



# 2024 COLLEGE CATALOG

Volume 5  
Version 2

Medisend College of Biomedical Engineering Technology  
9244 Markville Dr., Dallas, TX 75243 [www.medisend.org](http://www.medisend.org) 214-575-5006

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**The mission of Medisend College of Biomedical Engineering Technology is to provide high-quality, intensive education and training that prepares graduates for professional careers as biomedical technicians.**

*Medisend College of Biomedical Engineering Technology is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the US Department of Education as a nationally recognized accrediting agency.*



*Medisend College of Biomedical Engineering Technology will not discriminate in any employment practice, education program or educational activity on the basis of race, color, religion, national origin, sex, age, disability or veteran status. Medisend College's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation. This nondiscrimination policy applies to the activities of the College in admission, placement, housing, facilities, scholarships, grants and all other academic and nonacademic opportunities, including those that are honorary.*

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# 1. Medisend College Introduction

## 1.1 Message from the Chairman of the Board

Welcome to Medisend College,

The mission of this institution is to provide high-quality, intensive education and training that prepares graduates for professional careers as biomedical technicians. Our graduates obtain sought-after jobs at top industry pay after receiving the quality education provided by Medisend College. The accelerated programs we offer are a perfect fit for transitioning service members and veterans, as well as civilians. We want all our students to build financial security. I believe our job is not done until each student gets the opportunity for a career.



General Richard B. Myers  
Chairman of the Board of Trustees, Medisend College  
Four-Star General, USAF, Retired  
15<sup>th</sup> Chairman of the Joint Chiefs of Staff

## 1.2 History of the Institution

**2023** Medisend College received accreditation from the American Council for Continuing Education and Training. This institutional accreditation includes all of the awards offered by Medisend College: the AAS degree and the BMET II, BMET I and ATC certificates.

**2022**, Medisend College filed formal application for accreditation with Accrediting Council for Continuing Education & Training (ACCET) and was accepted as a candidate. Projected Review/Action by ACCET Accrediting Commission is August 2023.

The college developed and launched two new advanced courses to the BMET II and Associate Degree Programs: Advanced Medical Networks and Digital Radiology. Additional new and advanced medical equipment was added to strengthen the college's intensive hands-on training: infusion pumps, electrosurgical units, defibrillators, ultrasounds and testing equipment.

Medisend completed an additional \$500,000 loan to support an expanded enrollment and cash flow management.

**2021**, Siemens Healthineers strengthens partnership with donation and installation of new Digital X-Ray valued at \$500,000. The addition of the Elara Mobilette unit adds unique value to the imaging programs at Medisend College. In spite of the challenge of a viral pandemic and modification of its education delivery platform, the college improved its enrollment by 40 percent and added two additional training faculty.

**2020**, as a result of the global pandemic Covid-19, Medisend College was forced to radically change its historical model of intensive residency education to live-streaming remote training. The abrupt change that occurred in March 2020 forced Medisend College to rethink and redesign its curriculum and approach to a changing environment of education.

Henry Schein Dental made a major contribution of four new panoramic X-Rays and builds two new dental suites in Medisend College, in anticipation of a new collaborative initiative that will launch Henry Schein Dental Equipment Technology Certificate program, the first of its kind in the US. Projected launch date is set for early 2022.

The College made a major investment in remote education platforms, technology and equipment to establish ongoing hybrid residency/remote model of education, and received approval from Texas Workforce Commission for three new certificates: BMET I, BMET II and Advanced Technology Certificates.

**2019**, MediSend International and Medisend College LLC merged to rename the original 1990 501c3 corporation Medisend College of Biomedical Engineering Technology.

Touchstone Medical Imaging, through one of Medisend College's Board of Trustees, Clete Madden, President of Touchstone, donated \$150,000 for the design and construction of two new advanced X-Ray laboratories. The new laboratories serve as the catalyst and home for future donations of X-ray and imaging equipment.

Siemens Healthineers made a major donation of more than \$1,000,000 of biomedical equipment to Medisend College and the General Myers Veterans Program in support of veterans training, education and job opportunities. Equipment includes two new X-ray units and 7 new high-end ultrasounds, allowing Medisend College to train on the most advanced equipment and offer the best opportunity for promising futures in the healthcare industry.

GE Healthcare made a major donation of full series of seven advanced patient monitoring systems for improved training of veterans in the General Richard B Myers Program.

**2018**, Medisend College formed strategic partnerships with industry leaders Siemens, GE Healthcare, Henry Schein Dental and Beckman Coulter to provide internships, workshops, seminars and supplemental industry training to enhance the learning experience and job opportunities.

**2017**, MediSend International relaunched the Medisend School as an independent educational subsidiary: Medisend Biomedical Equipment Technology School, LLC.

The new educational institution received a Certificate of Authority from the Texas Higher Education Coordinating Board to teach and award an Associate of Applied Science in Biomedical Engineering Technology, the only such degree in the U.S. that may be attained in less than one year.

The new Medisend School also received approval from the THECB to change its name to the Medisend College of Biomedical Engineering Technology, LLC.

Medisend's AAS Program was approved for VA educational benefits. In September 2017, Medisend College graduated its first Associate Degree candidates, all of whom were employed by Medisend College industry partners Siemens, GE Healthcare and Henry Schein Dental, prior to graduation.

**2016**, the Medisend BMET Certificate Program was approved for Post 9/11 and Yellow Ribbon VA educational benefits by the U.S. Department of Veteran Affairs.

**2014**, the Texas Work Force Commission certified the Medisend Biomedical Equipment Technology School as a “Career School and College”.

**2013**, under the leadership of General Richard B. Myers, 15th Chairman of the Joint Chiefs of Staff, Medisend launched a new domestic program dedicated to the education, training and job placement of U.S. military veterans. The program bears the name General Richard B. Myers Veterans Program.

**Early 2011**, Medisend’s BMET Certificate Program and curriculum were approved by the US BMET Board of Examiners and the United States Certification Commission (USCC (subsidiaries of AAMI). From 2006 to 2013, MediSend trained and equipped more than 180 professional BMET technicians for work in hospitals and clinics in 23 countries worldwide, with the ability to install, repair and maintain, and properly use lifesaving biomedical equipment.

**2007** MediSend designed and created a modern mobile laboratory to help its technicians test and repair medical equipment specific to their hospitals and clinics. The laboratory, MediSend Mobile Biomedical Equipment Test and Repair Kit, comprised of 4000 items of supplies, test and calibration equipment, was the largest such lab of its kind in the world. Information technology was also specifically tailored for hospital equipment maintenance programs to assess equipment performance. In early 2008, in response to a national training program in Nigeria, additional courses in clinical chemistry and hematology instrumentation, as well as ancillary equipment repair for clinical laboratory, were added to the training curriculum.

**2006**, MediSend and the ExxonMobil Foundation launched the newly conceived international training program: MediSend Biomedical Equipment Repair Training Program, and its first class of 12 professionally trained international technicians (International Student Program) from various African countries.

**2005**, in a “Community Investment” partnership with ExxonMobil Foundation, MediSend expanded its mission with a newly created medical equipment repair laboratory and began shipping refurbished biomedical equipment to qualified hospitals in developing countries. Soon after a visit to Angola, Hallack discovered that much of the biomedical equipment that MediSend had shipped, equipment necessary to properly diagnose and treat illnesses and injuries, had gone unused because there was no one who knew how to use, repair or maintain it properly. In response to this unmet need for trained technicians, Hallack began plans for building a world-class technology training program that would help to fill the desperate need for properly trained and equipped biomedical technicians in developing country hospital systems. In 2005, Rene and Elisabeth Dahan generously gifted the Elisabeth Dahan Humanitarian Center to MediSend as home to its international humanitarian missions, and as headquarters for its new Global Education Center.

**2004**, the current President & CEO, Nick Hallack, came to the helm of the organization with the goal of restructuring the organization and implementing corporate methods to improve the efficiency of medical aid services delivered in long-term medical aid programs, and disaster-emergency medical relief campaigns.

**1990**, MediSend International was founded by Dr. Martin Lazar and Dame Jane Goodall, with the humanitarian mission of shipping medical supplies and surgical instruments, Containers of Hope, to developing country hospitals and clinics.

## 1.3 Board of Trustees

Medisend College is a private, non-profit institution of higher education governed by an appointed Board of Trustees. The primary responsibility of the Board of Trustees is to provide general policy oversight that will enable Medisend College to continue to be a leading biomedical engineering technology college in the United States. The Trustees have a responsibility to ensure that Medisend College maintains consistent quality in all elements of Medisend College operations.

Board Chair: General Richard B. Myers, former Chairman of the Joint Chiefs

Trustee: Dan Butcher, Managing Partner, Clark Hill LLP

Trustee: Clete Madden, President, Touchstone Medical Imaging, LLC

Trustee: Dr. Woodrow Gandy, Founder of T-Systems

Trustee: Gerald Heeger, former Dean NYU New School and former President of University of Maryland University College

Trustee: Ron Pellegrini, Vice President, Head of Service for West Central Region US & Canada at GE Healthcare

Trustee: Nick Hallack, President & CEO, Medisend College

## 1.4 Facilities

Medisend College of Biomedical Engineering Technology is located at 9244 Markville, Dallas, Texas, approximately 14 miles north of downtown Dallas. The college facilities include 2 classrooms, seven laboratories and two libraries. All instructional spaces are equipped with tables, chairs, whiteboards, bookshelves, projectors, computers, screens, laboratory desks, and equipment workstations as appropriate for the courses taught in that space. A full kitchen is available to faculty and administration and a break room is available to students.

## 1.5 Key Personnel

### 1.5.1 Administration

**Nick Hallack**, President & CEO, Medisend College of Biomedical Engineering Technology, B.A, MA University of Texas, M.B.A. University of Dallas

**Stephanie Pedroza**, CFO & Registrar, B.B.A. Accounting, University of Texas at Arlington

**Dani Day**, Chief Academic Officer, Ed.D. Higher Education Administration, Northeastern University; M.A. English Rhetoric and Composition, University of Texas at Arlington; B.A. Economics, Texas Christian University

**Karen Martin**, Military Admissions Representative, Associate Degree, Administrative Personnel Management, Recruiting and Retention

**Tori Pellegrini**, Coordinator Admissions & Student Services

**Dritan Voshtina**, IT Manager, B.S. Computer Science, University of Texas at Arlington

## 1.5.2 Faculty

**Costel Rizescu**, Program Director, Ph. D. Physics & M.S. Applied Physics, University of Bucharest

**Thanuja Alapati**, Senior Instructor, M.S. Medical Engineering, University of Leeds; B.S. Biomedical Engineering, Jawaharlal Nehru Technological University

**Guy Brown**, Senior Adjunct Instructor, CBET, MSgt, USAF (Ret.)

**Dina Georgescu**, Senior Instructor, M.S. Electronics Engineering, University Politehnica Bucharest; M.Ed., Library and Information Science, University Politehnica Bucharest

## 1.5.3 Advisory Board

Programming for Medisend College is informed by an industry Advisory Board whose members are listed below.

Greg Hirsch, Vice President, Henry Schein Dental

Peter Hochstaetter, Vice President, LD, MD, POC, Siemens Healthineers

Dr. Deana Savage, Chief of Staff to the President, Midland College

David Francoeur, Vice President Midwest Imaging, Siemens Healthineers

# 2.Entering the College

## 2.1 Admission

Application for admission is made by submitting all the relevant documents to the Office of the Registrar. The Admissions Committee will evaluate each application through an individualized, holistic review process that considers each completed application separately. The goal of the admissions process is to select applicants who can successfully complete the rigorous program. A number of factors are considered, including but not limited to military service, prior academic achievements, extracurricular activities, work experiences and responses on the Medisend College Aptitude Assessment. Although the Aptitude Assessment is required for applicants, the assessment is not used to predict student success and is only a small part of the overall composite considered when accepting a student into the program.

Admissions policies and practices are applicable to all students who apply to Medisend College. Students with disabilities will not be discriminated against in the admissions process. The college is committed to ensuring that students with documented disabilities receive appropriate accommodations in their instructional activities, as mandated by federal and state law. Reasonable services and adjustments that do not compromise the academic standards or inherent program requirements will be provided.

All admission policies and procedures are the same, regardless of mode of delivery. Note that official college transcripts are required, if applicable, for all college-level work attempted, regardless of transferability. Copies of all post-secondary institution and all military transcripts are required, if applicable, for students requesting or receiving VA education benefits. Students are responsible to request transcripts from the awarding institution to be sent directly to the Registrar.

Enrollment in the college is a declaration of acceptance of all college rules and regulations.

### **Admissions Requirements:**

- Admissions application
- Aptitude Assessment
- Proof of high school graduation or high school equivalency
- College and/or university transcripts (if applicable)

### **Additional Requirements for US Veterans and Active Duty Members**

- JST transcript
- Certificate of Eligibility
- Community College of the Air Force (CCAF) transcript

### **Additional Documents Required of International Students:**

- Valid Passport
- Valid US Visa that allows students to participate in Medisend College Programs
- Demonstration of English proficiency

### Recommended Background and Materials

- Courses or experience in Electrical/Mechanical/Biomedical Engineering, Physics, Chemistry, Biology, Computer Science, Clinical Laboratory Science, Information Technology or similar curriculum
- Military work experience in a technical specialty (e.g. technician, mechanic, electrician, lab specialist, repairman, mechanic, medic, med tech, X-ray tech, ultrasound tech, clinical lab technician or technologist, or similar technical specialties).
- College or University transcripts

## 2.2 College Calendar

### 2.2.1 Holidays

The college will be closed each year in observation of the holidays listed below. The dates on which these holidays will be observed are posted at the beginning of each year on the college website.

1. Martin Luther King's Birthday
2. Spring Break: March 11 - March 15
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Break: November 27 - 29
7. Winter Break: December 23, 2024- January 3, 2025

### 2.2.2 Cohort Calendar

| Cohort      | Start Date       | End Dates         |
|-------------|------------------|-------------------|
| 2024-Winter | January 22, 2024 | August 14, 2024   |
| 2024-Spring | April 15, 2024   | October 31, 2024  |
| 2024-Summer | July 22, 2024    | February 26, 2025 |
| 2024-Fall   | October 21, 2024 | June 4, 2025      |

### 2.2.3 Hours of Operation

The college reserves the right to change the days, times, rooms, or instructors of section(s) or course(s) as necessary.

#### 2.2.3.1 Instruction

Classes meet Monday-Friday from 8:40-5:20 (maybe extended to 6:30 as needed for individual cohorts)

Lunch - 12:30-1:30

Breaks - Two 15 minute breaks each morning and two each afternoon

College offices are open Monday-Friday from 8:30-5:30

College is open extended hours during finals week.

## 2.3 Tuition and Fees

Tuition and fees are subject to change without notice. Any changes in tuition and fees prior to the start of a cohort will necessitate a new enrollment agreement with the new tuition and fees.

### 2.3.1 Certificate Programs

| Description  | Category | Semester Credit Hours | Clock Hours | Cost per SCH | TOTAL       |
|--|----------|-----------------------|-------------|--------------|-------------|
| BMET I Certificate                                   | Tuition  | 27                    | 624         | \$1,483.35   | \$40,050.45 |
| Admission Fee  | Fee      |                       |             |              | \$250.00    |
|  |          |                       |             |              | \$40,300.45 |
| BMET II Certificate<br>(inclusive of BMET I courses) | Tuition  | 45                    | 1040        | \$1,483.35   | \$66,750.75 |
| Admission Fee  | Fee      |                       |             |              | \$250.00    |
|  |          |                       |             |              | \$67,000.75 |
| Advanced Technologies Certificate                    | Tuition  | 18                    | 416         | \$1,483.35   | \$26,700.30 |
| Admission Fee  | Fee      |                       |             |              | \$250.00    |
|  |          |                       |             |              | \$26,950.30 |

### 2.3.2 Associate of Applied Science in Biomedical Engineering Technology

| Description   | Category | Semester Credit Hours | Clock Hours | Cost per SCH | TOTAL       |
|---|----------|-----------------------|-------------|--------------|-------------|
| BMET II Certificate<br>(Biomedical Engineering Technology Coursework) | Tuition  | 45                    | 1040        | \$1,483.35   | \$66,750.75 |
| General Education Courses*  | Tuition  | 15                    | 240         | \$500.00     | \$7,500.00  |
| Admission Fee   | Fee      |                       |             |              | \$250.00    |
|   |          |                       |             |              | \$74,500.75 |

\*Cost for General Education courses if taken from Medisend College. A maximum of 15 Semester Credit Hours of general education courses can be accepted in transfer in order to complete the general education requirements for the AAS degree.



## 2.3.3 Tuition and Fees Payment

### 2.3.3.1 Payment Methods

Cash, Check and money orders are accepted as payment for tuition and fees.

U.S. Military and Veterans: Medisend College is approved for VA Education Benefits. U.S. Military and Veterans must provide a Certificate of Eligibility qualifying them for payment of tuition and fees prior to program attendance.

### 2.3.3.2 Payment Schedule

All tuition and Fees are charged and due prior to program attendance, with the exception of pending approved VA Education Benefit Payment. Medisend College does not prohibit attendance or impose penalties while waiting on VA payments, per 38 U.S.C. § 3679(e) (1) A&B.

## 2.3.4 Proportional Reduction for Previous Coursework and Prior Learning

Any student entering the BMET II program or the AAS program who has previously completed all or portions of the BMET I, BMET II or the ATC certificate will be awarded appropriate credit for the completed coursework and the costs for completing the BMET II or AAS programs will be proportionally reduced to reflect that credit. Costs will also be proportionally reduced to reflect any credits earned via prior learning.

## 2.3.5 Supplemental Costs

Supplemental Fees, for international students only, may include housing and are calculated on a case by case basis.

### 2.3.5.1 Other Educational Fees and Expenses

No additional educational fees or expenses are charged to students enrolled at Medisend College. Should that change, students will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

### 2.3.5.2 Alternative Credit Fees

No additional fees are charged for credit awarded through transfer from a regionally accredited institution of higher education, nationally recognized standardized tests such as the College Level Examination Program (CLEP) tests, a military BMET certificate or prior learning credit awarded as a result of other military training evaluated by the American Council on Education as appropriate for college level, lower division coursework.

An administrative fee of \$10.00 per credit hour may be assessed for credit assigned in transfer from a non-regionally accredited institution of higher education or credit assigned for prior learning as a result of a locally developed and/or administered exam.

An administrative fee of up to \$100.00 per credit hour may be assessed for credit awarded as a result of individual assessment of student knowledge and expertise acquired through work experience or other, alternative sources.

## 2.3.6 Delinquent Accounts

The college administers its own collection of delinquent tuition payments. Students must meet all financial obligations before receiving diploma or transcript.

# 2.4 Financial Aid

## 2.4.1 Available Financial Aid

The Registrar's Office certifies veterans each term for their benefits under federal programs. Academic programs at Medisend College qualify for U.S. Department of Veterans Affairs (VA) education benefits. Veterans are required to provide specific documents before they can be certified with the Veterans Administration. Medisend College is approved by the Texas Veterans Commission for VA education benefits:

- Montgomery GI Bill® - Active Duty (chapter 30 of title 38 U.S.C.)
- Post 9/11 GI Bill® (chapter 33)
- Post 9/11 GI Bill® Yellow Ribbon Program
- Montgomery GI Bill® – Selected Reserve (chapter 1606 of title 10 U.S.C.)
- Reserve Education Assistance Program (REAP chapter 1607 of titles 10 and 32 U.S.C.)
- Post-Vietnam Era Educational Assistance (chapter 32 of title 10 U.S.C.)
- Dependents' Education Assistance (chapter 35 of title 38 U.S.C.)
- Veteran Readiness and Employment (Chapter 31)

## 2.4.2 Title IV

Medisend College is not Title IV approved. No other federal financial aid is offered or provided.

# 2.5 Cancellation, Withdrawal and Refund

## 2.5.1 Cancellation and Refund Policy

The Medisend College Cancellation and Refund Policy #1.19 can be found in the Medisend College Policy Manual and in the Policies section of this catalog.

## 2.5.2 Cancellation and Withdrawal

Students who drop from the program on or before the fifth class day will have their enrollment canceled and no transcript will be issued.

- If the drop occurs prior to the end of the third class day, a complete refund will be issued, less a \$100.00 administrative fee.
- If the drop occurs within 72 hours of signing the enrollment contract, a complete refund will be issued, less a \$100.00 administrative fee.
- If the drop occurs between the end of the third and the end of the fifth class day, any tuition and fees paid will be refunded on a prorated basis.

Any student who withdraws from a Medisend College program must return any equipment, supplies, keys, etc. to the Registrar.

### 2.5.3 Refund

Refund computations will be based on attendance of scheduled classes through the last date of attendance. Leaves of absence and Medisend College holidays will not be counted as scheduled classes.

The effective date of termination from the program for refund purposes will be the earliest of the following:

- The last day of attendance, if the student is terminated from the program by Medisend College
- The date of receipt of a written notice from the student indicating intent to withdraw from the program
- Ten class days following the last date of attendance

If tuition and fees are collected in advance of entrance, and if student withdraws after expiration of the 72-hour cancellation privilege the student does not enter College, not more than \$100 in any administrative fees charged shall be retained by the College for the entire residence program or synchronous distance education course.

If a student enters a Medisend College program and withdraws or is otherwise terminated after the cancellation period, the college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination

Refunds for items of extra expense to the student, such as books, tools, or other supplies, are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, Medisend College can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

- An enrollee is not accepted by the College;
- If the course of instruction is discontinued by the College and this prevents the student from completing the course; or
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the College, or representations by the owner or representatives of the College.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for Career Schools and Colleges. Regardless of amount or reason, refunds will be completed within 40 days of official withdrawal or drop date.

#### 2.5.3.1 Refund for Students Called to Active Military Service

A student of the Medisend College who withdraws from the Medisend College as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - satisfactorily completed at least 90 percent of the required coursework for the program; and
  - demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within days 40 after the effective date of termination (40 calendar days for military veterans utilizing VA education benefits).

#### 2.5.3.2 Refund for all VA Eligible Students

In the event the VA eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refunds for military veterans utilizing VA education benefits will be totally consummated within forty (40) days after termination.

# 3. Programs

| PROGRAM AWARDS   | CLOCK HOURS | SEMESTER CREDIT HOURS | LENGTH IN WEEKS |
|--|-------------|-----------------------|-----------------|
| BMET I Certificate (Biomedical Equipment Technology)               | 624         | 27                    | 18              |
| BMET II Certificate (Biomedical Engineering Technology)            | 1040        | 45                    | 28              |
| Advanced Technologies Certificate (ACT)                            | 416         | 18                    | 10              |
| Associate of Applied Science in Biomedical Engineering Technology* | 1280        | 60                    | 44              |

\*General education courses may be transferred from any accredited institution of higher learning. For more information, see catalog section 4.1.1 Transfer Credit and catalog section 4.1.2 Prior Learning Credit.

## 3.1 Overview

Medisend College of Biomedical Engineering Technology is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the US Department of Education as a nationally recognized accrediting agency.

Biomedical Equipment Technicians (BMETs) are trained to work in the Healthcare Technology Management field as highly skilled electromechanical engineers that install, inspect, troubleshoot, calibrate, and maintain medical instrumentation and support systems. BMETs have the technical competence to ensure that medical equipment is safe, functional and properly configured. BMETs also serve as advisors to nursing and administrative staff in the safe use and proper operation of biomedical equipment and in the selection of new medical equipment.

Biomedical Equipment Technicians find employment in both medical and industrial settings, working in the design, the installation and the repair of medical devices. According to the U.S. Bureau of Labor Statistics, the median 2018 annual starting salary for a Biomedical Equipment Technician was \$49,210, with the highest ten percent earning over \$70,000. This varies widely, depending on a variety of factors, including industry, region, education degrees, leadership skills, etc.

Healthcare is a growing field, and demand for Biomedical Equipment Technicians is expected to grow significantly. The BMET I and Advanced Technologies Certificates and the Associate Degree program place emphasis on proper installation, operation, repair and preventative maintenance. The programs also provide instruction in safety inspection procedures to ensure biomedical equipment meets all applicable safety standards.

The Programs build a strong foundation in engineering mathematics, algebra, physics, anatomy, physiology, electronics, clinical chemistry, physiological sensors & transducers, computer networking, and various troubleshooting techniques. The curricula stress a practical, hands-on understanding of the fundamental principles, operations and design of the more common, standard medical devices and instrumentation (e.g. electrocardiographs, defibrillators, patient monitors, ventilators, ultrasound systems, clinical laboratory analyzers, X-ray, dental, etc.) as well as in troubleshooting and proper maintenance. During each enrolment period, student cohorts are placed in courses that allow them to progress logically through the curriculum, building on knowledge and skills presented in earlier courses.

The maximum number of students in the classroom or laboratory for either program is twelve (12), with maximum student/teacher ratios ranging from 6-to-1 to 12-to-1. The curricula for the BMET I, the BMET II and the Advanced Technologies Certificates and the AAS prepare students for positions in biomedical engineering technology. All time estimates are based on face-to-face delivery times.

## 3.2 Awards

### 3.2.1 Associate of Applied Science in Biomedical Engineering Technology

Medisend College of Biomedical Engineering Technology is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the US Department of Education as a nationally recognized accrediting agency.

The Associate of Applied Science in Biomedical Engineering Technology prepares students for technologically advanced employment. It includes the BMET II Certificate Program comprised of 45 Semester Credit Hours (1040 clock hours) in Biomedical Engineering Technology courses and 15 Semester Credit Hours (240 clock hours) of general education courses for a total of 60 Semester Credit Hours (1280 clock hours). The AAS Degree can be completed in as little as 28 weeks, depending on the number of required general education credits the student has successfully completed prior to enrollment or successfully completes while enrolled at Medisend College.

The Associate of Applied Science Degree, comprised of the BMET II Certificate courses (45 SCH) and 15 Semester Credit Hours of general education courses, is offered directly by Medisend College and taught by Medisend College faculty. The curriculum is designed for cohort entry and completion, making it possible to complete the program within one year.

General education courses will be accepted in transfer from any accredited institution of higher education, subject to approval by the Medisend College Chief Academic Officer. General Education courses can also be taken from Medisend College and are offered on an as needed basis. Prior learning credit may be awarded for military training if an official Joint Service Transcript (JST) documents American Council on Education assessment as college level general education equivalency.

A maximum of 15 Semester Credit Hours of general education courses will be accepted in transfer. In order to complete the general education requirements for the AAS degree, students must successfully complete five courses, one from each of the following categories: Humanities / Fine Arts, Social / Behavioral Science, Natural Sciences/Mathematics, Communication, Approved General Education Elective. In addition, the five courses must be a minimum of three semester credit hours each. Sub-categories and CIP codes for general education courses are listed on page 30.

Any student entering the AAS program who has previously completed all or portions of the BMET I, BMET II, or the ATC certificate will be awarded appropriate credit for the completed coursework and the costs for completing the AAS program will be proportionally reduced to reflect that credit. Costs will also be proportionally reduced to reflect any credits earned via prior learning.

There are 4 pathways to completion of the general education requirements for the AAS.

1. Students may transfer 15 SCH of general education from another accredited institution at enrollment at Medisend College.
2. Students may complete the general education courses at another accredited institution during their time at Medisend College and transfer the 15 SCH of general education to Medisend College prior to completion of the BMET II Certificate Program.
3. Students may take the general education courses from Medisend College after completion the BMET II Certificate Program.
4. Students may complete the general education courses at another accredited institution after successfully completing the BMET II Certificate Program, and transfer the 15 SCH of general education to Medisend College.

If a student has received a certificate for completion of a BMET Program from the military, Medisend College will accept a maximum of 30 Semester Credit Hours of prior learning towards the 45 hours of Biomedical Engineering Technology coursework.

All transfer credit will be awarded according to the Transfer of Credit procedures detailed on page 33 of this catalog. Courses accepted in transfer are designated on the transcript with a T. Only courses that have been assigned a C or better will be considered for transfer. Grade point averages will be computed using only those courses earned through Medisend College.

Credit earned via a quarter system or as clock hours will be adjusted to equivalent Semester Credit Hours. Quarter credits will be multiplied by .66 to determine the number of Semester Credit Hours to assign. Transfer requests for courses recorded in clock hours will be evaluated individually and semester credits assigned based on the standards for equivalent courses identified in the Texas Higher Education Coordinating Board Academic Course Guide Manual.

To request transfer credit, a student must submit a transcript from the institution that originally issued the credit. While an estimate of potential transfer credit may be completed based on unofficial transcripts, official transcripts must be received by the Registrar prior to the award of transfer credit. Transcript evaluations are completed by the Chief Academic Officer.

| <b>BMET II Certificate portion of AAS Degree<br/>(Biomedical Engineering Technology)</b> |      |  | <b>CLOCK<br/>HOURS</b> | <b>LECTURE<br/>HOURS</b> | <b>LAB<br/>HOURS</b> | <b>CREDIT<br/>HOURS</b> |
|--|------|--|------------------------|--------------------------|----------------------|-------------------------|
| CETT   | 1509 | AC/DC Circuits                               | 128                    | 64                       | 64                   | 5                       |
| CETT   | 1429 | Solid State Devices                          | 96                     | 32                       | 64                   | 4                       |
| BIOM   | 2301 | Safety in Healthcare Facilities              | 64                     | 32                       | 32                   | 3                       |
| ITSC   | 1325 | Personal Computer Hardware                   | 64                     | 32                       | 32                   | 3                       |
| ITNW   | 1325 | Fundamentals of Networking Technologies      | 64                     | 48                       | 16                   | 3                       |
| BIOM   | 1355 | Medical Electronic Applications              | 80                     | 32                       | 48                   | 3                       |
| BIOM   | 1341 | Medical Circuits Troubleshooting             | 64                     | 32                       | 32                   | 3                       |
| BIOM   | 1309 | Applied Biomedical Equipment Technology      | 64                     | 32                       | 32                   | 3                       |
| BIOM   | 2339 | Physiological Instruments                    | 64                     | 32                       | 32                   | 3                       |
| BIOM   | 1101 | Biomedical Engineering Technology            | 32                     | 16                       | 16                   | 1*                      |
| BIOM   | 2270 | Fundamentals of Medical Equipment Management | 48                     | 32                       | 16                   | 2*                      |

|  |      |   |                        |                          |                      |                         |
|--|------|---|------------------------|--------------------------|----------------------|-------------------------|
| BIOM   | 1350 | Diagnostic Ultrasound Imaging Systems             | 80                     | 32                       | 48                   | 3                       |
| BIOM   | 2331 | Biomedical Clinical Instrumentation               | 64                     | 32                       | 32                   | 3                       |
| BIOM   | 2319 | Fundamentals of X-ray and Medical Imaging Systems | 80                     | 48                       | 32                   | 3*                      |
| BIOM   | 2333 | Digital Radiography                               | 80                     | 48                       | 32                   | 3*                      |
| BIOM   | 2315 | Advanced Medical Networks                         | 64                     | 32                       | 32                   | 3                       |
| BIOM   | 2343 | General Medical Equipment                         | 64                     | 32                       | 32                   | 3                       |
| <b>TOTAL:</b>  |      |   | <b>1040</b>            | <b>512</b>               | <b>528</b>           | <b>45</b>               |
| <b>General Education portion of AAS Degree<br/>(see page 30 for CIP codes)</b> |      |   | <b>CLOCK<br/>HOURS</b> | <b>LECTURE<br/>HOURS</b> | <b>LAB<br/>HOURS</b> | <b>CREDIT<br/>HOURS</b> |
| Humanities/Fine Arts   |      |   | 48                     | 48                       | 0                    | 3                       |
| Social/Behavioral Science  |      |   | 48                     | 48                       | 0                    | 3                       |
| Natural Sciences/Mathematics   |      |   | 48                     | 48                       | 0                    | 3                       |
| Communication  |      |   | 48                     | 48                       | 0                    | 3                       |
| Approved General Education Elective  |      |   | 48                     | 48                       | 0                    | 3                       |
| <b>Total Hours:</b>  |      |   | <b>240</b>             | <b>240</b>               | <b>0</b>             | <b>15</b>               |
| <b>GRAND TOTAL:</b>  |      |   | <b>1280</b>            | <b>752</b>               | <b>528</b>           | <b>60</b>               |

### 3.2.2 BMET II Certificate (Biomedical Engineering Technology)

Medisend College of Biomedical Engineering Technology is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the US Department of Education as a nationally recognized accrediting agency.

The BMET II Certificate Program is a 45 Semester Credit Hour (1040 clock hour) curriculum that prepares students for technologically advanced employment. It covers both the core technologies (BMET I) and the more advanced knowledge and skills of the Advanced Technologies Certificate (ATC) required to pursue the most sought-after positions in Health Care technology. BMET II Certificate courses address medical device-related standards and protocols, clinical use of testing and diagnostic instruments, calibration techniques, engineering problem-solving methodologies, fire, chemical, biological and electrical hazards and related safety precautions, communication and customer support skills, management and leadership skills, and performance assurance-testing procedures. The BMET II Certificate program is taught via a cohort, block schedule of 28 weeks. Cohort, block enrollment ensures that students are progressing through the curriculum in the sequence that best equips them for each follow-on course, as laid out below. All courses include lecture and lab hours. All Medisend College courses in the BMET II Certificate Program count towards the Associate of Applied Science Program, and AAS program costs are proportionally reduced to reflect that completed coursework.



| <b>BMET II Certificate<br/>(Biomedical Engineering Technology - 45)</b> |      |   | <b>CLOCK<br/>HOURS</b> | <b>LECTURE<br/>HOURS</b> | <b>LAB<br/>HOURS</b> | <b>CREDIT<br/>HOURS</b> |
|---|------|---|------------------------|--------------------------|----------------------|-------------------------|
| CETT  | 1509 | AC/DC Circuits                                    | 128                    | 64                       | 64                   | 5                       |
| CETT  | 1429 | Solid State Devices                               | 96                     | 32                       | 64                   | 4                       |
| BIOM  | 2301 | Safety in Healthcare Facilities                   | 64                     | 32                       | 32                   | 3                       |
| ITSC  | 1325 | Personal Computer Hardware                        | 64                     | 32                       | 32                   | 3                       |
| ITNW  | 1325 | Fundamentals of Networking Technologies           | 64                     | 48                       | 16                   | 3                       |
| BIOM  | 1355 | Medical Electronic Applications                   | 80                     | 32                       | 48                   | 3                       |
| BIOM  | 1341 | Medical Circuits Troubleshooting                  | 64                     | 32                       | 32                   | 3                       |
| BIOM  | 1309 | Applied Biomedical Equipment Technology           | 64                     | 32                       | 32                   | 3                       |
| BIOM  | 2339 | Physiological Instruments                         | 64                     | 32                       | 32                   | 3                       |
| BIOM  | 1101 | Biomedical Engineering Technology                 | 32                     | 16                       | 16                   | 1*                      |
| BIOM  | 2270 | Fundamentals of Medical Equipment Management      | 48                     | 32                       | 16                   | 2*                      |
| BIOM  | 1350 | Diagnostic Ultrasound Imaging Systems             | 80                     | 32                       | 48                   | 3                       |
| BIOM  | 2331 | Biomedical Clinical Instrumentation               | 64                     | 32                       | 32                   | 3                       |
| BIOM  | 2319 | Fundamentals of X-ray and Medical Imaging Systems | 80                     | 48                       | 32                   | 3*                      |
| BIOM  | 2333 | Digital Radiography                               | 80                     | 48                       | 32                   | 3*                      |
| BIOM  | 2315 | Advanced Medical Networks                         | 64                     | 32                       | 32                   | 3                       |
| BIOM  | 2343 | General Medical Equipment                         | 64                     | 32                       | 32                   | 3                       |
| <b>TOTAL:</b>   |      |   | <b>1040</b>            | <b>512</b>               | <b>528</b>           | <b>45</b>               |

\*Students will take only 3 SCH chosen from the courses marked with an asterisk.

### 3.2.3 BMET I Certificate (Biomedical Equipment Technology)

Medisend College of Biomedical Engineering Technology is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the US Department of Education as a nationally recognized accrediting agency.

The BMET I Certificate Program is a 27 Semester Credit Hour (624 clock hour) curriculum that provides students with core technologies that prepares them for entry level positions in biomedical equipment technology. The BMET I Certificate courses address medical device-related standards and protocols, clinical use of testing and diagnostic instruments, calibration techniques, engineering problem-solving methodologies, fire, chemical, biological and electrical hazards and related safety precautions, communication and customer support skills, management and leadership skills, and performance assurance-testing procedures. BMET I Certificate courses are taught via a cohort, block schedule of as little as 18 weeks. Cohort, block enrollment ensures that students are progressing through the curriculum in the sequence that best equips them for each follow-on course, as laid out below. All courses include lecture and lab hours. All Medisend College courses in the BMET I Certificate Program count towards completion of the BMET II Certificate and the AAS Degree Programs. BMET II and/or AAS program costs are proportionally reduced to reflect completed coursework earned in pursuit of the BMET I.

| <b>BMET I Certificate<br/>(Biomedical Equipment Technology - 27)</b> |      |   | <b>CLOCK<br/>HOURS</b> | <b>LECTURE<br/>HOURS</b> | <b>LAB<br/>HOURS</b> | <b>CREDIT<br/>HOURS</b> |
|--|------|---|------------------------|--------------------------|----------------------|-------------------------|
| CETT   | 1509 | AC/DC Circuits                          | 128                    | 64                       | 64                   | 5                       |
| CETT   | 1429 | Solid State Devices                     | 96                     | 32                       | 64                   | 4                       |
| BIOM   | 2301 | Safety in Healthcare Facilities         | 64                     | 32                       | 32                   | 3                       |
| ITSC   | 1325 | Personal Computer Hardware              | 64                     | 32                       | 32                   | 3                       |
| ITNW   | 1325 | Fundamentals of Networking Technologies | 64                     | 48                       | 16                   | 3                       |
| BIOM   | 1355 | Medical Electronic Applications         | 80                     | 32                       | 48                   | 3                       |
| BIOM   | 1341 | Medical Circuits Troubleshooting        | 64                     | 32                       | 32                   | 3                       |
| BIOM   | 1309 | Applied Biomedical Equipment Technology | 64                     | 32                       | 32                   | 3                       |
| <b>TOTAL:</b>  |      |   | <b>624</b>             | <b>304</b>               | <b>320</b>           | <b>27</b>               |

### 3.2.4 Advanced Technologies Certificate (ACT)

Medisend College of Biomedical Engineering Technology is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the US Department of Education as a nationally recognized accrediting agency.

The Advanced Technologies Certificate (ATC) is an 18 Semester Credit Hour (416 clock hour) curriculum that prepares students for technologically advanced employment. It covers the more advanced knowledge and skills required to pursue the most sought-after positions in Health Care technology. ATC courses address medical device-related standards and protocols, clinical use of testing and diagnostic instruments, calibration techniques, engineering problem-solving methodologies, fire, chemical, biological and electrical hazards and related safety precautions, communication and customer support skills, management and leadership skills, and performance assurance-testing procedures. ATC courses are taught via a cohort, block schedule of 10 weeks. Cohort, block enrollment ensures that students are progressing through the curriculum in the sequence that best equips them for each follow-on course, as laid out below. All courses include lecture and lab hours. All Medisend College courses in the ATC Certificate Program count towards completion of the BMET II Certificate and the AAS Degree Programs. BMET II and AAS program costs are proportionally reduced to reflect completed coursework earned in pursuit of the ATC.

| <b>Advanced Technologies Certificate<br/>(ACT-18)</b> |      |  | <b>CLOCK<br/>HOURS</b> | <b>LECTURE<br/>HOURS</b> | <b>LAB<br/>HOURS</b> | <b>CREDIT<br/>HOURS</b> |
|---|------|--|------------------------|--------------------------|----------------------|-------------------------|
| BIOM  | 2339 | Physiological Instruments                    | 64                     | 32                       | 32                   | 3                       |
| BIOM  | 1101 | Biomedical Engineering Technology            | 32                     | 16                       | 16                   | 1*                      |
| BIOM  | 2270 | Fundamentals of Medical Equipment Management | 48                     | 32                       | 16                   | 2*                      |
| BIOM  | 1350 | Diagnostic Ultrasound Imaging Systems        | 80                     | 32                       | 48                   | 3                       |
| BIOM  | 2331 | Biomedical Clinical Instrumentation          | 64                     | 32                       | 32                   | 3                       |

|               |      |   |            |            |            |           |
|---------------|------|---|------------|------------|------------|-----------|
| BIOM          | 2319 | Fundamentals of X-ray and Medical Imaging Systems | 80         | 48         | 32         | 3*        |
| BIOM          | 2333 | Digital Radiography                               | 80         | 48         | 32         | 3*        |
| BIOM          | 2315 | Advanced Medical Networks                         | 64         | 32         | 32         | 3         |
| BIOM          | 2343 | General Medical Equipment                         | 64         | 32         | 32         | 3         |
| <b>Total:</b> |      |   | <b>416</b> | <b>208</b> | <b>208</b> | <b>18</b> |

\*Students will take only 3 SCH chosen from the courses marked with an asterisk.

## 3.3 Program Level Student Learning Outcomes

1. Student will be able to configure, install, maintain and repair most common medical instrumentation.
  - 1.1. Student will be able to perform entry level repairs and maintenance on most common medical instrumentation.
  - 1.2. Student will be able to apply principles of information technology systems to install, configure, maintain, and troubleshoot medical devices connected to a networked and/or computer-based system.
  - 1.3. Student will be able to apply electronic, mathematic and scientific concepts to troubleshoot and identify solutions for medical instruments and medical equipment.
2. Student will be able to assess and improve the compliance of medical instrumentation with all applicable regulatory standards.
3. Student will be capable of preparing and presenting information about specialized biomedical equipment.
4. Student will be able to communicate professionally in a team environment.
5. Student will be able to use critical thinking skills to meet workplace goals and objectives.

## 3.4 Course Descriptions

### 3.4.1 Technical Program Courses

Not all courses are offered during each cohort

#### **CETT 1509 – AC / DC Circuits**

*Course Level: Introductory*

A study of the fundamentals and operation of DC and AC circuits, including Ohm's law, Kirchhoff's law, networking, transformers, resonance, phasors, capacitive and inductive processes, and circuit analysis techniques. Labs include training in the use of various meters, including voltmeters, amp meters, ohm meters and oscilloscopes.

- 96 clock hours (48 Lecture, 48 Lab)
- 4.0 Semester Credit Hours

### **CETT 1429 – Solid State Devices**

*Course Level: Introductory*

A study of diodes, transistor, and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations.

- 96 clock hours (32 Lecture, 64 Lab)
- 4.0 Semester Credit Hours
- Corequisites: CETT 1403, CETT 1405

### **BIOM 2301 Safety in Healthcare Facilities**

*Course Level: Intermediate*

A study of codes, standards and management principles related to biomedical instrumentation with emphasis on the proper use and application of safety test equipment, preventive maintenance procedures, and documentation of work performed.

- 64 clock hours (32 Lecture, 32 Lab)
- 3.0 Semester Credit Hours

### **ITSC 1325 – Personal Computer Hardware**

*Course Level: Introductory*

A study of current personal computer hardware including personal computer assembly and upgrading, setup, configuration, and troubleshooting.

- 64 clock hours (48 Lecture, 16 Lab)
- 3.0 Semester Credit Hours

### **ITNW 1325 – Fundamentals of Networking Technologies**

*Course Level: Intermediate*

Identification of basic principles of medical equipment networking including hardware, software, and connectivity issues of medical equipment in healthcare facilities.

- 64 clock hours (48 Lecture, 16 Lab)
- 3.0 Semester Credit Hours

### **BIOM 1355 Medical Electronic Applications**

*Course Level: Intermediate*

Presentation of sensors, transducers, and supporting circuits used in medical instrumentation devices, from basic principles through integration with equipment.

- 80 clock hours (32 Lecture, 48 Lab)
- 3.0 Semester Credit Hours

### **BIOM 1341 Medical Circuits Troubleshooting**

*Course Level: Intermediate*

Use of testing and calibration equipment for troubleshooting electronic circuits in medical devices.

- 64 clock hours (32 Lecture, 32 Lab)
- 3.0 Semester Credit Hours

### **BIOM 1309 Applied Biomedical Equipment Technology**

*Course Level: Intermediate*

Introduction to biomedical instrumentation as related to anatomy and physiology of the human body. Includes medical devices used for monitoring, diagnosis, and treatment of anatomical systems.

- 64 clock hours (32 Lecture, 32 Lab)
- 3.0 Semester Credit Hours

**BIOM 2339 Physiological Instruments**

*Course Level: Advanced*

*Prerequisite: BIOM 1309*

Theory of operation, circuit analysis and troubleshooting of graphic display recording devices, defibrillators and multi-purpose diagnostic equipment.

- 64 clock hours (32 Lecture, 32 Lab)
- 3.0 Semester Credit Hours

**BIOM 1101 Biomedical Engineering Technologies**

*Course Level: Introductory*

Introduction to the current biomedical equipment technology profession, current job responsibilities, salaries, and classifications in the health care industry.

- 16 clock hours (16 Lecture, 0 Lab)
- 1.0 Semester Credit Hour

**BIOM 2270 Fundamentals of Medical Equipment Management**

*Course Level: Advanced*

Practical application of common repair tool usage and the appropriate techniques for Biomedical technicians in the Health Care industry.

- 32 clock hours (32 Lecture, 16 Lab)
- 2.0 Semester Credit Hours

**BIOM 1350 Diagnostic Ultrasound Imaging Systems**

*Course Level: Advanced*

Introduction to and troubleshooting of diagnostic ultrasound imaging systems, including underlying physics, physical phenomena, transducer technology and instrumentation.

- 80 clock hours (32 Lecture, 48 Lab)
- 3.0 Semester Credit Hours

**BIOM 2331 Biomedical Clinical Instrumentation**

*Course Level: Advanced*

Theory, applications, and principles of operation of instruments commonly used in a medical laboratory.

- 64 clock hours (32 Lecture, 32 Lab)
- 3.0 Semester Credit Hours

**BIOM 2319 Fundamentals of X-Ray & Medical Imaging Systems**

*Course Level: Advanced*

A study of radiation theory and safety hazards, fundamental circuits, and application of X-ray systems, including circuit analysis and troubleshooting.

- 80 clock hours (48 Lecture, 32 Lab)
- 3.0 Semester Credit Hour

**BIOM 2333 Digital Radiography**

*Course Level: Advanced*

This course will present general principles of digital radiography systems. Fundamentals of problem-solving, troubleshooting and analysis of image quality are emphasized.

- 80 clock hours (48 Lecture, 32 Lab)
- 3.0 Semester Credit Hour

### **BIOM 2315 Advanced Medical Networks**

*Course Level: Advanced*

This course will present advanced principles of medical equipment networking. Hardware, software, and connectivity issues of medical equipment in healthcare facilities will be covered. Topics include concepts such as DICOM, RIS, PACS, HL7, EMR, medical equipment network connectivity, and troubleshooting issues related to medical data transmission.

- 64 clock hours (32 Lecture, 32 Lab)
- 3.0 Semester Credit Hour

### **BIOM 2343 General Medical Equipment**

*Course Level: Advanced*

Theory and principles of operation of a variety of basic pieces of electro-mechanical equipment with emphasis on repair and service of the equipment.

- 64 clock hours (32 Lecture, 32 Lab)
- 3.0 Semester Credit Hours

## **3.4.2. General Education Courses Offered By Medisend College**

These courses may only be taken from Medisend College after successful completion of the BMET II technical coursework and are offered on an as needed basis only.

### **3.4.2.1 General Education Course Descriptions**

#### **EDUC 1300 Learning Framework (Social/Behavioral Sciences)**

*Course Level: Introductory*

Study of research and theory of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to identify their own strengths and weaknesses as strategic learners. Students are expected to integrate, apply and continually draw from the learning skills discussed and become effective and efficient learners.

- 48 clock hours (48 Lecture, 0 Lab)
- 3.0 Semester Credit Hour

#### **ENGL 1301 Composition I (General Education Elective)**

*Course Level: Introductory*

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on persuasive writing as a vehicle for learning, communicating, and critical analysis.

- 48 clock hours (48 Lecture, 0 Lab)
- 3.0 Semester Credit Hour

### **ENGL 2311 Technical & Business Writing (Communication)**

*Course Level: Introductory*

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

- 48 clock hours (48 Lecture, 0 Lab)
- 3.0 Semester Credit Hour

### **ENGL 2341 Forms of Literature (Humanities/Fine Arts)**

*Course Level: Introductory*

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film.

- 48 clock hours (48 Lecture, 0 Lab)
- 3.0 Semester Credit Hour

### **MATH 1314 College Algebra (Natural Sciences/Mathematics)**

*Course Level: Introductory*

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

- 48 clock hours (48 Lecture, 0 Lab)
- 3.0 Semester Credit Hour

#### 3.4.2.2 General Education Transfer Options

The following are the sub-categories and federal CIP codes associated with the general education categories required for completion of the Associate Degree. The Chief Academic Officer and the Registrar are available to assist students in identifying appropriate courses for completion of the degree. Students may request a substitution for any of the listed CIP codes by meeting with the Registrar. Course substitution decisions may be appealed to the Chief Academic Officer whose decisions are final.

#### **Humanities/Fine Arts**

- 05.0X Area, Ethnic, Cultural and Gender Studies
- 16.06 Instruction in the literature and/or culture related to foreign languages
- 23.14 Literature
- 24.0X Liberal Arts and Sciences, General Studies and Humanities
- 30.22 Classical and Ancient Studies
- 30.23 Intercultural/Multicultural and Diversity Studies
- 30.26 Cultural Studies/Critical Theory and Analysis
- 38.0X Philosophy and Religious Studies
- 50.0505 Theater Literature, History and Criticism
- 50.0703 Art History, Criticism and Conservation
- 50.0902 Music History, Literature and Theory

#### **Social/Behavioral Science**

- 13.0101 Education, General
- 13.09 Social and Philosophical Foundations of Education
- 19.00 Work and Family Studies
- 19.07 Human Development, Family Studies, and Related Services
- 30.1301 Medieval and Renaissance Studies
- 30.1501 Science, Technology and Society

- 30.17 Behavioral Sciences
- 30.25 Cognitive Science
- 42.01 Psychology
- 45.0X Social Sciences
- 54.01 History

**Natural Sciences/Mathematics**

- 26.0X Biological Sciences
- 27.0X Mathematics and Statistics
- 30.1801 Natural Sciences
- 30.27 Human Biology
- 40.0X Physical Sciences

**Communication**

- 09.01 Communication and Media Studies
- 09.09 Applied Communication courses
- 16.0X Instruction in speaking foreign languages
- 23.13 Rhetoric and Composition/Writing Studies
- 35.01 Interpersonal and Social Skills

**Approved General Education Elective**

- Any course from the above categories not already applied to the 15 SCHs of general education requirements
- Approved college-level courses in leadership and critical thinking



# 4. Academic Guidelines and Regulations

## 4.1 Course Credit

To ensure the academic integrity of Medisend College academic programs, the college uses best practices in applying credit. All courses meet the Carnegie clock-to-credit hour conversion rates for lecture and laboratory courses, with most courses providing additional clock hours of instruction to meet the standards set by the Texas Higher Education Coordinating Board.

### 4.1.1 Course Credit Policies

Students must earn at least 25% of all credits towards an award through Medisend College. Policies pertaining to course credit, including Policy 2.1 –Degrees and Certificates, Policy #2.3-Academic Credit, Policy #2.4-Transfer Credit, and Policy #2.5 –Credit for Prior Learning, can be found in the Medisend College Policy Manual and in the Policies section of this catalog

## 4.2 Transfer Credit

Types of learning considered for credit by Medisend College include courses for which credit was earned at another college or university, as well as courses offered outside of an institutional setting, such as those offered by the military, in the workplace, through apprenticeship and/or training programs or through programs recognized by the American Council on Education's (ACE) Center for Adult Learning and Education Credentials programs These are noted in the following ACE publications: *The National Guide to Educational Credit for Training Programs* and *The Guide to the Evaluation of Education Experiences in the Armed Services*.

Students must earn at least 25% of all credits towards an award through Medisend College. For the 45 hour BMET II Certificate, students must earn a minimum of 12 SCH from Medisend College. For the 60 hour AAS degree program, students must earn a minimum of 15 SCH from Medisend College.

### 4.2.1 Transfer From A College Or University

Students may request a review of coursework taken at any institution of higher education, regardless of accreditation status. All courses submitted for transfer will be evaluated on a case-by-case basis. Students may submit transcripts for evaluation before or after enrollment, but Medisend College encourages students to submit as soon as possible.

The Medisend College Chief Academic Officer will initiate evaluation of all transcripts submitted by students to identify potentially eligible transfer credits. Appropriately credentialed faculty and/or administrators will determine whether the coursework earned is sufficient in both rigor and content for the awards offered by Medisend College. Students may appeal an initial denial of credit to the President and CEO of the college by submitting an email or a printed explanation of the rationale for granting credit. The President and CEO's decision is final.

All transfer credit will be awarded as non-graded, Semester Credit Hours and designated on the transcript with a T. In all instances, transfer credit will be considered only for courses in which students earned passing grades. Unless extraordinary circumstances apply, only courses that have been assigned a C or better will be considered for transfer. Grade point averages will be computed using only those courses earned through Medisend College. When possible, transferred coursework will be transcribed using the Texas Common Course Numbering System.

Credit earned via a quarter system or as clock hours will be adjusted to equivalent Semester Credit Hours. Quarter credits will be multiplied by .66 to determine the number of Semester Credit Hours to assign. Transfer requests for courses recorded in clock hours will be evaluated individually and semester credits assigned based on the standards for equivalent courses identified in the Texas Higher Education Coordinating Board Academic Course Guide Manual.

### **Transfer Credit Application Process**

1. Submit official transcripts.
  - a. Students are responsible for requesting transcripts from the awarding institution or military organization in the case of a JST.
  - b. Official transcripts must be sent directly to the Registrar via one of the following.
    - In a sealed envelope from the original institution of enrollment, bearing the institution's official seal and the registrar's signature.
    - Electronically, coming directly from the issuing institution.
    - In the case of military transcripts, students must request an official transcript through the Joint Services Transcript System (JST) or the Community College of the Air Force (for Air Force Veterans only,) which is set up to send official transcripts electronically or via US Postal Service direct to institutions.
  - c. "Issued to Student" transcripts and unofficial transcripts will not be accepted.
2. When required, students must provide any additional documentation such as course syllabi and course catalog descriptions.
3. Students may consult with the Registrar for assistance in obtaining transcripts.

Students should contact an institution's office of admissions to determine acceptance of Medisend College courses in transfer.

## **4.2.2 Prior Learning Credit**

Credit granted by Medisend College for knowledge and skills acquired through programs or coursework that do not result in a transcript from an institution of higher learning is prior learning credit. Prior learning credit may be awarded for military training or standardized testing, such as the ACT Proficiency Examination Program (PEP), the Regents' College Examinations, the College Board's Advanced Placement (AP) program and College-level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Testing (DSST). Medisend College will also consider course work from non-accredited and/or non-higher education institutions.

Medisend College faculty and/or administrators will evaluate all requests for prior learning credit to determine whether the learning is comparable in both rigor and content to the coursework taught at Medisend College. Students may appeal an initial denial of credit to the President and CEO of the college

whose decision is final. Whenever possible, prior learning credit will be listed on the student transcript using the Texas Common Course Numbering System.

Medisend College will accept a maximum of 30 Semester Credit Hours of prior learning towards the 60-hour Associate of Applied Science in Biomedical Engineering Technology if the following criteria are met.

- Within the last 5 years, the student has received a certificate for completion of a BMET program from the military.
- Within the last 5 years, the student has received a BMET Certificate from Medisend College.

All prior learning credit will be awarded as non-graded, Semester Credit Hours and designated on the transcript with a P. Grade point averages will be computed using only those courses earned through Medisend College. All prior learning credit is awarded in increments of one semester credit hour. Prior learning equivalent to less than one full semester credit hour will not be awarded.

#### **Prior Learning Credit Application Process**

1. Request credit through the Registrar in person or via email.
2. Submit additional documentation as requested that may include but is not limited to training outlines, certificates of completion, official exam scores or military training documentation.
3. Pay Alternative Credit Assessment fees if any apply.

### **4.2.3 Transfer to Another Institution**

Medisend College faculty and administrators are available to provide students with assistance in navigating higher education. Although all Medisend College programs are cohort-based, college staff are available to meet with students one-on-one to discuss future academic plans, transfer programs and processes, and other issues or concerns related to student academic goals. Students should contact an institution's office of admissions to determine acceptance of Medisend College courses in transfer. The Office of the Registrar issues Medisend College transcripts.

### **4.2.4 Proportional Reduction for Previous Coursework and Prior Learning**

Any student entering the BMET II program or the AAS program who has previously completed all or portions of the BMET I, BMET II or the ATC certificate will be awarded appropriate credit for the completed coursework and the costs for completing the BMET II or AAS programs will be proportionally reduced to reflect that credit. Costs will also be proportionally reduced to reflect any credits earned via prior learning.

## **4.3 Attendance**

Medisend College views attendance and participation as critical to success, regardless of delivery modality. Due to the accelerated schedule, students are expected to arrive at least fifteen minutes before class start time and attend all face-to-face and remote classes, seminars, labs, and examinations. Students are also expected to complete all assignments. Make-up quizzes and exams may be given when absence from class is officially excused. When absence from class is not officially excused, make-up work is provided at the instructor's discretion.

Absence is defined as missing all or part of any scheduled classroom, laboratory, shop, clinical or practicum placement and includes tardiness. Tardiness is defined as arriving more than ten minutes late at commencement of class or following class breaks and leaving the class at any time before the end of the scheduled instructional period. Excessive tardiness may result in the same disciplinary action as absence. Attendance records are maintained in the Student Information System, Orbund. Student access to the system provides students with immediate access to grades and attendance.

The minimum acceptable attendance for students enrolled in Medisend College programs is 90% of scheduled instructional time to date. Both excused and unexcused absences will be counted as absences and calculated into the overall attendance rate. Excessive absenteeism may result in warnings and administrative action, up to and including dismissal from the college. Students who have been absent from scheduled classes for more than 5 (five) consecutive class days or more than 10% of a program, not including scheduled holidays or breaks, may be administratively withdrawn from the program. Students who accumulate more than 5 (five) unexcused absences or miss more than 10% of the instructional days of the course may fail the course and be dropped from the program.

When possible, college staff should be notified of upcoming absences in advance. In case of an accident or emergency where advance notification is not feasible, students must notify a member of the Medisend College faculty or staff as soon as possible and no later than the end of the second class day after the absence.

Students are responsible for completing the "Request for Excused Absence" form, found in the Forms section of this catalog and online. If a request for an excused absence is denied and either of the following conditions exists, the decision may be appealed to the Chief Academic Officer.

- Additional evidence becomes available to indicate the absence qualifies as an excused absence.
- The student believes the decision was arbitrary, capricious, or prejudicial.

An appeal must be initiated within three class days from the time the absence was recorded. In the appeal process, the burden of proof shall be upon the student and the decision of the Chief Academic Officer is final.

Examples of Excused and Unexcused absences are listed below. However, the below lists should not be considered all-inclusive in either category.

### ***Excused Absences***

- Participation in legal proceedings such as jury duty;
- Required participation in military duties;
- Death or major illness in a student's immediate family (mother, father, sister, brother, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, stepmother, stepfather, step-sister, step-brother, step-grandparent, grandchild, step-grandchild, legal guardian, and others deemed appropriate by the College);
- Illness of a dependent family member
- Contagious illness that may put fellow students and staff at risk; and
- Injury too severe for the student to attend class. Injury or illness serious enough for a student to be absent for more than one class day (to include classes on Saturday) requires a medical confirmation note from the medical provider. This confirmation note must contain the date and time of the illness or injury and confirmation by the medical professional that the student cannot attend class.

### ***Unexcused Absences***

- Non-acute medical service
- Failure to provide evidence substantiating request for excused absence
- Failure to submit completed Leave form.

### **4.3.1 Long Term Leave of Absence**

A long-term leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. The following regulations apply to long term leaves of absence.

- A long-term leave of absence may be granted for a minimum of 6 days and a maximum of 180 calendar days or one half the length of the program, whichever is shorter.
- Only one long-term leave of absence may ordinarily be granted in a 12-month period. In extenuating circumstances (e.g. medical/surgical conditions, unforeseen family crisis, required military service, etc.) two long term leaves may be granted within a 12-month period, provided that proper documentation is presented and that both leaves together amount to no more than 60 calendar days or one half the length of the program, whichever is shorter.
- No additional tuition or fees will be assessed as a result of an approved long term leave of absence.
- A student who fails to return from an approved long term leave of absence on the designated return date may be withdrawn from the program.
- Students are expected to apply in advance for a long-term leave of absence by completing and submitting the “Leave of Absence” form found in the forms section of this catalog and online.
- In the case of an unexpected emergency, a long term leave of absence may be granted after an absence has occurred. However, if a student does not request a leave of absence prior to the end of five consecutive days of absence, the student may be withdrawn from the program.

### **4.3.2 Make-up Work**

Make-Up Work is defined as work assigned to students who have missed class for the purpose of providing an opportunity to learn missed material pertinent to the course. Make-up work may be the same work assigned on the day a student is absent or an alternate assignment. It must, however, be equal in purpose and credit, and equivalent in depth, scope and completion time.

All make-up work is assigned by faculty on an individual basis and may not be the same for each student, even if the absence is the same. It is the student’s responsibility to submit make-up work according to a prescribed schedule developed at the time the make-up work is assigned.

If an absence is excused, the student will be provided an opportunity to make up any homework, quiz, exam, or lab work that contributes to the final grade. If an absence is unexcused, the faculty may, but are not obligated to provide make-up work opportunities.

### **4.3.3 Information Pertaining to Students Using VA Benefits**

All of the above regulations regarding attendance apply to students using VA benefits. In addition, students using VA benefits will be reported to the Department of Veteran Affairs for unsatisfactory attendance after repeatedly violating the attendance policy for 5 unexcused absences or five consecutive absences.

## 4.4 Grading System

### 4.4.1 Grades

The grading period for a student enrolled at Medisend College is the length of a course. Assignments, tests/quizzes, or graded discussions are calculated as part of the student's overall grade. These assignment grades are unofficial and do not appear on the student's transcript. However, they may be used in determining warning or probationary status. Final grades for each course are furnished to the students by the instructor(s) within 3 days of the final exam. Sponsors can request student grades at any time.

Coursework is graded numerically on a 100-point scale. At the completion of a course, a letter grade is assigned for the course according to the table below. No degree or certificate will be awarded to any student earning an average numerical percentage below 73% (grade point below 2.0, letter grade C). Students should consult with their professors for accurate information about specific course requirements and expectations.

| <b>Grading Scale: Numerical, Points and Letter Grades</b> |                    |              |
|---|--------------------|--------------|
| <b>Numerical Grade</b>                                    | <b>Grade Point</b> | <b>Grade</b> |
| 97-100%   | 4.0                | A+           |
| 93-96.99%   | 4.0                | A            |
| 90-92.99%   | 3.7                | A-           |
| 87-89.99%   | 3.3                | B+           |
| 83-86.99%   | 3.0                | B            |
| 80-82.99%   | 2.7                | B-           |
| 77-79.99%   | 2.3                | C+           |
| 73-76.99%   | 2.0                | C            |
| 70-72.99%   | 1.7                | C-           |
| 60-69.99%   | 1.0                | D            |
| 25-59.99%   | 0                  | F (Fail)     |
| 10-24.99%   | 0                  | F            |

In addition to the letter grades in the table above, students may also receive one of the following grades.

***Incomplete (I)***

An Incomplete grade (I) may be temporarily assigned for a course in which a student is unable to complete coursework by the end of the course. Incomplete grades are assigned at the discretion of the course instructor, only after the midpoint of the course and only if the student's previous work indicates the student can receive a passing grade in the course. The student and the instructor must collaborate to complete the "Application for an Incomplete Grade" (found in the forms section of this catalog and online) to identify the remaining work and the period of time in which that work must be completed.

***Pass (P)***

A Pass (P) grade is assigned for any coursework on the transcript as a result of Prior Learning Credit. (See Course Credit section of this catalog.)

***Transfer (T)***

A Transfer (T) grade is assigned for any coursework on the transcript as a result of transfer credit. (See Course Credit section of this catalog.)

***Withdrawal (W)***

A "W" is assigned for a course from which a student is withdrawn. No credit is earned for withdrawn classes.

## 4.4.2 Grade Point Average

Each letter grade equates to a numerical value on a four-point scale, as presented in the table above. A grade point average is determined by multiplying the number of credit hours earned for a course by the numerical, four-point grade received for the course, summing these products for all courses completed and then dividing by the total number of credit hours completed.

## 4.4.3 Grade Changes

Course grades as submitted by faculty are final. If a faculty member believes an error has occurred in the recording or computation of a grade, that faculty member may submit a grade change form. Students who believe such an error has occurred may submit a written request to the Chief Academic Officer. The decision of the Program Director may be appealed to the Chief Academic Officer whose decision is final.

# 4.5 Satisfactory Progress

## 4.5.1 Satisfactory Academic Progress

Satisfactory Academic Progress is defined as progressing in a positive manner toward fulfilling requirements for the Certificate and/or Degree. Medisend College measures a student's academic performance through credits completed and cumulative grade point average. All students will be informed of potential issues with their SAP standing via direct communication from the Registrar.

***Cumulative Grade Point Average Minimum Requirement***

All students enrolled at Medisend College must maintain a minimum grade point average of 2.0 on a 4.0 scale. As shown in the table above, this equates to a letter grade of C and a numerical percentage of 73%. Grades of Incomplete (I) or Withdraw (W) are not included in the calculation of successful completion. Grades of Fail (F) are included in the calculation and have a negative impact.

### **Quantitative Progress Minimum Requirement**

Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student's quantitative progress must be at least 80% of the credit hours attempted.

### **Maximum Time Frame**

All program requirements must be completed within a maximum time frame of 150% of the published length of the program measured in credit hours attempted.

## **4.5.2 Progress and Probationary Policies**

Medisend College reserves the right to terminate the training of a student in the event of unsatisfactory performance. The following procedure is established for the imposition of probation and termination in the event of unsatisfactory performance.

- **Warning:** Any student who scores below 73% on any monthly progress report may be placed on academic warning at the discretion of the Program Director. A copy of this warning will be filed in the student record by the Registrar and forwarded to the Chief Academic Officer. The student will be counseled by the Program Director and will be strongly advised to meet with the relevant instructor(s) within 3 days of receipt of the warning to develop an academic plan for bringing the grade(s) above 73%.
- **Probation:** A student who is not making satisfactory progress at the end of an evaluation period will be placed on academic probation for the following evaluation period. The Program Director will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly identified in writing. A record of the probationary status and the terms of probation will be filed in the student record by the Registrar and forwarded to the Chief Academic Officer. If the student on academic probation achieves a grade point average of at least 2.0 for the probationary evaluation period but does not achieve the required grades to meet overall satisfactory progress, the student may be continued on academic probation for one more evaluation period.
- **Conditions for Termination:** If a student does not achieve overall satisfactory academic progress by the end of the second probationary period, the student's enrollment may be terminated.
- **SAP Appeal:** A student may appeal a determination of unsatisfactory progress by submitting a written explanation of the reason the student believes the determination is in error. The appeal must be submitted to the Chief Financial Officer/Registrar within one week of the student's notification of unsatisfactory progress. A committee of three college employees will convene, within one week of receiving the appeal, to evaluate the appeal and determine the response. The committee's decision is final.

## **4.5.3 Academic Plans**

Students who do not meet the Satisfactory Academic Progress standards must work with the Program Director to develop an academic plan. Academic Plans are developed on a student-by-student basis and designed to enable the student to meet the Satisfactory Academic Progress standards by the next evaluation period.



#### 4.5.4 Re-entry and Re-admission

Students who drop a course or courses within the scheduled block for unforeseen circumstances will have an opportunity to re-enter with a subsequent cohort to retake the course or courses dropped. Students will have the flexibility to complete the degree requirements in 1 year; however, they will be allowed up to two years to complete the degree requirements.

Students who have withdrawn or have been administratively withdrawn as a result of unsatisfactory academic progress may request re-entry or re-admission to the program. An Ad hoc Admissions Committee composed of the Program Director, the Registrar and the Chief Academic Officer will consider all requests for re-entry and re-admission. Any student allowed to re-enter or allowed re-admission to the program must complete the Academic Plan approved by the Admissions Committee and meet any other terms and conditions imposed by the Admissions Committee.

##### ***Re-entry***

Students who have been withdrawn from the program for unsatisfactory academic performance may petition the Admissions Committee for permission to continue their education from the point at which they were withdrawn. All petitions must be in writing and submitted to the Registrar by the deadline specified in the student's letter of dismissal. The petition must include the following information.

- Evidence that the unsatisfactory academic performance was the result of a serious, unanticipated disruption, unrelated to the student's academic capacity to successfully complete the program.
- Evidence that the cause of the disruption no longer exists and is unlikely to recur
- Evidence that the student has the capacity to complete the program successfully

If the petition is accepted, all prior coursework will be re-evaluated for determination of relevancy and must meet current course grade requirements. All hours attempted and grades earned prior to re-entry will remain on the student record and be counted towards final completion. A denial of a petition for re-entry does not prevent a student from applying for readmission at a later date.

##### ***Re-Admission***

Beginning one year from the date withdrawn, students who have been withdrawn from the program for unsatisfactory academic performance may apply to be re-admitted to the program using the usual admission process. The Admissions Committee may consider, in addition to the usual admission requirements, any work activity and/or coursework information provided with the application. If granted re-admission, all hours attempted and grades earned prior to re-admission will remain on the student record. However, those hours and grades may no longer be counted towards completion. Re-admitted students must meet all graduation requirements in effect at the time of re-admission.

## 4.6 Graduation

Students must meet all the requirements below in order to be eligible for graduation.

| <b>Graduation Requirements for Each Award</b>                      | <b>Associate of Applied Science</b> | <b>ATC, BMET I and BMET II Certificates</b> |
|--|-------------------------------------|---|
| Satisfactory completion of all required coursework                 | <b>X</b>                            | <b>X</b>                                    |
| Cumulative GPA of 2.0 or above for all program-specific coursework | <b>X</b>                            | <b>X</b>                                    |
| No pending disciplinary issues                                     | <b>X</b>                            | <b>X</b>                                    |
| No unpaid fees, tuition or fines                                   | <b>X</b>                            | <b>X</b>                                    |
| All transfer credits approved and accepted by the college          | <b>X</b>                            |   |

# 5. Student Services

All Student Services are available to all Medisend College students, regardless of program or delivery modality.

## 5.1 Academic Planning

Medisend College faculty and administrators are available to provide students with assistance in navigating higher education. Although all Medisend College programs are cohort-based, college staff are available to meet with students one-on-one to discuss future academic plans, transfer programs and processes, and other issues or concerns related to student academic goals.

## 5.2 Academic Support

Medisend College faculty and staff are available to advise students on academic challenges, and if needed, provide a referral to special counseling services.

## 5.3 Career Placement Services

Medisend College provides one-on-one placement assistance to all its graduates at no additional cost. Although the college does not guarantee employment, it does provide a wide array of placement support resources.

## 5.4 Student Records

Medisend College maintains grade records for a minimum of three years and maintains transcripts with final course grades in perpetuity.

### 5.4.1 Transcript Service

Each student's transcript documents all courses attempted, all grades assigned, and all certificates and/or degrees awarded by Medisend College. Transcripts are maintained by the Registrar. When requesting an official transcript, students may designate that it be sent to a third party or that it be issued, sealed, to the student. Students may also request unofficial transcripts. All transcript requests should be submitted to the Registrar, via the "Transcript Request" form, found in the Forms section of this catalog and online. Transcripts, certificates, and degrees are issued only under the official legal name of the student, as recorded in the Registrar's Office.

### 5.4.2 College Issued Student Information

Medisend College assigns each student a unique, eight-digit identification number for use in student records.

### 5.4.3 Personal Student Information

Each student must provide a current home address, a telephone number, and a local mailing address, as well as the name, address and telephone number of a designated emergency contact. Students enrolling in a program at Medisend College must authorize the college to notify an emergency contact and provide that contact with information related to any situation affecting the student's health, safety, or physical or mental well-being.

Cellular telephone numbers may be used by college faculty and administrators conducting routine business. Student admission materials will not be considered complete if the student has not provided a cellular number or declared “no cellular telephone” or “do not wish to report cellular number.”

The college must document student social security numbers, but these numbers are maintained exclusively in the individual student records.

#### Notifications of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Medisend College (the “school”) receives a request for access. A student should submit to the registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education record that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Medisend College in an administrative, supervisory, or support staff position. A school official also may include a volunteer or contractor outside of Medisend College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Medisend College. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Medisend College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

## 5.5 Standards of Conduct

Professionalism in Healthcare Technology demands honesty and integrity. Medisend College strives to create and maintain an environment of cultural integrity, ethical and intellectual excellence, and professionalism. Medisend College expects students to conduct themselves as prospective members of this elite, healthcare technology profession, exhibiting mature and responsible behavior. Students should familiarize themselves with the Standards of Conduct, disciplinary procedures, and any policies and procedures established by the administrative offices of Medisend College. Enrollment in the college constitutes a declaration of compliance with all rules and regulations of the college.

The Medisend College Standards of Conduct apply for the entire duration of the program and for any college facility, including housing. The Standards of Conduct also apply in situations that occur offsite if such situations jeopardize the Medisend College image or threaten the health, safety, or property of an individual or group.

### Report of an Alleged Violation

Any violations of the Standards of Conduct should be reported to the Chief Academic Officer. Any student who feels he or she has been the subject of a violation of the Standards of Conduct via physical, verbal, graphic, written, electronic or other means should report the alleged violation to the Chief Academic Officer, either verbally or in writing, as soon as possible after the incident. No student will be retaliated against for reporting a violation.

If the report of the alleged violation is made orally, the person who initiated the report must submit a brief written report of the facts surrounding the alleged violation. All alleged violations will be promptly and confidentially investigated; however, reports may not be made anonymously.

### 5.5.1 Disciplinary Sanctions

The imposition of disciplinary sanctions depends on the severity of the incident. Confirmed violation of the Standards of Conduct will result in disciplinary action up to and including dismissal from Medisend College, at the sole discretion of the college. Any violation of student conduct that does not result in immediate dismissal from the college may result in probation. The student will continue on probation for the remainder of the course or until confirmation of another offense, no matter how severe, after which point the student will be immediately dismissed from Medisend College. Any student who is dismissed from the program for disciplinary reasons is not eligible for re-admission.

Disciplinary sanctions may include but are not limited to one or more of the following:

- Admonitions, warning, reprimand or censure.
- Counseling.
- Additional academic work.
- Student paying for or replacing damaged or destroyed property.
- Dismissal from the college
- Recommendation of a lowered grade.

## 5.5.2 The Standards

### **Honesty**

No learning environment can thrive if its members counterfeit their achievements. Any conduct that points to fraud, deceit, dishonesty or an intent to obtain unfair advantage over other students or that interferes unreasonably with the rights of other students constitutes a violation of this standard. For example, copying, plagiarizing, unauthorized collaboration, alteration of records, bribery, lying or the use of unauthorized aids.

### **Theft/Vandalism**

The unauthorized removal or stealing of Medisend College property or other personal or public property not belonging to the student taking the property will be considered an act of theft. The Standards of Conduct also apply to the attempt to pursue such action. Behavior that destroys or damages anything belonging to the Medisend College or another person or entity is also prohibited.

### **Harassment**

Medisend College does not tolerate and expressly prohibits any and all forms of harassing behavior while at the college and all college-sponsored events and functions. This policy applies to all forms of harassment, including, but not limited to sexual harassment and harassment directed at an individual because of race, color, religion, sex, national origin, age, disability or veteran status. Purposefully engaging in racial, ethnic, religious or sexual harassment of a student interferes with the rights of that student; accordingly, such conduct violates these Standards of Conduct.

### **Stalking**

Conduct toward another person or anyone in that person's household that causes fear for his or her safety will not be tolerated. Such conduct includes following another person without consent or acts that threaten or intimidate another person through fear of bodily injury, death, or an offense against that person's property.

### **Physical Abuse**

Causing injury, pain, or attempting to do so through physical contact with another person when the aggressor knows or believes that the other person will regard the contact as offensive or provocative is unacceptable and will not be tolerated.

### **Hazing**

Causing another person to participate in degrading behavior that causes ridicule, humiliation, or embarrassment is strictly prohibited under the Standards of Conduct. Forcing a student into a violation of the law or the Standards of Conduct, and/or having knowledge of the planning of such activities without notifying a college official also violates the Standards of Conduct.

Students who are victims of hazing should report the prohibited activity to a Medisend College faculty member or administrator. Students reporting such behavior will not be charged with a violation if they did not have a choice or did not engage in willful participation.

### **Alcohol/Drugs**

Medisend College forbids the possession, distribution, sale, or use of illegal drugs (hallucinogens, narcotics, stimulants, depressants, etc.) and considers such actions contrary to the health and welfare of Medisend College, in addition to a violation of the law. Use, possession, or distribution of alcoholic

beverages while at Medisend College without prior written approval from the college is prohibited. Public intoxication on Medisend College premises is expressly forbidden. Students may not operate a motor vehicle or any other machinery while intoxicated or while under the influence of alcohol or drugs.

### **Weapons**

Possession of fireworks, explosives, handheld weapons such as firearms, or dangerous chemicals on Medisend College property or during any college activities, even if legally possessed, is prohibited. Weapons may include, but are not limited to all firearms, pellet guns, Tasers, stun guns, slingshots, martial arts devices, switchblade knives, and clubs.

### **Disruptive Behavior**

Disruptive activity includes any behavior that interferes with the instructor's ability to conduct class or the ability of fellow students to benefit and learn from instruction as they would in a normal classroom setting. A student shall not engage in any act that materially disrupts a class, meeting, or other function of the college. Such behavior interferes with the rights of other students in the pursuit of their education.

### **Unauthorized Recording and Use of Portable Electronics**

Portable electronic devices such as cellphones and music players are prohibited in the classroom and laboratory areas. Students may choose to leave these items at home or inside their lockers in silent mode. Unauthorized use of electronic devices to make audio or video recordings of college faculty and/or administrators or other students without their knowledge and consent is a violation of this Standard. If such a recording is made, the college official overseeing the investigation may elect, at his/her own discretion not to enforce this Standard against the person making the recording.

### **Computer and Internet Usage**

Students are financially responsible for lost or stolen computers that have been checked out to them and any units damaged or broken due to misuse or negligence. During class or laboratory time, playing computer games, using chat lines or streaming videos/music is unauthorized. Installing or copying of unauthorized software, or altering computer settings will not be tolerated.

All information services are intended for educational use and may not be employed directly or indirectly for commercial or other unauthorized purposes, including sending, receiving, or viewing illegal, obscene, inappropriate, or pornographic material. A student shall not use computer information systems for non-college related activities (such as employment outside of the college) without authorization. Nor may students use computer information systems for assignments, projects, or coursework in which use of such systems is prohibited.

### **Safety Violations**

Failure to comply with safety standards refers to any practice which, in the opinion of the instructor, may cause personal injury to the student, to others, or which may cause property damage. In the case of failure to comply with safety standards:

- i. The instructor shall meet with the student, explain the safety concern, and document the meeting in the form of a letter of warning to the student. The instructor shall require the student to sign a copy of the letter of warning to indicate that he or she has read it.
- ii. In the event of any subsequent safety violation, the instructor shall provide a written report to the Program Director, together with a copy of the letter of warning.
- iii. The Program Director will meet with the Registrar and the Chief Academic Officer to determine the appropriate action.
- iv. The Registrar shall meet with the student and establish terms and conditions of probation or termination.

## Copyright Violations

Medisend College does not condone or tolerate the unauthorized copying of licensed computer software by staff, faculty, or students. Medisend College shall adhere to its contractual responsibilities and shall comply with all copyright laws, and expects all members of the Medisend College community to do so as well.

Any member of the Medisend College community who violates this policy will be subject to disciplinary actions, up to and including dismissal from Medisend College, at the sole discretion of the college. Any individual engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability.

## 5.6 Student Grievance Procedures

The Medisend College Student Grievance Procedure is available to any Medisend College student. The “Student Grievance” form can be found in the Forms section of this catalog and online. The Student Grievance procedure includes three phases designed to move the grievance as quickly as possible to a solution. Students uncertain about how to proceed may consult the Registrar who will assist students to identify the appropriate step in the process and any individuals that need to be included in the process.

### 5.6.1 Phases

#### 5.6.1.1 Phase One

Phase I of the Grievance Procedure attempts to resolve the matter informally, taking advantage of the processes described below:

**Direct Discussion:** Make contact with the respondent and attempt to resolve the grievance informally. This must be done within five (5) working days of the occurrence giving rise to concern or the soonest possible time thereafter.

**Informal Mediation:** At the request of the grievant or respondent, the Registrar will arrange for a meeting of the parties and attend such a meeting in an attempt to aid the resolution of the grievance.

#### 5.6.1.2 Phase Two

Phase II of the Grievance Procedure consists of a formal review of a written grievance. Students must submit the grievance to the Registrar within five working days of the attempt to resolve the grievance informally. It must be submitted in writing, using the “Student Grievance Form,”. A copy of the “Student Grievance Form” will be shared with the respondent and the appropriate college administrator. This form can be found in the Forms section of this catalog and online.

The Chief Academic Officer will review all written grievances and provide a written decision to the grievant, the respondent and the president within 21 days from the date of the last interview/meeting regarding the grievance. The Chief Academic Officer may meet with the grievant and with any other persons he or she deems appropriate for the purpose of ascertaining the facts and attempting to resolve the grievance.



### 5.6.1.3 Phase Three

Phase III of the Grievance Procedure allows for a student to appeal the decision of the Chief Academic Officer to the President of Medisend College, unless the grievance is with the president. If the grievance is with the president, the Board of Trustees may appoint an Appeal Officer. Such an appeal must be made in writing within five (5) working days of receipt of the written decision. The president or Appeal Officer's decision is final and will be issued in writing to the grievant, the respondent and the Chief Academic Officer.

After exhausting the institution's grievance process, current, former, and prospective students may direct concerns to the Texas Workforce Commission, the Texas Higher Education Coordinating Board or ACCET at the following addresses. Notices to students regarding procedures for these organizations can be found on the college website.

Texas Workforce Commission  
Career Colleges and Colleges, Room 226T  
101 East 15th Street  
Austin, Texas 78778-0001  
Phone: 512-936-3100  
<http://csc.twc.state.tx.us>

Texas Higher Education Coordinating Board  
Office of General Counsel  
P.O. Box 12788  
Austin, Texas 78711-2788  
<http://www.thecb.state.tx.us/index.cfm?objectid=AC6FA0BC-F5DB-16DE-6B667C083DFB5B98>.  
<http://www.thecb.state.tx.us/reports/PDF/8616.PDF?CFID=62141933&CFTOKEN=552088>

ACCET  
Chair, Complaint Review Committee  
1722 N Street, NW Washington, DC 20036  
Telephone: (202) 955-1113  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

## 5.7 ADA Policy

Medisend College of Biomedical Engineering Technology (Medisend College) complies with the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act of 1973 ("Section 504"). The ADA and Section 504 prohibit discrimination based on a student's disability, require reasonable accommodations be made for qualified students with disabilities, and prohibit Medisend College from excluding such students from, or denying them the benefits of, its programs or activities. Students may always choose whether or not they want to identify themselves as having a disability, but students who want Medisend College to provide an accommodation must declare the disability.

It is the policy of Medisend College to provide qualified students who have disabilities with reasonable accommodations based upon applicable law, Medisend College educational standards, and sound ethical practice in student accessibility services. Decisions about whether a student is a qualified student with a disability and what constitutes reasonable accommodation typically are made by the Registrar, in compliance with applicable law and this Policy.

Reasonable accommodations are considered on a case-by-case, as well as on a class-by-class (or program or activity) basis. In addition to academic adjustments or accommodations, the Registrar may also make accommodation determinations for other college programs and activities related to a student's educational experience at the college.

The Registrar will be involved in accommodation determinations and can answer questions or help address any ADA-related concerns that students may have.

### **Definitions under this Policy**

Note: The following terms are applied by Medisend College in accordance with and by using the definitions supplied by federal law and regulations, which are summarized here.

- **“Accommodations”** are defined as any reasonable adjustment required for a student to have equal access to Medisend College programs and activities, inside or outside the classroom.
  - Examples of potential reasonable accommodations include, but are not limited to, the following:
    - Extended time for completion of exams or other assignments
    - Ability to use speech-to-text software or other note-taking accommodations
    - Provision of a distraction-free testing environment
  - Reasonable accommodations do not include the following (this list is not exhaustive):
    - Substantial modifications to academic standards
    - Modification or adjustment of requirements essential to any program of instruction, program or activity, or essential to any directly-related licensing requirement
    - Modifications or adjustments that result in undue hardship, considering the nature, cost, and impact of the accommodation, and other factors
    - Modifications or adjustments that result in a significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation
- **“Disability”** is a physical or mental impairment that substantially limits one or more major life activity.
- A student is a **“qualified student”** if he or she “meets the academic and technical standards requisite for admission or participation in the educational program or activity, with or without reasonable modifications to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services.”

### **Procedure for Requesting Accommodations**

In order to receive an accommodation, a student (or applicant) must first contact the Registrar and submit a Request for Accommodation form, found in the forms section of this catalog and online. The request form may be completed by the individual or those assisting the individual. The request must explain the need for the accommodation and may include a list of specific accommodations sought by the student. In most cases and as discussed further below in this Policy, the student will need to provide evidence of his or her disability through documentation by a medical care provider.

The request must be submitted with adequate time for it to be considered and a determination made. When possible, students should submit information related to disability at least four (4) weeks prior to enrollment, so that reasonable accommodation can be arranged and provided to the student in a timely fashion. If an accommodation is granted, the Registrar will issue a letter to the professor and/or others who must be aware of the accommodation in order to implement it.

Medisend College does not grant accommodations retroactively. If a student chooses not to disclose a disability to the Registrar or if a student requests that a letter of accommodation not be sent to faculty members prior to engaging in the relevant course, exam, activity or program, retroactive accommodations cannot be granted. In these instances, a student's belief that the work submitted or exam scores received do not accurately reflect academic capabilities will not form the basis for a grade change through the applicable grade appeal process of the college.

### **Documentation of Disability and Need for Accommodation**

If a student's disability is not obvious, he or she is responsible for providing medical documentation to support the existence of the disability and the need for a reasonable accommodation. The student is responsible for providing all diagnostic information to sufficiently support the existence of disability and the need for reasonable accommodation. An accommodation is not needed if the student would still have meaningful access to the program, service, or activity without it. The Registrar is responsible for deciding whether a disability or need for accommodation(s) has been adequately documented.

Information regarding a student's disability provided by someone other than another college or university professional must be in writing and provided by a qualified professional, most often a physician, educational diagnostician, learning disability specialist, or mental health professional who is not related to the student by blood or marriage. Medisend College can offer outside referrals for diagnostic services not provided by the college. All costs associated with a diagnostic study incurred off campus are borne solely by the student. Further information about documentation and verification of a disability is available from the Registrar.

Professional documentation may be relevant for several aspects of the disability accommodation process. It is most relevant for determining whether a student has a medical condition; Medisend College will defer to a medical diagnosis provided that documentation is adequate. Professional documentation is also used to determine whether a condition constitutes a disability; however, such a decision is based on the legal definition of a disability and not solely a medical diagnosis. Professional documentation is often relevant for determining whether an accommodation is needed, but depending on the nature of the disability, a physician or other professional may not be as well-equipped as Medisend College to determine what modifications to its own or internal programs, policies, or services are appropriate or the effect of such modifications.

Students must renew certain accommodation requests at the start of each new program or new semester. If the accommodation request has not changed, the renewal process typically is a brief confirmation of continued need and continued accommodations. In some instances, updated documentation or other information will be required.

### **Accommodation Determinations and Appeals**

The Registrar will consider the request and the information and documentation provided by the student, consult with faculty and/or other college officials or committees as needed, and determine whether and what reasonable accommodation(s) to approve. The Registrar also may seek advice or recommendations from a medical review committee or other sources in considering an accommodation request.

The Registrar will identify a list of approved accommodations, a copy of which will be shared with the student. For academic accommodations, the Registrar will prepare an accommodation letter that the student will be required to pick up from the Registrar. The student is expected to share the letter with each professor at or prior to the start of the program. Professors and faculty are not required to implement accommodations retroactively.

Students are responsible for directly communicating with faculty members regarding their desired accommodations; students who need assistance with such communication due to their disability should speak with the Registrar.

Faculty and other Medisend College officials are then required to provide reasonable accommodation(s) in accordance with the accommodation letter(s) issued to the student. If a student encounters any problems with the implementation of an accommodation, the student should immediately contact the Registrar.

Students may petition for a review of an accommodation determination under the Medisend College student grievance procedures. Under those procedures, students are encouraged to discuss their concern first with the Registrar, then to request an informal review by the Chief Academic Officer.

### **Confidential Handling of Disability Records**

All information submitted to or developed by the Medisend College related to the diagnosis, documentation, or accommodations of a student's disability is considered confidential and will not become part of any other student record at Medisend College. The Registrar and other authorized staff may have access to all disability records and may arrange access for other authorized college staff, for educational or other related purposes. Disability information may be released in confidence to faculty members or other members of the Medisend College community who have an educational need-to-know.

The confidential records will be protected in accordance with FERPA regulations with the purpose of providing appropriate academic accommodations or adaptation of curricula. Information about the student may be released with the student's informed written consent or in accordance with FERPA or other applicable laws and regulations.

### **Service and Comfort/Therapy/Assistance Animals**

Laboratory environments for all programs at Medisend College require the exclusion of all service animals.

### **Policy Approvals and Amendments**

This policy generally does not apply to student employees who are seeking reasonable accommodations relating to their jobs. The Registrar may coordinate with others at the college to process employee accommodation requests and to assist student employees.

This policy and procedure is approved by Medisend College and its Board of Trustees. The Registrar is authorized to make minor, technical revisions to this policy and its procedure. Questions concerning the application of this policy and the application of the ADA or Section 504 to students may be made to the Registrar.

## 6. Forms

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# Request for Excused Absence



Name: \_\_\_\_\_

Duration of Absence:

Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Hours from \_\_\_\_\_ to \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Request for Leave of Absence



Duration of Absence:

Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Name: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Initials Required on the statement below for a leave of Absence

\_\_\_\_\_ I understand that failure to return by the identified Ending Date of a Leave of Absence will result in being withdrawn from the program.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Request for Accommodation



Student Printed Name \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date of Request \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific accommodations requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medical documentation supporting the need for accommodation must be attached.

For institutional use only. Staff initials required below prior to Registrar signature.

\_\_\_\_\_ Medical documentation received. Date \_\_\_\_\_

\_\_\_\_\_ Student informed of student responsibility to advise faculty Date \_\_\_\_\_

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Student Progress Report



**Student Name:** *First/Middle/Last*

**Student ID:** xxxxxxxx

**Enrollment Date:** mm/dd/yyyy

Name of the Program:     Associate of Applied Science in Biomedical Engineering Technology  
     BMET Certificate

| Course Name                                 | Clock Hours | Credit Hours | HMWK %                       | QUIZ % | Lab Assign.% | Class Part. % | Final Exam % | Percent Grade % | Letter Grade | Grade Point | Quality Points    |
|---|-------------|--------------|------------------------------|--------|--------------|---------------|--------------|-----------------|--------------|-------------|-------------------|
| CETT 1403: DC Circuits                      | 96          | 4            |                              |        |              |               |              |                 |              |             |                   |
| CETT 1405: AC Circuits                      | 96          | 4            |                              |        |              |               |              |                 |              |             |                   |
| CETT 1429: Solid State Devices              | 96          | 4            |                              |        |              |               |              |                 |              |             |                   |
| BIOM 2301: Safety in Healthcare Facilities  | 64          | 3            |                              |        |              |               |              |                 |              |             |                   |
| BIOM 1355: Medical Electronic Applications  | 80          | 3            |                              |        |              |               |              |                 |              |             |                   |
| BIOM 1341: Medical Circuits Troubleshoot.   | 64          | 3            |                              |        |              |               |              |                 |              |             |                   |
| BIOM 1309: Applied Biomedical Technology    | 64          | 3            |                              |        |              |               |              |                 |              |             |                   |
| BIOM 2339: Physiological Instrumentation II | 64          | 3            |                              |        |              |               |              |                 |              |             |                   |
| BIOM 1350: Diagnostic Ultrasound Imaging    | 80          | 3            |                              |        |              |               |              |                 |              |             |                   |
| BIOM 2331: Clinical Instrumentation         | 64          | 3            |                              |        |              |               |              |                 |              |             |                   |
| BIOM 2343: General Medical Equipment II     | 64          | 3            |                              |        |              |               |              |                 |              |             |                   |
| BIOM 1101: Biomedical Engineering Techn.    | 16          | 1            |                              |        |              |               |              |                 |              |             |                   |
| BIOM1270: Shop Skills for BMET technicians  | 32          | 2            |                              |        |              |               |              |                 |              |             |                   |
| ITSC 1325: Personal Computer Hardware       | 64          | 3            |                              |        |              |               |              |                 |              |             |                   |
| ITNW 1325: Fundamentals of Networking       | 64          | 3            |                              |        |              |               |              |                 |              |             |                   |
| BIOM 2319: Fundamentals of X-Ray            | 80          | 3            |                              |        |              |               |              |                 |              |             |                   |
| <b>Total Credit Hours:</b>                  |             |              | <b>Total Quality Points:</b> |        |              |               |              |                 |              |             |                   |
| <b>Cumulative GPA =</b> /4.00               |             |              |                              |        |              |               |              |                 |              |             | <i>Form PR002</i> |

# Request for Grade of Incomplete



Student

Name: \_\_\_\_\_

Date of Completion \_\_\_\_\_

Reason for request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Initials Required on the statements below for grade of Incomplete.

\_\_\_\_\_ I understand that failure to complete the work described in the attached plan by the identified Date of Completion will result in receiving the grade earned by work turned by the Date of Completion.

\_\_\_\_\_ A completion plan has been attached to this request.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Transcript Request



Student Name: \_\_\_\_\_  
**First** **Middle** **Last**

Name: While Enrolled \_\_\_\_\_  
**First** **Middle** **Last**

Student ID (or SS#) \_\_\_\_\_ Email address \_\_\_\_\_

Phone \_\_\_\_\_

I authorize Medisend College to send my transcript to the address or addresses below.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Student Grievance Form

Students are encouraged to resolve grievances at the level of the dispute; however, should this approach fail or be inappropriate, students may submit the grievance in writing, using this form. The form must be filled out completely. If any category of requested information does not apply, insert N/A. Forms submitted anonymously or without contact information will not be processed. Once received, the grievance will be forwarded to the appropriate administrator and the grievant will receive an emailed response as soon as possible.

First Name:

Last Name:

Email Address:

Enrollment Date:

Date of Incident:

Name(s) of Parties Involved:

Incident Summary:

Names of witnesses

Does this incident violate any Medisend College policies?  Yes  No

If yes, which one(s)?

Has this Incident occurred before?  Yes  No

If yes, please give details of previous occurrence:

Have you attempted to resolve this Incident before?  Yes  No

If yes, what were the results?

What is the resolution you are seeking for this Incident?

Please share any additional information you would like considered:

# Student Non-Disclosure Agreement

I, \_\_\_\_\_, (a student of Medisend College of Biomedical Engineering Technology), (hereafter collectively referred to as the “Student”), am scheduled to begin training at Medisend (hereafter referred to as “Medisend”), Biomedical Engineering Technology Program on \_\_\_\_\_ (date), and in consideration of such training, I hereby acknowledge and agree:

1. During and following my training at Medisend, I will receive or have access to proprietary and confidential information and trade secrets (“Confidential Information”) of a special, unique nature and value relating to, or arising from Medisend’s business. I understand that such Confidential Information is unique and valuable to Medisend and that Medisend would suffer irreparable injury if this information were divulged to those in competition with Medisend, whether in the not-for-profit or for-profit sectors. Therefore, I agree to keep in strict secrecy and confidence any and all Confidential Information that I acquire, or to which I have access, during and as a result of my tour at Medisend, that has not been publicly disclosed by Medisend or that is not a matter of common knowledge.
2. The Confidential Information covered by this Agreement shall include, but shall not be limited to, information relating to any inventions, intellectual property, pricing, financial information, internal organization, development plans, investments, processes, formulae, programs, plans, devices, compilations of information, technical data, mailing lists, distribution methods, names of suppliers and customers, arrangements entered into with suppliers and customers, marketing strategies, trade secrets, copyrighted material, educational material, training material, including but not limited to direct or remote training or educational videos, documents, manuals and any other confidential information, records and specifications of Medisend even if not marked confidential or copyrighted.
3. I agree that during and after my training at Medisend, except with prior written approval of Medisend, I will neither: (a) directly or indirectly, disclose any Confidential Information to any person unless approved by authorized personnel of Medisend; nor, (b) use Confidential Information in any way other than in any collaborative endeavor with Medisend. I agree that I will take all steps necessary to safeguard all Confidential Information and to prevent its use, disclosure, or dissemination. I agree that within three days after my training ends at Medisend, I will return any and all Confidential information and other property of Medisend in my possession. I agree not to retain in any form any copies, duplicates, reproductions, or excerpts of any such property or Confidential Information unless it is Training Materials to which I have been authorized to keep.
4. It is understood and agreed that this Agreement pertains to the rightful protection of Medisend’s Confidential Information including trade secrets, discoveries and inventions and that no other type of contract or agreement, either express or implied, is created by this Agreement.
5. My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing, signed by me and an officer of Medisend.

6. This Agreement is intended to supplement, and not to limit, supersede or waive, any duty which may be imposed upon Trainee by law. This Agreement is intended to be binding and enforceable against Trainee to the full extent permitted by law. Should any provision of this Agreement be void or unenforceable by law, I agree and intend that the remainder of this Agreement, to the greatest extent permitted by law, shall continue to be binding upon me and legally enforceable.
7. This Agreement shall inure to the benefit of, and be binding upon, the Trainee including his or her heirs, representatives, successors and assigns.
8. I acknowledge that damages at law alone will be an insufficient remedy for Medisend and that Medisend will suffer irreparable injury if I violate the terms of this Agreement. Accordingly, I agree that Medisend, upon application to a court of competent jurisdiction, shall be entitled to injunctive relief to enforce the provisions of this Agreement in the event of any breach, or threatened breach, of its terms. Injunctive relief may be sought in addition to any other available rights or remedies of law. I further agree that if relief is sought as a result of my violation of the terms of this Agreement, Medisend shall be entitled to those reasonable attorneys' fees incurred in enforcing this Agreement.
9. This Agreement shall be governed by the law of the State of Texas.

I hereby acknowledge that I have reviewed this Agreement and, with full understanding, hereby accept and agree to the terms set forth, and that I have been offered, and have accepted, a copy of this Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 7. Policies

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**Medisend College of Biomedical Engineering Technology**  
**Institutional Operations (1)**  
**Policy 1.19 -Cancellation and Refund**

Policy Summary:

Medisend College provides tuition refunds based on days attended and reason for withdrawal. Tuition and fee information, as well as refund and withdrawal regulations are provided to all students in the *Medisend College Catalog*.

Policy Detail:

1. If a student drops from the program on or before the fifth class day, including administrative drops related to student conduct:
  - a. Enrollment will be cancelled.
  - b. No transcript will be issued.
  - c. A complete refund will be issued if drop occurred prior to end of third day.
  - d. A prorated refund will be issued based on last date of attendance if drop occurred between end of third class day and the end of fifth class day.
  - e. An administrative fee will be assessed.
2. If a student drops from the program after the fifth class day, including administrative drops related to student conduct:
  - a. Student transcript will reflect a W for all courses in which student was enrolled at the time of withdrawal
  - b. A prorated refund will be issued, based on last date of attendance.
3. All refunds will be paid within 60 days of the date of cancellation or withdrawal (40 calendar days for military veterans utilizing VA education benefits).
4. A student who withdraws from the program for a reason unrelated to academic status after completing 75% of the program may request a grade of "I" (Incomplete) be issued. If the student re-enrolls in the course or program during the 12-month period following the date of withdrawal, the student may complete that portion of the course or program without payment of additional tuition.
5. A student who withdraws from Medisend College as a result of being called into active duty in a military service of the United States or the Texas National Guard may elect:
  - a. A pro-rated refund of any tuition and fees already paid and cancellation of any unpaid tuition and fees.
  - b. A grade of incomplete with the designation "I" for the courses in which the student was enrolled at the time of withdrawal.
    - i. The student may re-enroll in the program, or a substantially equivalent program within one year without payment of additional tuition, fees, or other charges, other than any previously unpaid balance of the original tuition and fees.
    - ii. If the student does not re-enroll, the I will be changed to a "W."
  - c. The assignment of appropriate final grades, if eligible
6. A record of all refund and withdrawal calculations and activity is maintained in the student file and in the Chief Financial Officer/Registrar's office.

Last Updated: September 10, 2019



**Medisend College of Biomedical Engineering Technology**  
**Policy 2.1 – Degrees and Certificates**

Policy Summary:

Medisend College offers degrees and certificates consistent with its mission and requires students to earn at least 25% of all credits towards an award through Medisend College. The list of degrees and certificates is maintained in the *Medisend College Catalog*.

Last Updated: July 30, 2019

**Medisend College of Biomedical Engineering Technology**  
**Academic Operations (2)**  
**Policy 2.3 – Academic Credit**

Policy Summary:

The College follows commonly accepted practices in higher education for the assignment of credit hours.

Policy Detail:

1. All Medisend College courses must, at a minimum, meet the Carnegie standards for credit hours assigned to courses according to lecture and laboratory instructional time.
  - a. A course must require a minimum of 15 contact hours of lecture instruction to award 1 semester credit hour.
  - b. A course must require a minimum of 30 contact hours of laboratory instruction to award 1 semester credit hour.
2. Medisend College courses that result in outcomes equivalent to courses in the Texas Higher Education Coordinating Board Workforce Education Course Manual (WECM) must include the same number of lecture and laboratory contact hours as the WECM course if it is equal to or greater than the Carnegie standard.
3. All credit coursework applied to degrees and certificates must be appropriate to higher education.
  - a. All curriculum must be periodically reviewed by faculty and industry Advisory Committees to ensure that coursework is up-to-date and appropriate to the college mission to prepare students for careers as college graduates in the biomedical technology field.
  - b. During program review, all coursework leading to degrees and certificates must be benchmarked against similar courses taught by other Texas higher education institutions. Medisend College faculty and administrators use the Texas Higher Education Coordinating Board's Workforce Education Course Manual to ensure that Medisend College course outcomes demonstrate equal or higher academic rigor.

Definitions:

Lecture hours: Instructional hours consisting of presentation and discussion of theory and new principles.

Laboratory hours: Instructional hours consisting of supervised, practical application of theory and principles.

Last Updated: August 16, 2019

**Medisend College of Biomedical Engineering Technology**  
**Academic Operations (2)**  
**Policy 2.4 – Transfer of Credit**

Policy Summary:

The College may accept comparable and applicable coursework for transfer from regionally and nationally accredited institutions. Coursework from non-accredited institutions may also be considered for transfer. All potential transfer courses will be reviewed individually by the Office of Admissions, faculty and administrators to determine potential acceptability for transfer. The decision of the College regarding transferability is final.

Policy Detail:

1. Procedures for requesting transfer credit
  - a. Students may provide unofficial transcripts for initial consideration of coursework considered for transfer.
  - b. Students must provide official transcripts prior to being awarded transfer credit.
  - c. Students requesting transfer of courses not designated on their transcript by the Texas Common Course Numbering System may be required to provide additional documentation including, but not limited to *Medisend College Catalog* course descriptions and course syllabi.
2. Credit for learning earned outside Medisend College may not exceed 75% of the coursework required for a credential.
3. All transfer credit will be awarded in semester credit hours. Courses earned via other formats will be converted to semester credit hours according to the current *Medisend College Catalog*.
4. Transfer credit will be awarded only for those program-specific courses completed within the last 3-5 years. Credit for general education coursework may have been earned at any time.
5. A minimum letter grade of C or numerical grade of 70 is required for any transfer coursework.
6. Students may appeal a decision regarding transfer credit to the Chief Academic Officer (CAO). The decision of the CAO is final.
7. Tuition and fees are not charged by Medisend College for coursework earned via transfer of credit.

Definitions:

Transfer credit: Credit granted by Medisend College for coursework completed at another institution of higher education.

Last Updated: February 28, 2020

**Medisend College of Biomedical Engineering Technology**  
**Academic Operations (2)**  
**Policy 2.5 – Credit for Prior Learning**

Policy Summary:

The College may issue credit for prior learning if such learning can be demonstrated to be equivalent in both content and rigor to courses required for completion of the degree or certificate issued by Medisend College. Potential prior learning credit may be acquired through military training, standardized testing, courses and training received from non-accredited or non-higher education institutions, including the military. Such credit will be considered on a case-by-case basis and evaluated by the Chief Financial Officer/Registrar and by the appropriate faculty. The College does not issue credit for work experience or personal development training/coursework. The decision of the College regarding credit for prior learning is final.

Policy Detail:

1. Procedures for requesting prior learning credit
  - a. Students must request credit for prior learning through the Chief Financial Officer/Registrar.
  - b. Students requesting credit for prior learning may be required to provide additional information, including but not limited to training outlines, certificates of completion, licenses, official exam scores, interviews with faculty, local exams or military training documentation.
2. Credit for learning earned outside Medisend College may not exceed 75% of the coursework required for a credential.
3. All prior learning credit is awarded in increments of at least one semester credit hour. Prior learning equivalent to less than one full semester credit hour is not awarded.
4. Students may appeal a decision regarding credit for prior learning to the Chief Academic Officer (CAO). The decision of the CAO is final.
5. Tuition and fees are not charged for coursework earned via prior learning. However, prior learning fees may apply. Prior learning fees are included in the *Medisend College Catalog*.

Definitions:

Credit for prior learning: Credit granted by Medisend College for knowledge and skills acquired through programs or coursework that do not result in a transcript from an accredited institution of higher education.

Last Updated: February 28, 2020

## 8. Statements of Authority

### **Accrediting Council for Continuing Education & Training**

This institution is accredited by the Accrediting Council for Continuing Education & Training (ACCET).

### **Texas Higher Education Coordinating Board**

Medisend College of Biomedical Engineering Technology has been granted a Certificate of Authority by the Texas higher Education Coordinating Board to award the degree listed below:

*Associate of Applied Science in Biomedical Engineering Technology*

This certificate does not constitute accreditation; the issuance of this certificate attests only that the institution has met the Board's standards established for nonexempt institutions.

### **Texas Workforce Commission**

The current Course Catalog is Approved and Regulated by the Texas Workforce Commission, Career Colleges and Colleges, Austin, Texas.

## Questions or Complaints

When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following information:
  - a) Name and location of the ACCET institution;
  - b) A detailed description of the alleged problem(s);
  - c) The approximate date(s) that the problem(s) occurred;
  - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
  - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO:

ACCET  
CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW Washington, DC 20036  
Telephone: (202) 955-1113  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

Questions or complaints about this institution that have not been addressed by the institution may also be addressed to:

Texas Higher Education Coordinating Board  
P.O. Box 12788  
Austin, Texas 78711  
512.427.6200





**Medisend College of Biomedical Engineering Technology**

9244 Markville Dr., Dallas, TX 75243

[www.medisend.org](http://www.medisend.org)

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