## **RADIOLOGIC TECHNOLOGIST (AAS)**

**Length of Program:** 100 Weeks – 2,955 Clock Hours – 90 Semester Credit Hours

General Education Courses: Must be completed prior to Externship Courses

**Award:** Associate in Applied Science Degree

The Radiologic Technologist AAS Program offers an Associate in Applied Science Degree. The program is recognized by the American Registry of Radiologic Technologists (ARRT). The program meets the ARRT requirements for graduates pursuing an ARRT certification. Obtaining an Associate of Applied Science in RAD will allow the graduate looking for an ARRT certification to meet the minimal educational criteria to become eligible for this certification.

The first part of the program includes general prerequisites in anatomy, physiology, and medical terminology as well as Patient Care, Legal and Ethical Issues. Once these preliminaries are completed, students will focus on core classes, and students have acquired the necessary knowledge and skills to attend 1,850 hours (46 Weeks) of externship in clinics, diagnostic imaging centers, or hospitals. During their externship time, students will gain experience in working with a variety of patients, developing strong radiologic skills and techniques, developing a strong work ethic, gaining the ability to discover pathology, make connections, and assess their interests and abilities.

The next part of the program includes the General Education Courses required to complete the Associate degree credits. The quantitative skills, communication skills, and understanding of human behavior acquired through these courses provide the graduate with a strong foundation that supports the evolving role of the technologist and the lifelong learning abilities necessary to address continuing technological changes and career advancement. Once the General Education portion is completed the externship portion of the program will begin.

| COURSE # | COURSE TITLE                                     | LECTURE<br>HOURS<br>(Blended) | LAB<br>HOURS | PRACTICUM<br>HOURS<br>EXTERNSHIP | TOTAL<br>CLOCK<br>HOURS | OUTSIDE<br>CLASSROOM<br>HOURS | TOTAL<br>CREDIT<br>HOURS |
|----------|--------------------------------------------------|-------------------------------|--------------|----------------------------------|-------------------------|-------------------------------|--------------------------|
| MTBS 102 | Medical Terminology & Intro Body Systems         | 30                            | 10           |                                  | 40                      | 10                            | 1.5                      |
| RAD 100  | Patient Care, Ethical and Legal Responsibilities | 30                            | 10           |                                  | 40                      | 10                            | 1.5                      |
| RAD 110  | Fundamentals of Radiography                      | 30                            | 10           |                                  | 40                      | 10                            | 1.5                      |
| RAD 200  | Anatomy and Physiology                           | 60                            | 60           |                                  | 120                     | 30                            | 5                        |
| RAD 220  | Digital Imaging                                  | 60                            | 20           |                                  | 80                      | 20                            | 3.5                      |
| RAD 230  | Radiology Physics I                              | 60                            | 60           |                                  | 120                     | 30                            | 5                        |
| RAD 231  | Radiology Physics II Fluoroscopy                 | 60                            | 60           |                                  | 120                     | 30                            | 5                        |
| RAD 240  | Radiographic Procedures I                        | 60                            | 60           |                                  | 120                     | 30                            | 5                        |
| RAD 241  | Radiographic Procedures II                       | 60                            | 60           |                                  | 120                     | 30                            | 5                        |
| RAD 250  | Pathology                                        | 60                            | 20           |                                  | 80                      | 20                            | 3.5                      |
| RAD 265  | Clinical Externship I                            |                               |              | 240                              | 240                     |                               | 5                        |
| RAD 270  | Clinical Externship II                           |                               |              | 240                              | 240                     |                               | 5                        |
| RAD 275  | Clinical Externship III                          |                               |              | 240                              | 240                     |                               | 5                        |
| RAD 280  | Clinical Externship IV                           |                               |              | 240                              | 240                     |                               | 5                        |
| RAD 285  | Clinical Externship V                            |                               |              | 240                              | 240                     |                               | 5                        |
| RAD 290  | Clinical Externship VI                           |                               |              | 240                              | 240                     |                               | 5                        |
| RAD 295  | Clinical Externship VII                          |                               |              | 240                              | 240                     |                               | 5                        |
| RAD 297  | Clinical Externship VIII                         |                               |              | 170                              | 170                     |                               | 3.5                      |
|          | <b>Total:</b>                                    | <b>510</b>                    | <b>370</b>   | <b>1,850</b>                     | <b>2,730</b>            | <b>220</b>                    | <b>75</b>                |

| COURSE #    | GENERAL EDUCATION<br>COURSE TITLE           | LECTURE<br>HOURS<br>(Blended) | TOTAL CLOCK<br>HOURS | OUTSIDE<br>CLASSROOM<br>HOURS | TOTAL<br>CREDIT<br>HOURS |
|-------------|---------------------------------------------|-------------------------------|----------------------|-------------------------------|--------------------------|
| ENGCOMP 100 | ENGLISH COMPOSITION I                       | 45                            | 45                   | 90                            | 3                        |
| PUBSPK 101  | PUBLIC SPEAKING                             | 45                            | 45                   | 90                            | 3                        |
| COLMATH 102 | BASIC COLLEGE MATH                          | 45                            | 45                   | 90                            | 3                        |
| INTSOC 104  | INTRODUCTION TO SOCIOLOGY                   | 45                            | 45                   | 90                            | 3                        |
| AMRGOV 106  | AMERICAN GOVERNMENT/ NEVADA<br>CONSTITUTION | 45                            | 45                   | 90                            | 3                        |
|             | <b>Totals:</b>                              | <b>225</b>                    | <b>225</b>           | <b>450</b>                    | <b>15</b>                |

The courses above will be in a blended delivery format. Blended courses combine traditional or face-to-face classroom instruction with (remote) distance education learning environments to optimize the learning experience of the user. Most of the remote learning will come from the lecture hours. Through a blended lecture and in-class lab, students will gain the knowledge, skills, and confidence to perform successfully in varied practice settings with a wide range of client populations.

*Note: See the Course Descriptions section for more information about each course listed above.*

During the program education and training, Students are expected to work with the following equipment:

- During Clinical Externship, students will have access to all radiographic equipment once they go to their clinical sites.
- Clinical site affiliations will be established to allow the RAD students to complete the corresponding competency requirements

**Maximum Classroom/Lab:** 20 Students

**Graduation Requirement:** Upon completion of all sections of the program, with a grade average of no less than 75% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive an Associate in Applied Science degree in Radiologic Technologist.

**Classification of Instructional Programs (CIP):** 51.0911

**Standard Occupational Classification (SOC) Code:** 29-2034

**Licensure Requirement:**

#### **EDUCATION**

- Complete or have an associate (or higher) degree, in any subject, from an educational institution accredited by an agency ARRT recognizes.
- Complete and graduate from an ARRT-recognized educational program in Radiography.
- Demonstrate Didactic and Clinical competencies:

##### **a. Didactic Competency Requirements**

Candidates must successfully complete coursework and graduate from the program that addresses the topics listed in the [ARRT Content Specifications](#) for the Radiography Examination prior to submission of an application.

##### **b. Clinical Competency Requirements**

As part of your educational program, you must demonstrate competency in your program's clinical requirements (externship), and ARRT's list of clinical competencies.

**Once you meet all educational eligibility requirements you have three years to apply for ARRT certification.**

**ETHICS:** Once you apply for certification and registration with ARRT, you must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. Candidates must tell NPCollege of any ethics violations that took place before you apply with ARRT. A criminal background check is required.

**EXAMINATION:** You'll have 3 attempts—to pass the ARRT exam within 3 years from the first attempt. If you don't pass the exam within those three years or those three attempts, you'll no longer be eligible for certification and registration unless you requalify.

**NEVADA REQUIREMENTS:** You must apply for a license through the Nevada Radiation Control Program and pay a non-refundable application fee including proof you have passed the ARRT ® examination.

**BEING A REGISTERED RADIOLOGIC TECHNOLOGIST BY THE ARRT IS CURRENTLY A REQUIREMENT TO BE HIRED AND PERFORM RADIOGRAPHIC EXAMS IN ALL MEDICAL FACILITIES.**

## CAMPUS STAFF AND FACULTY LISTING

### Nevada Campus – Management Team & Staff

|                   |                                     |
|-------------------|-------------------------------------|
| Dariussh Maddahi  | Founder and Chief Executive Officer |
| Shahbaz Shahbai   | Nevada Campus Director              |
| Monica Degadillo  | Director of Education               |
| Giovanni Casillas | Director of Marketing/Admissions    |
| Lesli Kong        | Director of Career Services         |
| Alejandro Andrade | Associate Director of Finance       |
| Bianca Ancheta    | Fiscal Bookkeeper                   |
| Sonia Ramirez     | Financial Aid Officer               |
| Grisel Loreda     | Financial Aid Officer               |
| <i>TBA</i>        | Admissions Coordinator              |
| Nasrin Ahmed      | Student Services Coordinator        |
| Marissa Ortega    | Career Services Coordinator         |
| Roselyn Jimenez   | Career Services Coordinator         |

## **Technical Course Faculty – All Programs**

### **Medical Terminology & Body Systems**

**Instructor:** Kevin Robinson – Licensed Physician Assistant since 1991, Physician Assistant Board, CA, A.A.S. Health Sciences, Physician Assistant, Chicago City-Wide College, Chicago, IL, and BLS Certified – American Heart Association

### **MRI Technologist**

**Program Director and Instructor:** Elizabeth Waters, R.T., R, MR, ARRT - AAS in Radiology Technology Carrington College (Apollo College), Washington, AAS in Paralegal Study's – Phillips JR College, Washington, Magnetic Resonance Imaging Certificate of Completion, Loma Linda University School/School of Allied Health, Loma Linda, CA, Registered Technologist, Radiography, ARRT Certified

**Instructor:** William Richards - AAS in Magnetic Resonance Imaging – West Coast Ultrasound Institute, Ontario, CA, ARRT Certified, ARMRT Certified, Venipuncture Certified

**Instructor:** Roxanne Torres - AAS in Magnetic Resonance Imaging – Casa Loma College, Van Nuys, CA, ARMRT Certified, Venipuncture Certified

### **Nuclear Medicine Technologist**

**Instructor:** Nicole Thull - Associate of Applied Science in Nuclear Medicine Triton College - River Grove, IL - BBA in Finance Loyola University - Chicago, IL – CNMT and CPR Certification.

**Instructor:** Charlamaine Glover - Doctoral degree in Business Administration California InterContinental University, Irvine, CA - Master's degree in Health Science, Northern Arizona University, Flagstaff, AZ - Bachelor's in Health Science, Northern Arizona University, Flagstaff, AZ - Associate in Science (AS) in Nuclear Medicine, Ferris State University, Big Rapids, MI - ARRT (N) Certification.

### **Radiologic Technologist**

**Program Director and Instructor:** Bryan Ubalde – Western Governors University (WGU) Master of Health Leadership Salt Lake City, UT, Computed Tomography Certification Program Northridge, CA- California State University, Northridge (CSUN), Bachelor of Science, Health Science in Radiologic Technology Carson, CA - California State University, Dominguez Hills (CSUDH), Technology Certification in Radiologic Technology, Fluoroscopy and Venipuncture Torrance, CA - Los Angeles County (LAC)- Harbor-UCLA Medical Center School of Radiologic

**Instructor:** Brad Jenkins- B.S. in Radiologic Sciences as a Radiology Practitioner Assistant/Radiologist Assistant – Weber State University, AAS in Radiography- Lenior Community College- Associate in Arts – Lenior Community College, ARRT Certified.

**Instructor:** Jodessa Mason – Associates in Radiologic Technology – Cypress College, CA, ARRT Certified, CRT Certified, Fluoroscopy and Venipuncture Certified, BLS/CPR.

## **General Education Faculty – Associate in Applied Science Programs**

### **English Composition I:**

**Instructor:** Giselle Blanco –Bachelor of Arts in History - Loyola Marymount University, Los Angeles, CA, Associated Arts Degree – Marymount College, Palos Verdes, CA, Master of Business Administration – University of Phoenix, Phoenix, AZ.

### **Public Speaking:**

**Instructor:** Giselle Blanco –Bachelor of Arts in History - Loyola Marymount University, Los Angeles, CA, Associated Arts Degree – Marymount College, Palos Verdes, CA, Master of Business Administration – University of Phoenix, Phoenix, AZ.

### **Basic College Math:**

**Instructor:** Hovhannes Mgrdichian –Master of Arts on Industrial and Technical Studies-California State University, Los Angeles, B.S. Industrial Technology, California State University, Los Angeles, CA

### **Environmental Science:**

**Instructor:** Giselle Blanco –Bachelor of Arts in History - Loyola Marymount University, Los Angeles, CA, Associated Arts Degree – Marymount College, Palos Verdes, CA, Master of Business Administration – University of Phoenix, Phoenix, AZ.

### **Introduction to Sociology:**

**Instructor:** Dale June - Master of Arts in Special Studies; (Criminal Justice and Administration) – The George Washington University, Washington, D.C., BA in Public Administration; (Criminal Justice) Sacramento State University, Sacramento, CA and AA Criminal Justice Administration Shasta College, Redding, CA

### **American Government/ Nevada Constitution:**

**Instructor:** Dale June - Master of Arts in Special Studies; (Criminal Justice and Administration) – The George Washington University, Washington, D.C., BA in Public Administration; (Criminal Justice) Sacramento State University, Sacramento, CA and AA Criminal Justice Administration Shasta College, Redding, CA

### **Foundation of Chemistry:**

**Instructor:** Mario Nickenig - MSc in Chemistry with an emphasis in Biochemistry – California State University, Los Angeles, CA , B.A. in Chemistry and Molecular Cell Biology with an emphasis in Genetics – University of California, Berkeley, CA.

### **Principles of Physics:**

**Instructor:** Mario Nickenig - MSc in Chemistry with an emphasis in Biochemistry – California State University, Los Angeles, CA , B.A. in Chemistry and Molecular Cell Biology with an emphasis in Genetics – University of California, Berkeley, CA.

## TECHNICAL COURSE DESCRIPTIONS

### **MRI – MRI Technologist**

#### **MRI 100: Patient Care, Legal, Ethical, and Safety Issues**

This four-week hybrid instructional course covers imaging patient care, legal and ethical issues, scope and standards of practice, HIPAA, and OSHA guidelines. It will also provide an overview of the safety considerations associated with imaging patients. The laboratory component will focus on the development of skills pertinent to patient interaction.

Prerequisite: MTBS 102

#### **MRI 200: MRI Anatomy & Physiology**

This six-week hybrid instructional course covers anatomy and physiology of the body, brain, spine, with an overview of pathology commonly seen with MRI. The essential concepts of physiology and mechanisms of body function are presented at various levels of the organization, ranging from cellular and molecular to tissue and organ system levels.

Prerequisite: MTBS 102, MRI 100

#### **MRI 210: Cross Sectional Anatomy I**

This six-week hybrid instructional course will confer a basic understanding to a student of cross sectional anatomy. The lecture portion will center upon the musculoskeletal system, which includes upper and lower extremities. Students will have a basic understanding of soft tissue, muscle, tendons and ligaments, arteries and veins, and bone structure seen in cross sectional scanning.

Prerequisite: None

#### **MRI 211: Cross Sectional Anatomy II**

This six-week hybrid instructional course will confer a basic understanding to a student of cross sectional anatomy. The lecture portion will center upon the thorax, abdomen, male, and female pelvis. Students will have a basic understanding of soft tissue, muscle, tendons and ligaments, arteries and veins, and bone structure seen in cross sectional scanning.

Prerequisite: MRI 210

#### **MRI 215: MRI Pathology**

This six-week hybrid instructional course covers the pathology and anomalies related to the anatomy seen in MRI clinical practice. The course is divided into anatomical regions of study: brain, spine, thorax, abdomen, and musculoskeletal regions. A student will be able to identify pathologies based on weighed/contrast images in multiplane imaging.

Prerequisite: None

#### **MRI 218: MRI SAFETY**

This five-week hybrid instructional course offers extensive MRI Safety Training to prepare students for clinical externships. It emphasizes the critical importance of MRI Safety and equips students with the knowledge to maintain a safe environment for both patients and colleagues during their externships and in their future careers.

Prerequisite: MRI 215

#### **MRI 220: Principles & Physics I**

This six-week hybrid instructional course is presented as a progression in competency levels through performance objectives and competency exams. Students can access the facilities, personnel, examinations, and educational materials necessary to competently achieve content objectives. This course will consist of the following topics of study specific of MRI principles and physics to include fundamentals, spatial localization, MRI system components, MRI pulse sequences, MRI imaging parameters, motion artifact control techniques, volume imaging & multi-planar reconstruction, special MRI procedures, and MRI artifacts.

Prerequisite: None

#### **MRI 221: Principles & Physics II**

This six-week hybrid instructional course is presented as a progression in competency levels through performance objectives and competency exams. Students can access the facilities, personnel, examinations, and educational materials necessary to competently achieve content objectives. This course will consist of the following topics of study specific to MRI principles and physics to include fundamentals, spatial localization, MRI system components, MRI pulse sequences, MRI imaging parameters, motion artifact control techniques, volume imaging & multi-planar reconstruction, special MRI procedures, and MRI artifacts.

Prerequisite: MRI 220

#### **MRI 230: Clinical Externship Preparation / Requirements**

This two-week hybrid instructional course prepares the student in the clinical externship for MRI technology. A review will be given to the student on the basic MRI theory and positioning techniques.

Prerequisite: (Required General Education Courses if A.A.S. degree), MRI 200-221

### **MRI 240: Clinical Practicum I**

During this six-week course, the student will be assigned and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising MRI technologist or supervising physician and the College's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing magnetic resonance imaging examinations.

Prerequisite: MRI 230

### **MRI 245: Clinical Practicum II**

During this six-week course, the student will be assigned and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising MRI technologist or supervising physician and the College's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for an MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing magnetic resonance imaging examinations.

Prerequisite: MRI 240

### **MRI 250: Clinical Practicum III**

During this six-week course, the student will be assigned and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising MRI technologist or supervising physician and the College's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for an MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing magnetic resonance imaging examinations.

Prerequisite: MRI 245

### **MRI 255: Clinical Practicum IV**

During this six-week course, the student will be assigned and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising MRI technologist or supervising physician and the College's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for an MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing magnetic resonance imaging examinations.

Prerequisite: MRI 250

### **MRI 260: Clinical Practicum V**

During this two-week course, the student will be assigned and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising MRI technologist or supervising physician and the College's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for an MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing magnetic resonance imaging examinations.

Prerequisite: MRI 255

## **MTBS – Medical Terminology & Body Systems**

### **MTBS 100: Medical Terminology & Body Systems I**

This four-week hybrid instructional course is one of the two courses required to be taken prior to taking any DMS/MRI core course. This course focuses on both the construction and definitions of basic medical terms and abbreviations that are associated with the different body systems. Educational materials contain body organization, anatomic terminology, and an overview of the Anatomy and Physiology of the body systems. The course includes weekly homework, tests, student presentations, and a final exam that students must pass to complete this course.

Prerequisite: None

### **MTBS 102: Medical Terminology & Intro Body Systems I**

This two-week hybrid instructional course is required to be taken prior to taking any RAD core course. This course focuses on both the construction and definitions of basic medical terms and abbreviations that are associated with the different body systems. Educational materials contain body organization, anatomic terminology, and an overview of the Anatomy and Physiology of the body systems. The course includes weekly homework, tests, student presentations, and a final exam that students must pass to complete this course.

Prerequisite: None

## **NMT – Nuclear Medicine**

### **MDTR 100: Medical Terminology**

This class is a two-week hybrid instructional course that covers the introduction to the Language of medicine and its relationship to the medical science field. The student will be able to describe and apply critical thinking skills towards their prospective health science education. This course will focus on the traditional introductory topics. These include an analysis and combinations of different words related to medicine, such as roots, suffixes, prefixes, pharmacology and psychiatry, combining form, pronunciation,

identification of diseases in Cancer and Medicine, Radiology and Nuclear Medicine and Emergency Radiological Terms given by CDC. Having the knowledge of this information, these principles will assist the prospective Nuclear Medicine Technologists to identify diseases and be able to communicate effectively in the medical field

Prerequisite: None

### **A&P 100: Anatomy and Physiology**

This class is a six-week hybrid instructional course that covers the introduction to the Anatomy and Physiology of the human body and its relationship when providing patient care. This course will assist and provide the necessary information to help students understand the body systems and how they function. The student will be able to describe and apply critical thinking skills towards their prospective health science education. This course will focus on the traditional introductory topics of the human Anatomy and physiology, their functions and their compositions and how the anatomical structure enter and leave the body by different methods.

Prerequisite: MDTR 100

### **NM 100: Ethics and Medical Law / Patient Care in Nuclear Medicine**

This class is a four-week hybrid instructional course that covers the introduction to Ethics, medical law and patient care in the Nuclear Medicine field. This course will focus on the importance of applying ethics and recognize legal laws in the healthcare field. The importance of medical malpractice and liabilities shall be discussed in terms of the healthcare profession and institutions. Also, the importance of confidentiality and patient care shall be discussed profoundly.

Prerequisite: MDTR 100, A&P 100

### **NM 101: Fundamentals of Nuclear Medicine: SPECT, CT, PET and Governing Bodies PART I**

This is a six-week hybrid instructional courses in which the student will focus on learning the fundamentals of Nuclear medicine. Students shall learn and dissect the nuclear medicine department as a whole. The radiopharmacy, the instrumentations that are in place for the nuclear medicine department. These include fundamentals of the Gamma Cameras, SPECT, CT and PET. An overview of the new Fusion modality will be available in healthcare today.

Prerequisite: NM 100

### **NM 102: Fundamentals of Nuclear Medicine: SPECT, CT, PET and Governing Bodies PART II**

This is a six-week hybrid instructional courses in which the student will focus on learning the fundamentals of Nuclear medicine. Students shall learn and dissect the nuclear medicine department as a whole. The radiopharmacy, the instrumentations that are in place for the nuclear medicine department. These include fundamentals of the Gamma Cameras, SPECT, CT and PET. An overview of the new Fusion modality will be available in healthcare today.

Prerequisite: NM 100, NM 101

### **NM 200: Radiation Protection and Biology**

This class is a four-week hybrid instructional course in which the student will focus on learning radiation protection and biology. The student shall learn in depth the necessary information to understand the structure of radiation and how it interacts with matter, the effects of it and how the person can apply the necessary measures for protection, ALARA Principles and Inverse Square Law.

Prerequisite: NM 100, NM 101, NM 102

### **NM 205: Nuclear Medicine Instrumentations, Laboratory and Equipment**

This class is a six-week hybrid instructional course that covers the Nuclear Medicine instrumentation laboratory of Nuclear Medicine field. This course will be an introductory course that will assist and provide the necessary information to help prospective nuclear medicine technologists understand the equipment utilized in the laboratory. This course will focus on the identification and instrumentation within the HOT LAB to better assist the technologist when providing patient care and the Instruments utilized in the Nuclear Medicine location for imaging. This course shall evaluate the setting in the medical facility and its function.

Prerequisite: NM 100, NM 101, NM 102, NM 200

### **NM 210: Quality Control**

This class is a four-week hybrid instructional course that covers the Nuclear Medicine Instrumentation laboratory of Nuclear Medicine field. This course will be an introductory course that will assist and provide the necessary information to help prospective nuclear medicine technologists understand what are the quality controls that are performed in all the equipment in Nuclear Medicine. This course will focus on the quality controls performed in Nuclear Medicine, their frequencies, identify errors that could lead to the inability of using the equipment and the performance of the instrumentation.

Prerequisite: NM 100, NM 101, NM 102, NM 200, NM 205

### **NM 215: Radiopharmacy**

This class is a four-week hybrid instructional course in which the student will focus on learning a comprehensive review of radiopharmacy in the nuclear medicine field. The focus shall be on the radiopharmaceutical preparation and/or how isotopes get prepared before arriving at the healthcare facility. An overview of the instrumentation utilized shall be a very important focus.

Prerequisite: NM 100, NM 101, NM 102, NM 200, NM 205, NM 210

**NM 220: Radiation Physics and Dosimetry**

This is a four-week hybrid instructional course in which the student will focus on learning the physics of Nuclear medicine, Radiation protection and understanding the types of dosimeters utilized in nuclear medicine. Understand the different types of dosimeters and be able to interpret the reports so as in order to understand the responsibility when handling the radioactive material. Prerequisite: NM 100, NM 101, NM 102, NM 200, NM 205, NM 210, NM 215

**NM 225: Nuclear Medicine Mathematics**

This is a four-week hybrid instructional course in which the student will focus on learning Nuclear Medicine mathematics. This tool will be very useful for calculations of medication and understanding the concepts of radiation in the nuclear medicine field, quality control and patient safety. The student will be able to apply concepts learned in the Nuclear Medicine program from previous classes. The course will focus on the conversion of Adult and Pediatric doses, Radiation conversion, Radiation protection, Statistics, Radiopharmacy, and Instrumentations among others.

Prerequisite: NM 100, NM 101, NM 102, NM 200, NM 205, NM 210, NM 215, NM 220

**NM 230: Pharmacology, Drug Administration, and Venipuncture**

This is a four-week hybrid instructional course in which the student will focus on learning a comprehensive review of the different types of radiopharmaceutical and their package insert. The student will be able to learn the different types of radiopharmaceuticals available, specially the common ones used today at different healthcare facilities. The radiopharmaceutical package insert will be studied and the different ways radiopharmaceutical is administered. During the class, the student will have the opportunity and be sent to a phlebotomy course to learn and gain hands-on experience and learn the different techniques on how an IV-line is placed or butterfly needle for radioactive dose administration.

Prerequisite: NM 100, NM 101, NM 102, NM 200, NM 205, NM 210, NM 215, NM 220, NM 225

**NM 235: Nuclear Medicine Procedures**

This is a six-week hybrid instructional course in which the student will focus on learning the procedures of nuclear medicine in the 11 body systems as well as therapeutic procedures done in the nuclear medicine imaging field. It will help the student to prepare for their clinical courses and have the necessary knowledge of the many procedures done in nuclear medicine. These include the cardiovascular system, digestive system, endocrine system, lymphatic system, and muscular system for pathological disorders, central nervous system, genitourinary system, skeletal system, hematological system and other therapeutic procedures done in nuclear medicine.

Prerequisite: NM 100, NM 101, NM 102, NM 200, NM 205, NM 210, NM 215, NM 220, NM 225, NM 230

**NM 240: Didactic Nuclear Medicine**

This is a six-week hybrid instructional course in which the student will focus on learning a comprehensive review of the basic anatomy of the body. The focus shall be based on the relationships of the anatomical structures in each body cavity in respect to each other. General nuclear medicine scans along with SPECT/CT and PET/CT fusion imaging case studies will be used to illustrate the various anatomical structures by their physical organization in the body and their relationship in cross sectional imaging. The student will be able to learn anatomical structures in each body cavity, apply concepts learned from previous classes and use it as a reference for their clinical practice when learning different procedures. Examinations will be provided for this class and will be very useful for review for their future mock Nuclear Medicine exam.

Prerequisite: NM 100, NM 101, NM 102, NM 200, NM 205, NM 210, NM 215, NM 220, NM 225, NM 230, NM 235

**NM 245 - Nuclear Medicine Class Review Board and Mock Exam**

This is a four-week hybrid instructional course in which the student will focus on learning and preparing for their nuclear medicine boards. This tool will be very useful because the student will experience and learn some techniques when taking their nuclear medicine boards. The student will grasp substantial information to help them succeed as a prospective Nuclear Medicine Technologist.

Prerequisite: NM 100, NM 101, NM 102, NM 200, NM 205, NM 210, NM 215, NM 220, NM 225, NM 230, NM 235, NM 240

**NM 260: Clinical Externship I**

This is a six-week course in which the student will focus on applying the concepts that they have learned throughout the Nuclear Medicine program into their clinical practice. The student will be able to gain experience at their clinical sites and see how the healthcare environment is at their locations assigned. The student will be assigned to the national polytechnic clinical affiliated site and then, the student shall be able to experience hands-on at their assigned locations. The prospective nuclear medicine technologist shall be able to grasp and learn the different protocols utilized in Nuclear Medicine and apply patient care under the guidance of an assigned proctor. This course will focus on getting the signatures for their clinical competency requirements fulfilled for their national licensing examination, building a protocol book of the different procedures.

Prerequisite: All General Education and Core courses must be completed prior to entering this course.

**NM 265: Clinical Externship II**

This is a six-week course in which the student will focus on applying the concepts that they have learned throughout the Nuclear Medicine program into their clinical practice. The student will be able to gain experience at their clinical sites and see how the healthcare environment is at their locations assigned. The student will be assigned to the national polytechnic clinical affiliated site and then, the student shall be able to experience hands-on at their assigned locations. The prospective nuclear medicine technologist shall be able to grasp and learn the different protocols utilized in Nuclear Medicine and apply patient care under the guidance of an assigned proctor. This course will focus on getting the signatures for their clinical competency requirements fulfilled for their national licensing examination, building a protocol book of the different procedures.

Prerequisite: NM 260

**NM 270: Clinical Externship III**

This is a six-week course in which the student will focus on applying the concepts that they have learned throughout the Nuclear Medicine program into their clinical practice. The student will be able to gain experience at their clinical sites and see how the healthcare environment is at their locations assigned. The student will be assigned to the national polytechnic clinical affiliated site and then, the student shall be able to experience hands-on at their assigned locations. The prospective nuclear medicine technologist shall be able to grasp and learn the different protocols utilized in Nuclear Medicine and apply patient care under the guidance of an assigned proctor. This course will focus on getting the signatures for their clinical competency requirements fulfilled for their national licensing examination, building a protocol book of the different procedures.

Prerequisite: NM 265

**NM 275: Clinical Externship IV**

This is a six-week course in which the student will focus on applying the concepts that they have learned throughout the Nuclear Medicine program into their clinical practice. The student will be able to gain experience at their clinical sites and see how the healthcare environment is at their locations assigned. The student will be assigned to the national polytechnic clinical affiliated site and then, the student shall be able to experience hands-on at their assigned locations. The prospective nuclear medicine technologist shall be able to grasp and learn the different protocols utilized in Nuclear Medicine and apply patient care under the guidance of an assigned proctor. This course will focus on getting the signatures for their clinical competency requirements fulfilled for their national licensing examination, building a protocol book of the different procedures.

Prerequisite: NM 270

**NM 280: Clinical Externship V**

This is a one-week course in which the student will focus on applying the concepts that they have learned throughout the Nuclear Medicine program into their clinical practice. The student will be able to gain experience at their clinical sites and see how the healthcare environment is at their locations assigned. The student will be assigned to the national polytechnic clinical affiliated site and then, the student shall be able to experience hands-on at their assigned locations. The prospective nuclear medicine technologist shall be able to grasp and learn the different protocols utilized in Nuclear Medicine and apply patient care under the guidance of an assigned proctor. This course will focus on getting the signatures for their clinical competency requirements fulfilled for their national licensing examination, building a protocol book of the different procedures.

Prerequisite: NM 275

**RT – Radiologic Technologist****RAD 100: Patient Care, Ethical and Legal Responsibilities**

This two-week hybrid instructional course covers image patient care, legal and ethical issues, scope, and standards of practice. HIPAA and OSHA guidelines. It will provide as well an overview of the safety considerations associated with imaging patients. The laboratory component will focus on development of skills pertinent to patient interaction.

Prerequisite: MTBS 102

**RAD 110: Fundamentals of Radiography**

This two-week hybrid instructional course provides an overview of the foundations of radiography and the technologist's role in the delivery of the medical systems while continuing coverage in the education of routine patient care, medical emergencies, and infection control. In this course, the student will learn the importance of patient education as well as the considerations for the physical and psychological needs of the patient and family members. The organizational structure of professional organizations and the professional responsibilities of the Radiographer will be discussed; which will include: the principles, practices, and policies within the medical and professional organizations. The student will be introduced to the other modalities within the imaging field to include CT, MRI, Ultrasound, Mammography, Nuclear Medicine, and interventional radiography.

Prerequisite: MTBS 102, RAD 100

**RAD 200: Anatomy and Physiology**

This six-week hybrid instructional course covers the anatomy and physiology of the body, brain, and spine with an overview of pathology commonly seen in Radiology. The essential concepts of physiology and mechanisms of body function are presented at various levels of the organization, ranging from cellular and molecular to tissue and organ system levels.

Prerequisite: RAD 100, RAD 110

**RAD 220: Digital Imaging**

During this four-week hybrid instructional course provides a basic understanding of diagnostic radiology components, principles, and operation of digital imaging systems. Digital processing, imaging capture, and technical considerations in digital imaging are discussed. Technical factors affecting radiographic quality are outlined and described for properly analyzing the image. In addition, this course introduces medical informatics and quality management. This course will also discuss factors that impact image acquisition, display, archiving, and retrieval. Guidelines for selecting exposure factors and evaluating images within a digital system assist students in making the connection between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

Prerequisite: RAD 110, RAD 200

**RAD 230: Radiology Physics I**

During this six-weeks hybrid instructional course provides the basic knowledge of the general physics, anatomic structure, and related terminology as it related to radiography. Exploration of the nature and characteristics of radiation, X-ray production and the fundamentals of photon matter. This course content provides basic information about magnetism, electromagnetism, electricity, and the application of these principles to the x-ray circuit. Laboratory activities may be conducted to enhance the student learning achievements.

Prerequisite: RAD 110, RAD 200, RAD 220

**RAD 231: Radiology Physics II Fluoroscopy**

During this six-weeks hybrid instructional course provides the basic knowledge of the radiographic, fluoroscopic, mobile and tomographic equipment requirements, function and design for quality control and quality assurance protocols. This course will prepare the students for the State of Nevada licensing examination for certification in fluoroscopy. This course will include the principles of radiation protection and fluoroscopic equipment, application of special equipment illumination and photometry, anatomy and physiology of the eye and relationship of internal organs. Laboratory activities will support learning in the structure and function of the imaging equipment and the principles of basic quality assurance procedures. The student will meet the eligibility requirements to apply for the State certification exam in fluoroscopy after successful completion of this course and once the basic radiographer certification has been obtained.

Prerequisite: RAD 230

**RAD 240: Radiographic Procedures I**

During this six-week hybrid instructional course will provide the student with the knowledge foundation necessary to perform standard imaging of the abdomen, respiratory system, upper and lower extremities. Attention will be given to the production of images with optimal diagnostic quality. Course methods will include lectures, demonstrations, image analysis and positioning lab practicum. Students will be required to demonstrate competency in positioning skills, equipment manipulation and radiation protection. The successful student will be need to demonstrate these skills before they will be permitted to perform these skills in the patient care setting.

Prerequisite: RAD 110, RAD 200, RAD 220

**RAD 241: Radiographic Procedures II**

During this six-week hybrid instructional course will provide the student with the knowledge foundation necessary to perform standard imaging of the abdomen, respiratory system, upper and lower extremities. Attention will be given to the production of images with optimal diagnostic quality. Course methods will include lectures, demonstrations, image analysis and positioning lab practicum. Students will be required to demonstrate competency in positioning skills, equipment manipulation and radiation protection. The successful student will be need to demonstrate these skills before they will be permitted to perform these skills in the patient care setting.

Prerequisite: RAD 240

**RAD 250: Pathology**

During this four-week hybrid instructional course provides theories of disease causation and the pathological and physiologic disorders that comprise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, and the radiographic appearances in body systems will be presented. This six-week course covers the pathology and anomalies related to the anatomy seen in Radiology clinical practice. The course is divided into anatomical regions of study: brain, spine, thorax, abdomen and musculoskeletal regions. The student will be able to identify pathology based on radiographs.

Prerequisite: Prerequisite: RAD 230, RAD 231, RAD 240, RAD 241

**RAD 265: Clinical Externship I**

During the six-week course the student will be assigned, and directly supervised in a Radiology Imaging Department within a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under the direct supervision of a supervising Radiology technologist or supervising physician and the College's Clinical Coordinator, the Student will begin to acquire the hands-on skills necessary for the RAD Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing radiology imaging examinations.

Prerequisite: All Core Courses must be completed

**RAD 270: Clinical Externship II**

During the six-week course the student will be assigned, and directly supervised in a Radiology Imaging Department within a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under the direct supervision of a supervising Radiology technologist or supervising physician and the College's Clinical Coordinator, the Student will begin to acquire the hands-on skills necessary for the RAD Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing radiology imaging examinations.

Prerequisite: RAD 265

**RAD 275: Clinical Externship III**

During the six-week course the student will be assigned, and directly supervised in a Radiology Imaging Department within a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under the direct supervision of a supervising Radiology technologist or supervising physician and the College's Clinical Coordinator, the Student will begin to acquire the hands-on skills necessary for the RAD Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing radiology imaging examinations.

Prerequisite: RAD 270

**RAD 280: Clinical Externship IV**

During the six-week course the student will be assigned, and directly supervised in a Radiology Imaging Department within a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under the direct supervision of a supervising Radiology technologist or supervising physician and the College's Clinical Coordinator, the Student will begin to acquire the hands-on skills necessary for the RAD Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing radiology imaging examinations.

Prerequisite: RAD 275

**RAD 285: Clinical Externship V**

During the six-week course the student will be assigned, and directly supervised in a Radiology Imaging Department within a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under the direct supervision of a supervising Radiology technologist or supervising physician and the College's Clinical Coordinator, the Student will begin to acquire the hands-on skills necessary for the RAD Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing radiology imaging examinations.

Prerequisite: RAD 280

**RAD 290: Clinical Externship VI**

During the six-week course the student will be assigned, and directly supervised in a Radiology Imaging Department within a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under the direct supervision of a supervising Radiology technologist or supervising physician and the College's Clinical Coordinator, the Student will begin to acquire the hands-on skills necessary for the RAD Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing radiology imaging examinations.

Prerequisite: RAD 285

**RAD 295: Clinical Externship VII**

During the six-week course the student will be assigned, and directly supervised in a Radiology Imaging Department within a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under the direct supervision of a supervising Radiology technologist or supervising physician and the College's Clinical Coordinator, the Student will begin to acquire the hands-on skills necessary for the RAD Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing radiology imaging examinations.

Prerequisite: RAD 290

**RAD 297: Clinical Externship VIII**

During the four-week course the student will be assigned, and directly supervised in a Radiology Imaging Department within a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under the direct supervision of a supervising Radiology technologist or supervising physician and the College's Clinical Coordinator, the Student will begin to acquire the hands-on skills necessary for the RAD Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing radiology imaging examinations.

Prerequisite: RAD 295

## GENERAL EDUCATION COURSE DESCRIPTIONS

### A - Z

#### **AMRGOV 106: AMERICAN GOVERNMENT/ NEVADA CONSTITUTION**

This class is a two-week hybrid instructional course that introduces students to the fundamentals of American government, the Nevada Constitution, politics, focusing on the historical evolution of government and policies, the major institutions, and other major processes.

Prerequisite: None

#### **CHEM 108: FOUNDATIONS OF CHEMISTRY**

This class is a two-week hybrid instructional course that covers the foundations of chemistry. This course will assist and provide the necessary information to help students understand how chemistry applications can interact with matter. It is often used in the health allied sciences field. The field of Nuclear Medicine uses it very often as part of their career when providing patient care and interacting with patients. Prospective Nuclear Medicine Technologists should take this course as a general requirement for the Nuclear Medicine Technologist 2-year curriculum.

Prerequisite: COLMTH 102 Basic College Mathematics

#### **COLMTH 102: BASIC COLLEGE MATHEMATICS**

This class is a two-week hybrid instructional course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions and decimals, integers, the order of operations, percent, signed numbers, measurements, geometry, probability, and basic algebra concepts.

Prerequisite: None

#### **ENGCOMP 100: ENGLISH COMPOSITION 1**

This class is a two-week hybrid instructional course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

Prerequisite: None

#### **ENVSCI 103: ENVIRONMENTAL SCIENCE**

The class is a two-week hybrid instructional course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind. Students explore the scientific, political, economic, and social implications of Environmental Science.

Prerequisite: None

#### **INTSOC 104: INTRODUCTION TO SOCIOLOGY**

This class is a two-week hybrid instructional course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, new technology, and the growing influence of mass media.

Prerequisite: None

#### **PHYSICS 107: PRINCIPLES OF PHYSICS**

This class is a two-week hybrid instructional course that covers the introduction to physics and its relationship to the laws of nature. This course will assist and provide necessary information to help students understand how physics applications can interact into the health sciences such as, Nuclear Medicine and among others. Prospective Nuclear Medicine Technologists should take this course as a general requirement for the Nuclear Medicine Technologist two-year curriculum.

Prerequisite: COLMTH 102 Basic College Mathematics

#### **PUBSPK 101: PUBLIC SPEAKING**

This class is a two-week hybrid instructional course provides the student with a basic understanding of public speaking and how to prepare and present a variety of speeches.

Prerequisite: None