



COLLEGE CATALOG FOR 2019

Volume 1

Version 10

Publication Date: May 2019
Effective Date: May 2019

Medisend College of Biomedical Engineering Technology
9244 Markville Dr., Dallas, TX 75243
www.Medisend.org
Tel.: 214-575-5006

The Texas Higher Education Coordinating Board has granted Certificate of Authority to Medisend College of Biomedical Engineering Technology 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.

Questions or complaints about this institution should be addressed to:

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

This catalog is a general information publication only. It is not intended to, nor does it contain all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student or faculty member and The Medisend College of Biomedical Engineering Technology. This catalog, although revised periodically, cannot always reflect up-to-the-day changes or developments in the programs of Medisend College of Biomedical Engineering Technology. The Medisend College of Biomedical

Engineering Technology reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, certificate and/or degree requirements, graduation procedures and any other requirements affecting students. Content of the catalog are subject to revision without notice. Any changes to the catalog will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

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.

Contents

1. Purpose, Mission and a Brief History of the Institution.....	5
2. Available Space, Facilities and Equipment, Campus Map.....	5
3. Board of Trustees.....	12
4. Key Staff and Faculty.....	12
5. Tuition and Fees.....	12
6. College Calendar	13
7. Normal Hours of Operation	14
8. Admission/Enrollment Policies	15
9. Policy for Granting Credit.....	17
10. Cancellation and Refund Policy.....	20
11. Programs.....	22
12. Subject Descriptions.....	26
13. Grading and Marking System.....	29
14. College's Policy Concerning Satisfactory Progress.....	36
15. College Attendance Policy	42
16. Student Code of Professional Conduct	45
17. Graduation	50
18. Careers Placement Services	50
19. College's Policies and Procedures to Resolve Student Grievances/Complaints.....	50
20. ADA Non-Discrimination and Reasonable Accommodation Policy.....	53
21. Student Support Services.....	56
22. Approved and Regulated Statement	57
23. True and Correct Statement	57

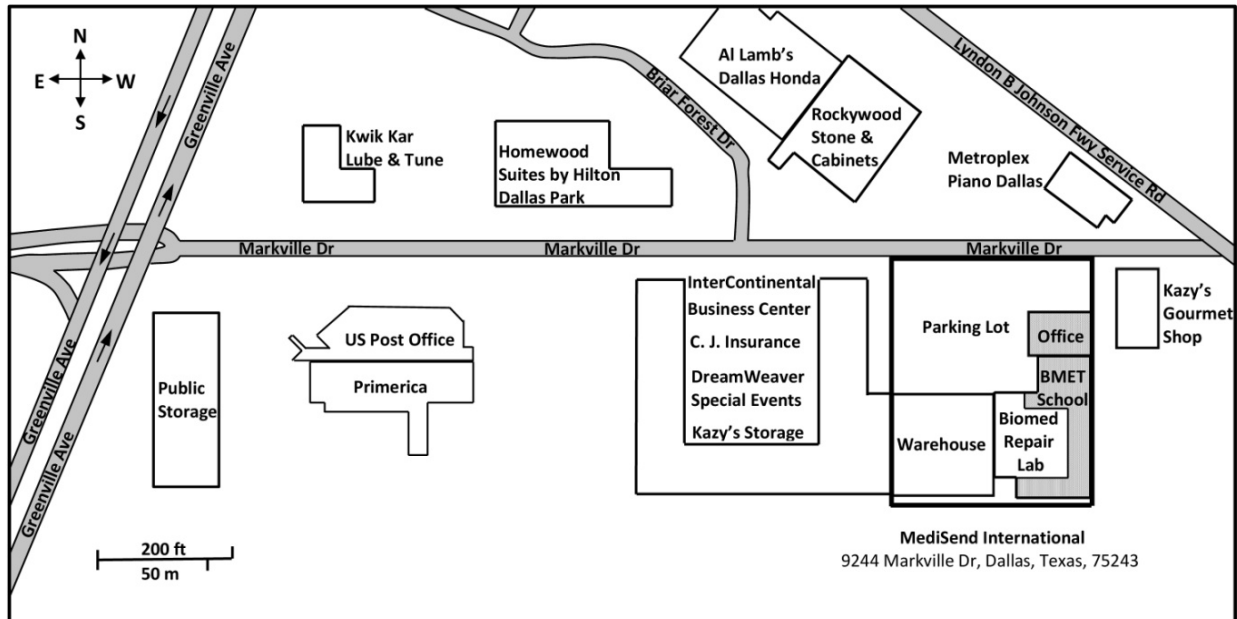
1. Purpose, Mission and a Brief History of the Institution

The purpose 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. The College utilizes advanced equipment and healthcare technologies in modern classroom and laboratories, while emphasizing critical thinking, problem solving and communication skills essential to participating effectively in healthcare technology management. The owner/sponsor of Medisend College of Biomedical Engineering Technology, LLC (Medisend College) is Medisend International. Medisend International was founded in 1990 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. In 2004, the current President & CEO, Nick Hallack, came to the organization and restructured to improve the efficiency of medical aid services. In 2005, in partnership with ExxonMobil Foundation, Medisend expanded its mission with a medical equipment repair laboratory and began shipping refurbished biomedical equipment to developing countries. Subsequently, the organization discovered that much of the biomedical equipment that Medisend had shipped had gone unused due to a lack of trained technicians. In response to this unmet need, the organization implemented a technology training program to provide biomedical technicians for developing countries. In 2005, Rene and Elisabeth Dahan gifted the Elisabeth Dahan Humanitarian Center to Medisend as home to its international humanitarian missions, and as headquarters for its new Global Education Center. In 2006, Medisend and the ExxonMobil Foundation launched an international training program: Medisend Biomedical Equipment Repair Training Program serving technicians from various African countries, Kazakhstan and Papua New Guinea. In early 2008, additional courses in clinical chemistry and hematology instrumentation, as well as ancillary equipment repair for clinical laboratory, were added to the training curriculum. In early 2011, Medisend's BMET Certificate Program and curriculum were approved by the US BMET Board of Examiners and the United States Certification Commission. From 2006 to 2013, Medisend trained and equipped more than 160 professional BMET technicians for work in hospitals and clinics in 23 countries worldwide. In 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. In 2014, the Texas Work Force Commission certified the Medisend Biomedical Equipment Technology School as a "Career School and College". In 2016, the Medisend School was approved for Post 9/11 and Yellow Ribbon VA educational benefits by the U.S. Department of Veteran Affairs. In April 2017, Medisend International relaunched the Medisend School as an independent educational subsidiary: the Medisend Biomedical Equipment Technology School, LLC. The institution received a Certificate of Authority from the Texas Higher Education Coordinating Board to teach and award an Associate of Applied Science Degree in Biomedical Engineering Technology and to change its name to the Medisend College of Biomedical Engineering Technology, LLC. This approval included recognition that associate degree students would complete all technical specialty coursework at Medisend College and general education requirements at Mountain View College of the Dallas County Community College District. In September 2017, Medisend College graduated its first Associate Degree candidates, all of whom were employed by industry leaders SIEMENS, GE and Henry Schein, prior to graduation. Currently, Medisend College has established partnerships with SIEMENS, GE, Henry Schein Dental, Becton Dickinson and SODEXO to provide internships, workshops, seminars and supplemental industry training to enhance learning experiences and job opportunities.

2. Available Space, Facilities and Equipment, Campus Map.

The Medisend College of Biomedical Engineering Technology is located in the Elisabeth Dahan Humanitarian Center, Medisend's headquarters in Dallas, Texas; approximately 14 miles north of Dallas downtown. The campus map is presented below. The College is comprised of 2 (two) classrooms, 5 (five) class laboratories with specific destinations, a research laboratory (R&D laboratory), College staff and instructor offices, one conference room, study room, library, archive, various storage rooms for equipment and media, student break room, cafeteria as well as other space necessary for a College to function properly. The map of the College is also presented below. The classrooms are used primarily for

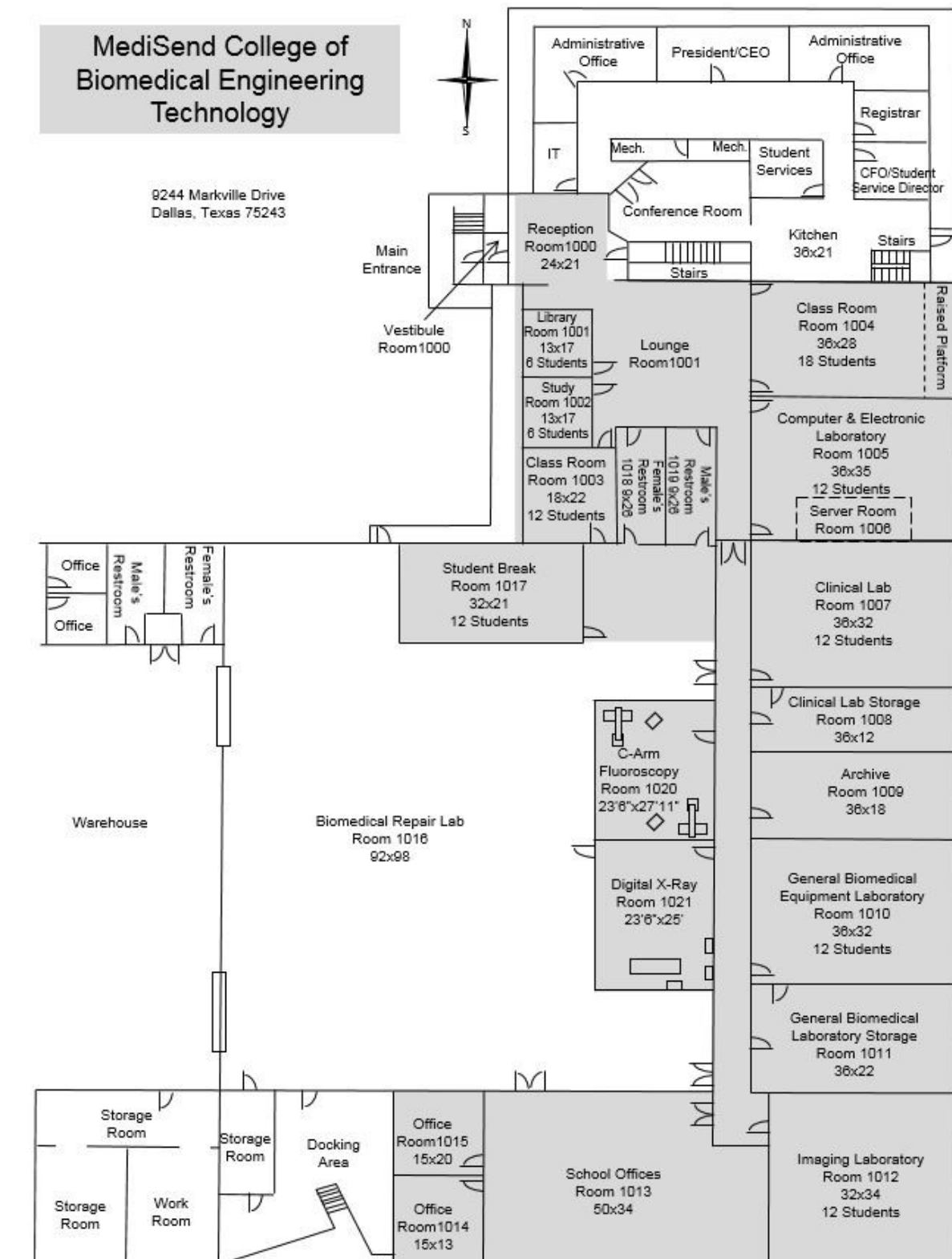
instruction classes. The term “classroom” includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled non-laboratory instruction. The classrooms contain various types of instructional aides or equipment are equipped with chairs, tables, multimedia, telecommunications equipment and also special equipment (e.g. maps, computers, network connections) appropriate to a specific area of study.



The map of the Medisend College of Biomedical Engineering Technology

The five class laboratories of the Medisend College are used primarily for formally or regularly scheduled instruction that require special equipment or a specific space configuration for student participation, experimentation, observation, or practice in the academic discipline. Each class laboratory is furnished with equipment to serve the needs of particular disciplines (e.g. Clinical Lab comprises primarily of analytical and clinical equipment found in clinical laboratories, General Lab comprises primarily of general biomedical equipment found in hospitals while the Imaging Laboratory comprises primarily of imaging equipment found in hospitals, X-Ray labs comprise of X-Ray based Equipment) for group instruction in formally or regularly scheduled classes. The Research (R&D) Laboratory is designed and equipped for faculty, staff, and students to conduct research on controlled and structured creative activities. These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. The Office facilities are individual, multiperson, or workstation spaces specifically assigned to academic, administrative, and service functions of the College. A space housing faculty, staff, or students working at one or more desks, tables, or workstations represents the Office. The Office Service rooms serve an office or group of offices as an extension of the activities in those spaces. They include file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private restrooms not available to the public, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing rooms, and open and private (restricted/nonpublic) circulation areas. The Conference Room serves as an office complex and used primarily for staff meetings and departmental activities. The conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms are used for general purposes such as community or campus group meetings not associated with a particular department. The Study Room is

used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.



The Medisend College of Biomedical Engineering Technology map

Description of Available Space, Facilities and Equipment for the College

Library 1001 – designated area (13'x17') for study

Resources:

- Wall length bookshelf with counter top and under counter cabinets
- 12 ft White board on front wall, cork and white board on right wall
- 3 tables and 6 chairs for a capacity of 6 students
- Student mailboxes located on bookshelf, used for student homework and assignments.

Study Room 1002– designated area (13'x17') for study, student counseling, tutoring, and meetings

Resources:

- Wall length book shelf with counter top and under counter cabinets
- 12 ft White board on front wall and cork boards on the left wall
- 3 tables and 6 chairs for a capacity of 6 students.

Class Room 1003 – designated area (18'x22') for classroom lectures, seminars, exams, conferences and symposia

Resources for a capacity of 12 students:

- 12 ft White board with 3 sliding panels located in front and white board located on the right side of class
- Ceiling mount projector with remote control, ceiling installed remote electrical roll down projection screen
- 6 tables and 12 chairs
- Wall length book shelf with counter top and under counter cabinets.

Class Room 1004 – designated area (36'x28') for classroom lectures, seminars, exams, conferences and symposia

Resources for a capacity of 18 students:

- Raised (6") platform with table and chair for instructor
- 24 ft wall mount sliding white boards with 6 panels
- 12 tables and 18 chairs
- Laptop, ceiling mount projector with remote control, electrical roll down projection screen

Phone/intercom, 110 VAC available.

Computer and Electronics Laboratory 1005 – designated area (36'x32') to teach and practice Basic and Complex Electronics

Resources for a capacity of 12 students:

- 10 work stations each equipped with NIDA console, electronic equipment and computer system
- 4 instructor table equipped with electronic equipment and computer system
- 5 wire racks with testing equipment and electronic components

This laboratory is equipped with a full electronic laboratory setting to teach and practice electronics including NIDA training system. A NIDA system is a training package designated for individual learning with applications in group or self-paced environments.

Server Room 1006 – designated room to host the main server.

Clinical Equipment Laboratory 1007 – designated area (36'x32') to teach and practice clinical laboratory instrumentation

Resources for a capacity of 12 students:

- 6 work stations, 12 chairs for 12 students equipped with overhead lighting, tool pegboards and power strip
- Wall mount sliding white boards with 3panels
- Ceiling mount projector with remote control, electrical roll down projection screen
- 2 stainless steel sinks and 4 stainless steel demonstration tables

- Miscellaneous hand tools and testing equipment
- Phone/intercom, 110 & 220 VAC available

This laboratory is equipped with a full clinical laboratory setting to teach and practice how to install, set-up, operate, repair and maintain hospital clinical laboratory equipment. Proper wear and usage of Personnel Protective Equipment (PPE) is provided.

Clinical Laboratory Storage and Maintenance Room 1008 – designated area (36'x12') for storage and maintenance of clinical laboratory instrumentation

Resources:

- Equipment with storage shelves and cabinets, refrigerator, White board on left wall
- 1 stainless steel tables with tools and testing equipment.

Archive/Storage Room 1009 – designated area (36'x18') for storage of College and company records

Resources:

- Storage racks and filing cabinets.

General Biomedical Equipment Laboratory 1010 – designated area (36'x32') to teach and practice general hospital biomedical equipment.

Resources for a capacity of 12 students:

- 6 work stations, 12 chairs for 12 students equipped with overhead lighting, tool pegboards and power strip
- 12 soldering stations
- Wall mount sliding white boards with 3 panels and 1 portable white board
- Ceiling mount projector with remote control, electrical roll down projection screen
- 1 stainless steel sink and 4 laminated tables, 1 table and chair for instructor and 1 laminated demonstration table and Miscellaneous hand tools and testing equipment
- Phone/intercom, 110 & 220 VAC available

This laboratory is equipped with a full hospital setting to teach and practice how to install, set-up, operate, repair and maintain general hospital biomedical equipment. Proper wear and usage of Personnel Protective Equipment (PPE) is provided.

General Biomedical Equipment Laboratory Storage and Maintenance Room 1011 – designated area (36'x22') for storage and maintenance of biomedical equipment

Resources:

- Manikins, Electronic and medical training equipment
- 1 work benches equipped with overhead lighting, tool pegboards and power strip
- 13 steel cabinets/racks for storage equipment and maintenance records
- 1 white board on left wall and Miscellaneous hand tools and testing equipment
- Phone/intercom, 110 & 220 VAC available.

Imaging Laboratory 1012 – designated area (32'x34') to teach and practice advanced hospital biomedical equipment

Resources for a capacity of 12 students:

- 6 - 6 ft laminated tables, 12 chairs and Wall mount sliding white boards with 2 panels
- Ceiling mount projector with remote control, electrical roll down projection screen
- 6 workbenches equipped with overhead lighting, tool pegboard and power strip
- 1 laminated demonstration table and 12 chairs
- 3 steel bookcases, 3 wall mounted infant warmer training stations
- 3 wall mounted Otoscope-ophthalmoscope with electronic thermometers training stations
- 7 ECG trainers with mobile carts, 3 Ultrasound Imaging System trainers
- Miscellaneous hand tools and testing equipment
- Phone/intercom, 110 & 220 VAC available

This laboratory is equipped with a full hospital setting to teach and practice how to install, set-up, operate, repair and maintain hospital biomedical equipment. Proper wear and usage of Personnel Protective Equipment (PPE) is provided.

C-Arm Fluoroscopy Laboratory 1020 – designated area (23'6"x27'11") to teach and practice Digital Radiography Systems

Resources for a capacity of 6 students:

- X-Ray C-arm Siemens Arcadis Avantic – 2 units
- Mobile white board with face/back panels
- Miscellaneous hand tools and testing equipment

This laboratory is equipped with a full hospital setting to teach and practice how to install, set-up, operate, repair and maintain Radiology Equipment. Proper wear and usage of Personnel Protective Equipment (PPE) is provided.

Digital X-Ray Laboratory 1021 – designated area (23'6"x25') to teach and practice Advanced Digital Radiography Systems

Resources for a capacity of 6 students:

- Siemens Luminos dRF digital X-Ray – 1 unit
- Mobile white board with face/back panels
- Miscellaneous hand tools and testing equipment

This laboratory is equipped with a full hospital setting to teach and practice how to install, set-up, operate, repair and maintain Radiology Equipment. Proper wear and usage of Personnel Protective Equipment (PPE) is provided.

College Faculty Offices 1013, 1014, and 1015 – College designated staff office and storage area (50'x34', 15'x20', and 15'x13')

Resources:

- 6 steel bookcases, 4 laminated tables equipped with office equipment color laser printer, black and white laser printers
- 4 office cubicle work spaces equipped with computer system, uninterrupted power supplies (UPS's) and office supply
- 1 worktable equipped with overhead lighting, tool pegboard, power strip, computer system uninterrupted power supplies (UPS's) and office supply
- 4 leather armchair, 1 leather couch and a coffee table
- 3 steel wall mounted shelving units, 10 laptops computers for staff and students
- 1 quarter circle table office with computer system, uninterrupted power supplies (UPS's) and office supply
- 1 refrigerator for general use, 3 cabinets/racks for storage equipment and maintenance records and 1 water fountain

The College Offices will be used for Faculty.

Student Break Room 1020 – a designated area (32'x21') for a capacity of 12 students to rest, relax and study while they are on breaks.

Biomedical Equipment Repair Lab – is the designated area (92'x98') to be used for externship when medical equipment is inspected, evaluated and refurbished. The process includes cleaning, decontamination and refurbishment accomplished within reasonable repair cost limits, modification or the addition of power transformers to make it usable by other countries, and packaging/crating for shipment

Resources:

- 16 Wooden Work Benches, Storage Shelves and cabinets, Hand and Power Tools
- Electronic, Medical Equipment, Test Equipment, Chemical supplies used to service, disinfect and clean biomedical equipment, AIMS Electronic Data Base System

During externship in this area students will:

- learn how to fully refurbish medical devices, check them for proper functioning, being electrically and mechanically safe and has the appropriate accessories, supplies, operators and service manuals
- practice data entry into the AIMS database system.

Docking Area (*not part of the BMET College*) – area designated for working on projects needing maximum ventilation when dust or fumes are too excessive to work inside safely.

Storage Rooms (*not part of the BMET College*) – 3 designated storage rooms utilized for the storage of wood for the construction of pallets and shipping containers, storage for extra furniture for student apartments.

Work Room (*not part of the BMET College*) – area designated for metal and wood working projects

Resources - work room for power tools

- 1 drill press, 2 table saws, 1 miter saw and 1 work benches.

Business Office Area

Reception 1000 – area (24'x21') designated for the receiving of guest and visitors into Medisend, a comfortable waiting area is provided with connects to an adjoining lounge area for larger groups and conference rooms.

President

- President/CEO of Medisend Office

Office of the Registrar

- Registrar

Student Services Office

- Oversee new student admissions and documentation files; update student handbook and legal documents, travel arrangements for incoming students
- Arrange for Emergency Travel Health insurance for international students
- Manage student medical appointments and transport, as needed
- Negotiate apartment/housing contracts, electric, internet, telephone, etc.
- Manage installation of apartments, room assignments, housekeeping, inventory replacement
- Manage on-boarding of students, including formal orientation
- Review student requisitions and assign to correlating department(s)
- Manage students' lunch acquisition, kitchen and cafeteria supply orders
- Co-ordinate student social/sightseeing outings
- Assist with planning and execution of class graduation ceremony

CFO/Accounting Manager/Student Services Director Office

- Accounting/Student Services Director Office: Building manager, Payroll and Bookkeeping

IT Manager Office:

- Maintain active directory and user accounts
- Image all student laptops before each semester
- Create and configure email accounts for new users and students
- Keep PCs and laptops clean of viruses and spyware
- PC and laptop repair, update, upgrade and configure; Maintain servers, printers and network attached devices, and Help with phone system and related hardware
- Help to keep internet connection optimized and occasionally check on status
- Run Cat5e cabling to expand the network
- Implement wireless technology to support warehouse operation

Conference Room – large meeting area

Warehouse – handles all shipment in and out of Medisend International.

3. Board of Trustees

The primary responsibility of the Board of Trustees is to provide general policy oversight that will enable Medisend to continue to be a leading biomedical engineering technology college in the United States. The Trustees have a responsibility to ensure that the College maintains consistent quality in all elements of the College's operations.

- 1) General Richard B. Myers, Chairman
- 2) Nick Hallack, President and CEO
- 3) Dan Butcher, Trustee
- 4) Clete Madden, Trustee

4. Key Staff and Faculty

- 1) Nick Hallack, MBA, CEO/President of Medisend International
- 2) Costel Rizescu, Ph.D., Professor of Physics and Biomedical Engineering Technology, College Director and Program Director of the Medisend College of Biomedical Engineering Technology
- 3) Terry Bracewell, CBET, CIT, Instructor
- 4) Thanuja Alapati, MS, Instructor
- 5) Dina Georgescu, MS, MEd, Instructor
- 6) Stephanie Ramirez, BA, CFO, Student Services Director, Registrar, College Representative
- 7) Eyejan Saadoon, College Representative, Coordinator Admissions/Student Services, Job Placement Coordinator.

5. Tuition and Fees

a. Tuition and Fees

1) BMET Certificate Program

Description	Cost Type	Program Length in Clock Hours	Cost per Clock Hour	Program Length in Credit Hours	Cost per Credit Hour	TOTAL
1) BMET Courses	Tuition	816	\$60.97	36	\$1,381.94	\$49,750
2) Admission Fee	Fee					\$250
TOTAL TUITION AND FEES						\$50,000

2) Associate of Applied Science Degree in Biomedical Engineering Technology

Description	Cost Type	Program Length in Clock Hours	Cost per Clock Hour	Program Length in Credit Hours	Cost per Credit Hour	TOTAL
1) BMET Courses	Tuition	816	\$60.97	36	\$1,381.94	\$49,750
2) Technical Elective Courses	Tuition	192	\$64.78	9	\$1,381.94	\$12,438
3) General Education Courses	Tuition	288	\$5.78	15	\$111.00	\$1,665
4) Admission Fee	Fee					\$250
TOTAL TUITION and FEES:						\$64,103

The College administers its own collection of delinquent tuition payments. Students that are delinquent or not paid in full will not receive their diploma and transcript until all financial obligations are met.

b. Other Educational Fees and Expenses

No additional educational fees or expenses are charged to students enrolled at the Medisend College.

c. Supplemental Fees

Supplemental Fees, for international students only, may include, but are not limited to the following and are calculated on a case by case basis:

- Round trip international airfare & airport transportation
- Housing / food (furnished apartments includes telephone, WiFi, television and printer)
- Travel health & emergency insurance
- Laptop computer (usage during program)

d. Veteran Benefits/ Financial Aid**1. Veteran Benefits**

Medisend College of Biomedical Engineering Technology is approved by the U.S. Department of Veteran Affairs for the following VA benefits:

- 1) Montgomery GI Bill® - Active Duty (chapter 30 of title 38 U.S.C.)
 - 2) Post 9/11 GI Bill® (chapter 33)
 - 3) Post 9/11 GI Bill® Yellow Ribbon Program
 - 4) Montgomery GI Bill® – Selected Reserve (chapter 1606 of title 10 U.S.C.)
 - 5) Reserve Education Assistance Program (REAP chapter 1607 of titles 10 and 32 U.S.C.)
 - 6) Post-Vietnam Era Educational Assistance (chapter 32 of title 10 U.S.C.)
 - 7) Dependents' Education Assistance (chapter 35 of title 38 U.S.C.).
2. Medisend College is not Title IV approved. No federal financial aid is offered or provided.

6. College Calendar**a. Holidays and Breaks to be observed**

The following days will be observed during the yearly College Calendar:

- 1) Martin Luther King's Birthday
- 2) Memorial Day
- 3) Independence Day
- 4) Labor Day
- 5) Veterans Day
- 6) Thanksgiving Day

Winter break: 2 weeks between December 23rd, 2019 and January 3rd, 2020.

b. Enrollment Periods

Registration periods for each class are listed in the College Academic Calendar. While every effort is made to ensure that the schedule of Classes is accurate, unforeseen circumstances or low enrollments may cause the cancellation of some section(s) or course(s). The College also reserves the right to change the days, times, rooms, or instructors of section(s) or course(s) as deemed necessary. View Enrollments and registration Calendars for past, present, and future calendars at the Office of Student Services. Dates are subject to change. For more information, visit www.medisend.org, or call (214) 575-5006. Deadline

c. College Calendar**Class 2019-1**

<i>Certificate/Degree</i>	START Date	END Date (technology block cohort only)	Projected Graduation
BMET Certificate	01/28/2019	07/05/2019	
AAS Degree	01/28/2019	08/02/2019	01/24/2020

Class 2019-2

<i>Certificate/Degree</i>	START Date	END Date (technology block cohort only)	Projected Graduation
BMET Certificate	04/08/2019	09/13/2019	
AAS Degree	04/08/2019	10/18/2019	04/03/2020

Class 2019-3

<i>Certificate/Degree</i>	START Date	END Date (for technology block cohort only)	Projected Graduation
BMET Certificate	06/17/2019	12/13/2019	
AAS Degree	06/17/2019	01/10/2020	06/12/2020

Class 2019-4

<i>Certificate/Degree</i>	START Date	END Date (for technology block cohort only)	Projected Graduation
BMET Certificate	08/26/2019	03/06/2020	
AAS Degree	08/26/2019	03/20/2020	08/21/2020

Academic calendar is subject to change.

d. Scheduled Vacation Periods

No vacation periods are assigned to any programs at Medisend College of Biomedical Engineering Technology.

7. Normal Hours of Operation

a. College

During the College time, normal hours of operation are

- Monday – Friday from 8:30 AM to 5:30 PM

The College is closed during all College holidays. The College offers extended hours during finals week of semesters. The library is closed when College is not in session.

b. Office

Office hours of operation are:

- Monday – Friday from 8:30 AM to 5:30 PM

c. Definitive Class Schedules (Morning, Afternoon, Evening)

Students will attend class regularly Monday through Friday from 8:40 A.M. to 5:20 P.M. When necessary and requested by instructor(s), class hours may be extended up to 6:30 p.m. Monday through Friday.

d. Breaks

Instructors will take two 15-minute breaks in the morning and two 15-minute breaks in the afternoon at a time that, in the instructor's discretion, makes the most sense given the curriculum, equipment, chemicals, and other factors for successful and safe learning.

e. Mealtimes

Mealtime (lunch) will be from 12:30 PM to 1:30 PM Monday-Friday.

8. Admission/Enrollment Policies

The standards herein are applicable to all students at the College and constitute the basic authority and reference for matters pertaining to academic regulations and records management. Enrollment in the College is a declaration of acceptance of all rules and regulations.

a. Confidentiality of Education Records

All students have the right to inspect and obtain copies of academic records and control the release of information contained in their education records in accordance with applicable federal and state law, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), as applicable.

b. Student File Number

The College assigns each student an eight-digit identification number. The student should furnish the ID number on all forms when requested because it is the primary means the College has to identify the student's academic records and transactions related to the records. A student must provide to the Office of Student Services his or her Social Security card or the form issued by the Social Security Administration. A valid passport may also be used. All grade reports, transcripts and diplomas are issued only under a student's legal name as recorded by the Office of Student Services.

c. Mailing Addresses, Telephone, Email Address and Emergency Contact

Each student must provide the Office of Student Services with a current home address, telephone number and local mailing address as well as the name, address and telephone number of a designated emergency contact. Students enrolling at the College authorize the College to notify their emergency contacts in the event of a situation affecting their health, safety, or physical or mental well-being, and to provide these contacts with information related to the situation. The College issues all students an email address. The College-assigned email address is the official address for College electronic correspondence, including related communications with faculty members and academic units. Official College correspondence may be sent to students' mailing addresses or College email addresses on file. It is the responsibility of students to keep all their addresses current and to regularly check communications sent to them since they are responsible for complying with requests, deadlines, and other requirements sent to any of their mailing addresses on file or to their College email.

d. Cell Phones

The College requests that students provide cellular telephone numbers. Cellular telephone numbers may also be used by College officials conducting routine business. Students who do not have cellular telephones or do not wish to report the numbers should provide this information to the College. Students may be prevented from enrolling if their cellular telephone numbers are not on file or if they have not declared "no cellular telephone" or "do not wish to report cellular number".

e. Transcript Service, Academic Records

A transcript is an official document of the permanent academic record maintained by the Office of the Registrar. The permanent academic record includes all College courses attempted, all grades assigned, and the certificates and/or degrees received. Official transcripts and certifications of student academic records are issued by the Office of the Registrar for all students.

f. Veterans

The Student Services Office certifies veterans each term for their benefits under federal programs. Academic programs at the College qualify for U.S. Department of Veterans Affairs ("VA") benefits, making the College accessible and affordable. Veterans are required to provide specific documents before they can be certified with the VA's Veterans Benefits Administration.

g. Final Examinations

Final course examinations shall be given in all courses where they are appropriate, must be administered as specified in the official examination schedule. Exceptions to the examination schedule may be made only upon written recommendation or approval of the Program Director.

h. Stop Enrollment/Administrative Withdrawal

Insufficient or improper information given by the student on any admission or enrollment form – or academic deficiencies, disciplinary actions, or failure to meet financial obligations to the College – can constitute cause for the student to be determined ineligible to enroll or to be administratively withdrawn.

i. Transfer Courses from Other Institutions

See Section 9 of the College Catalog for information regarding course and credit transfers.

j. Withdrawal from the College

A withdrawal occurs when removing the course or courses will result in the student being enrolled in zero hours for the term. If a student removes all courses from his or her schedule prior to the payment due date, the transaction is considered a cancellation and does not result in financial penalty or impact the student's transcript. A student who wishes to withdraw (resign) from the College before the end of a term or session must initiate a Student Petition for Withdrawal form and obtain approval from Program Director. The Program Director will then submit the form to the Office of the Registrar. The effective date of the withdrawal is the date on which the Student Petition for Withdrawal is processed and approved in the Office of the Registrar. Upon approval and on the date of approval of the Withdraw petition, a "W" will be issued. For veteran students, the VA will be notified and this will be the official date that VA certification will be terminated. Discontinuance of class attendance or notification to the instructors of intention to withdraw does not constitute an official withdrawal. The enrollment of students who withdraw on or before the fifth day of regular classes as listed in the College calendar will be canceled. Courses and grades are not recorded for canceled enrollments. A student who withdraws after the fifth class day will receive the grade of W in each course in which he or she enrolled.

Medical withdrawals may provide a prorated refund of tuition and fees and have conditions that must be met prior to re-enrollment at the College. Medical withdrawals can only be authorized by a licensed physician or psychologist. The College does not grant retroactive medical withdrawals. The last day for a medical withdrawal is the last day of class instruction for the term from which the student is withdrawing. Withdrawing students living in College housing must check out of the residence halls with the Office of Student Services per established procedures.

k. Admissions

Admissions are based on an individualized, holistic review process to consider each completed application. Our goal is to select applicants who can contribute to our learning environment and can successfully complete our rigorous program. We consider a number of factors, including but not necessarily limited to military service, prior academic achievements, extracurricular activities, work experiences, and more. When we review an application, we take the time and care to get to know the applicant as an individual, not as a number on a score sheet. Although the Competency Test is required for applicants, the Test is not used to predict student success and is only a small part of the overall composite considered to accept a student into the program.

1. Admissions Requirements:

- Admissions application
- Competency Test
- 21 years or older

2. Required Documents:

- Proof of high school graduation
- DD-214 (for US veterans only)
- JST transcript (for US veterans only)
- Certificate of Eligibility (for US veterans only)
- Official College or University transcripts

3. Required Documents for International Students:

- Valid Passport
- Valid US Visa that allows students to participate in Medisend College Programs
- Demonstration of English proficiency
- Official College or University transcripts (if applicable)

4. Recommended, but not required:

- Courses or background in Electrical/Mechanical/Biomedical Engineering, Physics, Chemistry, Biology, Computer Science, Clinical Laboratory Science, Information Technology or similar curriculum
- Background in Electrical/Mechanical/Biomedical Engineering, Information Technology, Computer Science, Healthcare Services 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).

I. Disability Policy

Medisend College is committed to ensuring that students with documented disabilities receive appropriate accommodations in their instructional activities, as mandated by Federal and State law. Students with disabilities will not be discriminated against in the admissions process. Reasonable services and adjustments will be made to accommodate students with disabilities without compromising the academic standard or inherent requirements of the program or course.

9. Policy for Granting Credit

Pertinent Information

The purpose of this policy is to maintain best practices in applying transfer credits and to ensure the academic integrity of Medisend College's academic programs.

Medisend College will accept transfer coursework from U.S. regionally and nationally accredited institutions. Students may, however, request a review of all transfer work regardless of regional or national accreditation status. The College will evaluate all credits from military service, as well as all post-secondary institutions previously attended by a student and may, at the College's sole discretion, grant credit for college courses completed at post-secondary institutions, colleges and universities that offer academic certificate and/or degree program courses comparable to associate's or bachelor's degree. Official College transcripts are required for all college-level work attempted, regardless of transferability. Copies of all post-secondary institution and all military transcripts are required for students requesting or receiving VA education benefits. Students are responsible to request transcripts from the awarding institution to be sent directly to the Student Services Office. The Office of Admissions will assist students in obtaining prior transcripts, as applicable. Other transfer coursework such as life experience, ACT test scores, CLEP test scores, GED test scores, technical training, vocational training and military schools may be evaluated on a case by case basis.

Courses accepted for transfer must be reported on an official transcript (academic record), provided to the College (a) in a sealed envelope (to the greatest extent possible) from the original institution of enrollment, bearing the institution's official seal and registrar's signature, or (b) 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 Community College of Air Force (for air-force veterans only), which is set up to send official transcripts electronically or via U.S. Postal Service directly to institutions. Students are advised to consult with the Student Services Office to request assistance for obtaining prior transcripts and for determining the acceptability of credit from other institutions.

All transfer courses from institutions of higher learning will be reviewed individually on a case-by-case basis by the Office of Admissions and by the appropriate faculty to determine which courses are acceptable for granting transfer credit. Students are responsible to complete a Transfer of Credit Policy Request Form and submit it to the Office of Admissions.

Transfer of Credit Policy

What is Transfer Credit? Transfer credit refers to the credit a college or university grants for prior learning. When you move from one college or university to another, the credit from the courses and degrees you took at the old institutions might or might not be accepted by your new institution. Each educational institution makes its own decisions about accepting transfer credit.

Institution Policies on Transfer Credit

1. All credit (clock, contact and/or credit) hours required for the BMET Certificate Program must be earned through instruction offered by Medisend College.
2. At least 25 percent of the credit hours required for completion of the associate degree must be earned through instruction offered by Medisend College.
3. Upon receipt of official post-secondary and military transcripts relating to prior course work completed or attempted by a student, the College will evaluate and, at its sole discretion, grant credit for course work previously completed.
4. The student's transfer course work is identified as a bona fide college-level course and must have been earned at an institution that can ascertain the course content and learning outcomes, correspond with current Medisend College courses required in the student's program of study, and have been assigned a grade of "C" or better from the originating institution. No more than seventy-five percent of the total credit hours of the required course work may be applied from transfer credit.
5. Medisend College will accept credit for equivalent courses from schools and colleges accredited by regional or national agencies recognized by CHEA (Council for Higher Education Administration).
6. Medisend College measures all courses in semester credits. Quarter credits are converted to semester credits by reducing the quarter credits by one-third. Such a reduction does not mean loss of credit.
7. Transfer of Courses from Texas Institutions: when possible, the Office of the Registrar will use the Texas Common Course Numbering System (TCCNS) to perform transfer of credit for courses offered by regionally accredited state institutions.
8. A maximum of 30 credits earned as a BMET Certificate prior to being accepted into an AAS program may be applied toward an AAS degree program for the core curriculum coursework requirements and a maximum of 15 (16) semester credits may be applied for general education requirements of the AAS degree program.
9. The amount of transfer credit toward an AAS of Biomedical Engineering Technology degree, if any, that will be allowed from other accredited institutions or from Medisend College taken on a non-degree basis prior 2017, will be determined on a case-by-case basis. Generally, the maximum amount of transfer credit approved cannot exceed 30 semester credit hours for the core curriculum coursework requirements. However, up to 36 semester credits of coursework in a BMET Certificate program may apply toward an AAS of Biomedical Engineering Technology degree if both the BMET Certificate and AAS of Biomedical Engineering Technology programs are offered at Medisend College. For transfer of credit to be approved, all of the following conditions must be met:
 - a) The student has received a certificate for completion of the BMET Certificate program with minimum competency requirements to those of Medisend College BMET Certificate program or the coursework must be from an accredited institution and must have taken within the last 3 (three) to 5 (five) years prior to admission into the AAS degree program, based upon instructor approval, and

- b) The student must have received a grade of C or better in course work to be transferred toward an AAS of Biomedical Engineering Technology program
10. Grades do not transfer - only credits. A student's grade-point average is computed for graduation purposes only on work completed at Medisend College.
11. Courses may not transfer for several reasons:
- Repeat of work already taken
- Low grades ("C-" or lower)
 - Technical or vocational courses,
 - Remedial courses
 - Courses listed on a transcript without a grade
 - Courses carrying grades but not credit hours
 - Internship
 - Equivalency exam credit (reviewed on a case-by-case basis)
 - Advanced Standing exam credit (reviewed on a case-by-case basis)
 - Practical
 - Assessment credit
 - Experiential learning
 - Preparatory, Developmental, or Remedial courses
 - Continuing Education courses
 - Competency-based credit (reviewed on a case-by-case basis)
12. The College does not grant credit for work experience, military/recruit basic training, vocational or technical training, and remedial academic, highly specialized or personal development courses.
13. Proficiency or competency credit-by-exam earned at another college or university is non-transferable.
14. Transfer of Courses from Non-Texas Institutions: AAS degree-seeking students will request transfer of credit from any out-of-state regionally or nationally accredited institutions by providing the Admission Department official transcript(s) containing the courses to be evaluated.
- a) Transfer credit will be awarded on a semester credit hour scale in all instances, including courses transferred in on quarter-hour scales. Credit transferred in on quarter-hour scales will be converted to semester credit hours proportionately.
 - b) Adequate documentation must be provided for consideration of the request. This may include syllabi, catalog course descriptions, or any other documentation deemed appropriate by the department and/or Registrar.
 - c) Transfer is reviewed and submitted as soon as possible after class enrollment.
 - d) All transfer students must complete the required minimum of 25% of all associate degree coursework. The transfer process must be completed no later than 4 weeks after enrollment in the AAS degree program.
15. All transferred courses will be posted on the student's official transcript with grades of "TR" but will not be calculated in the student's grade point average.

The College maintains a written record of all previous education and training of each veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, as applicable, with the training period shortened, and the veteran or eligible person and the Department of Veterans Affairs so notified.

Request for a Course Substitution

Students can request course substitutions to required courses on the degree plan. To request a course substitution, students should meet with a student advisor or Program Director. A course substitution request form will be completed and forwarded for review by the Program Director. Reasons for requesting a course substitution include, but are not limited to:

- Change of program
- Transfer from an alternative college or university
- Course availability (course listed on the degree plan was not offered in the desired semester or was not available because enrollment reached full capacity, so an alternative course was selected)

Decisions regarding a course substitution request are dependent on the equivalency of the course that the student completed versus the content of the course listed on the degree plan. For courses completed at nationally or regionally accredited colleges or universities, students will be asked to submit a course description of the course that is being requested as a substitution.

10. Cancellation and Refund Policy

a. Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the College may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

b. Refund Policy

- I. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and College holidays will not be counted as part of the scheduled class attendance.
- II. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the College;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten College days following the last date of attendance.
- III. If tuition and fees are collected in advance of entrance, and if 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.
- IV. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the College or 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. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.
- V. 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, as applicable (does not pertain to students using VA education benefits). Once these materials are purchased, no refund will be made. For full refunds, the 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.

- VI. 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.
- VII. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the College;
 - (b) If the course of instruction is discontinued by the College and this prevents the student from completing the course; or
 - (c) 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.

c. Refund Policy 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:

- I. 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;
- II. 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
- III. 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:
 - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (b) 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 60 days after the effective date of termination (40 calendar days for military veterans utilizing VA education benefits).

d. Refund Policy 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.

11. Programs

a. Overview

A *biomedical equipment technician* (a BMET) is trained to work in the Healthcare Technology Management field as a highly skilled electromechanical technician/engineer that installs, inspects, troubleshoots, calibrates, and maintains medical, instrumentation and support systems of moderate to high complexity used in healthcare delivery. This individual has technical competence to ensure that medical equipment is safe, functional and properly configured. The biomedical equipment technician also serves as an advisor to nursing and administrative staff in the safe use and proper operation of biomedical equipment and in developing specifications for and the selection of new items of medical equipment.

Biomedical Equipment Technicians find employment in both medical and industrial settings, working in the construction and repair of medical devices. According to the U.S. Bureau of Labor Statistics, the median annual biomedical equipment repairer salary was \$49,210 in 2018, with the highest ten percent earned over \$70,000; however, this vary widely depending on a variety of factors (*i.e.* industry, region, education degrees, leadership skills, etc.). Healthcare is a growing field, and demand for biomedical equipment technicians is expected to grow significantly. Job opportunities are expected to be even stronger to those with training at the associate's-degree level or higher who want to enter this field. In both programs the Biomedical Equipment Technology (*BMET Certificate*) and Associate of Applied Science in Biomedical Engineering Technology (AAS), emphasis is placed on proper installation and operation, as well as on repair, and preventive and safety inspections to ensure biomedical equipment meets all applicable safety standards. The course work builds a strong foundation in engineering mathematics, algebra, physics, anatomy, physiology, electronics, clinical chemistry, physiological sensors & transducers, computer networking, introduction to clinical areas, and various troubleshooting techniques. The curriculum stresses 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, etc.) as well as in troubleshooting and proper maintenance. The maximum number of students in a classroom and laboratory situation for both programs is twelve (12) with maximum student/teacher ratios for each setting between 6-to-1 and 10-to-1.

PROGRAMS OF STUDY

Name of Program	TOTAL Clock-Hours	TOTAL SEMESTER CREDIT HOURS	LENGTH in weeks
Certificate BMET Program	816	36	26
Associate of Applied Science Degree in Biomedical Engineering Technology	1296 - 1328	60	28-50

Note: The length of time it takes a student to complete the AAS degree in Biomedical Engineering Technology varies between 28 and 50 weeks, depending on the number of credits of general education the student successfully completed by the end of the technology course block cohort of 28 weeks.

b. BMET Certificate Program: Description, Outline and Length

The *BMET Certificate Program* is comprised of 816 clock hours and provides a comprehensive, hands-on, career-oriented curriculum that includes: a review of medical device-related standards and protocols; knowledge of the clinical use of testing and diagnostic instruments, hands on application of calibrating techniques and engineering problem-solving methodologies; awareness of potential fire, chemical, biological and electrical hazards and related safety precautions; development of communication and customer support skills, management and leadership skills, and performance assurance-testing

procedures. The curriculum not only prepares individuals for an entry level into the biomedical equipment technician (BMET) profession, but also gives them the necessary education and experience to sit for the ICC (International Certification Commission) Certified Biomedical Equipment Technician (CBET) exam. Graduates of the 816 clock hour BMET Certificate Program are eligible to be awarded 36 semester credit hours.

CORE TECHNOLOGY I				LEC. HRS.	LAB. HRS.	EXT. HRS.	CLOCK HOURS	CREDIT HOURS
CETT	1403	DC Circuits		3	3	0	96	4
CETT	1405	AC Circuits		2	4	0	96	4
CETT	1429	Solid State Devices		2	4	0	96	4
BIOM	2301	Safety in Healthcare Facilities		2	2	0	64	3
ITSC	1325	Personal Computer Hardware		3	1	0	64	3
ITNW	1325	Fundamentals of Networking Technologies		3	1	0	64	3
Total Hours:				15	15	0	480	21
CORE TECHNOLOGY II				LEC. HRS.	LAB. HRS.	EXT. HRS.	CLOCK HOURS	CREDIT HOURS
BIOM	1355	Medical Electronic Applications		2	3	0	80	3
BIOM	1341	Medical Circuits Troubleshooting		2	2	0	64	3
BIOM	1309	Applied Biomedical Equipment Technology		2	2	0	64	3
BIOM	2339	Physiological Instruments II		2	2	0	64	3
BIOM	2343	General Medical Equipment II		2	2	0	64	3
Total Hours:				10	11	0	336	15
GRAND TOTAL:				400	416	0	816	36

NOTES: BIOM 2343* General Medical Equipment II is the capstone course for the BMET Certificate award.

BMET Certificate LENGTH: 26 weeks.

Upon completion of all requirements the student will be awarded a BMET Certificate.

c. Associate of Applied Science Degree in Biomedical Engineering Technology: Description, Outline and Length

The **Associate of Applied Science degree in Biomedical Engineering Technology** prepares students for technologically advanced job employment. It includes 36 semester credit hours (816 clock hours) of specialized biomedical content (core technology courses), 9 semester credit hours of advanced technology courses, and 15 semester credit hours (288 clock hours) in general education for a total of 60 semester credit hours.

As reflected in the AAS Program layout below, each student's progress towards completion is measured in clock hours and semester credit hours. Students who complete the 816 clock hour/ 36 semester credit hour core technology courses of specialized biomedical content are eligible to be awarded a BMET Certificate. The required 36 semester credit hours (816 clock hours) of specialized biomedical content as well as the required 9 semester credit hour advanced technology courses (technical elective courses) are offered directly by the Medisend College, with all such courses taught by Medisend faculty. The required 15 semester credit hours (288 clock hours) in general education are made available to students for in-class course instruction by Mountain View College, an accredited college of the Dallas County Community College District, in accordance with Medisend signed agreement with the LeCroy Center and Mountain View College. The curriculum is designed to support a "Block Scheduled Cohort" model for entry and graduation, allowing a 1-year completion. This Cohort model supports the vision to maintain a structured case management system. The curriculum design is block scheduled for Cohort entry; however, based

upon the student needs, the administration recognizes that an alternative re-entry 'on-boarding' process is required. Therefore, students who drop a course(s) within the scheduled block for unforeseen circumstances will have an opportunity to re-enter with subsequent Cohort for the scheduled course. Therefore, 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.

CORE TECHNOLOGY I				LEC. HRS.	LAB. HRS.	EXT. HRS.	CLOCK HOURS	CREDIT HOURS
CETT	1403	DC Circuits		3	3	0	96	4
CETT	1405	AC Circuits		2	4	0	96	4
CETT	1429	Solid State Devices		2	4	0	96	4
BIOM	2301	Safety in Healthcare Facilities		2	2	0	64	3
ITSC	1325	Personal Computer Hardware		3	1	0	64	3
ITNW	1325	Fundamentals of Networking Technologies		3	1	0	64	3
Total Hours:				15	15	0	480	21
CORE TECHNOLOGY II				LEC. HRS.	LAB. HRS.	EXT. HRS.	CLOCK HOURS	CREDIT HOURS
BIOM	1355	Medical Electronic Applications		2	3	0	80	3
BIOM	1341	Medical Circuits Troubleshooting		2	2	0	64	3
BIOM	1309	Applied Biomedical Equipment Technology		2	2	0	64	3
BIOM	2339	Physiological Instruments II		2	2	0	64	3
BIOM	2343	General Medical Equipment II		2	2	0	64	3
Total Hours:				10	11	0	336	15
ADVANCED TECHNOLOGY				LEC. HRS.	LAB. HRS.	EXT. HRS.	CLOCK HOURS	CREDIT HOURS
BIOM	1101	Biomedical Engineering Technology <u>or</u> Technical Elective		1	0	0	16	1
BIOM	1270	Shop Skills for Biomedical Equipment Technicians <u>or</u> Technical Elective		2	0	0	32	2
BIOM	1350	Diagnostic Ultrasound Imaging Systems <u>or</u> Technical Elective		2	3	0	80	3
BIOM	2331	Biomedical Clinical Instrumentation <u>or</u> Technical Elective		2	2	0	64	3
BIOM	2319	Fundamentals of X-ray and Medical Imaging Systems <u>or</u> Technical Elective		3	2	0	80	3
BIOM	2347	RF/X-ray Systems <u>or</u> Technical Elective		2	2	0	64	3
Total Hours:				()	()	0	()	9
GENERAL EDUCATION				LEC. HRS.	LAB. HRS.	EXT. HRS.	CLOCK HOURS	CREDIT HOURS
ENGL	1301	English Composition I		3	0	0	48	3
MATH	1314	College Algebra <u>or</u> MATH 1332 Contemporary Math		3	0	0	48	3
PHIL	2306	Introduction to Ethics		3	0	0	48	3
PSYC	2301	General Psychology		3	0	0	48	3
*BIOL	1408	Biology for Non-Science Majors I		3	3	0	96	4
Total Hours:				15	3	0	288	16
GRAND TOTAL:				()	()	0	1296-1328	61

*BIOL 1408 is offered as a 4 SCH course based upon curriculum structure for lab requirements.

All courses taught in Advanced Technology are defined as Technical Elective courses.

Technical Elective Course List: 9 credit hours must be selected from the list, presented below.

TECHNICAL ELECTIVE COURSES				LEC. HRS.	LAB. HRS.	EXT. HRS.	CLOCK HOURS	CREDIT HOURS
BIOM	1101	Biomedical Engineering Technology		1	0	0	16	1
BIOM	1270	Shop Skills for Biomedical Equipment Technicians		2	0	0	32	2
BIOM	1350	Diagnostic Ultrasound Imaging Systems		2	3	0	80	3
BIOM	2331	Biomedical Clinical Instrumentation		2	2	0	64	3
BIOM	2319	Fundamentals of X-ray and Medical Imaging		3	2	0	80	3
BIOM	2347	RF/X-Ray Systems		2	2	0	64	3

General Education Courses

1) General Education: Required 9 credit hours of general education must include at least one course in each of the following three areas:

- Humanities / Fine Arts
- Social / Behavioral Science
- Natural Sciences

2) General Education: Required 6 credit hours of general education must include at least one course in each of the following areas:

- English
- Advanced Mathematics

Note: See transfer policy for additional general education options.

AAS Degree in Biomedical Engineering Technology LENGTH

Classes	SCH	LENGTH in clock-hours	LENGTH in weeks
Core Technology I & II COHORT	36	816	26
Advanced Technology COHORT	9	192 - 224	6
General Education Courses	15	288	22
TOTAL:	60	1296 - 1328	50

Upon completion of all requirements the student will be awarded an Associate of Applied Science Degree in Biomedical Engineering Technology.

d. Student Outcomes

The core competency outcomes for the Certificate and Degree Programs, included in our educational assessment plan are as follows:

1. Biomedical Engineering Technology Competency: Perform entry level inspections, maintenance, repair, and calibration of most common medical systems. *Fully understand the principles of operation and function of a range of medical devices used to measure biological and physiological processes. Ability to safely and effectively use medical devices, including the planning and acquisition, installation and training, modification and design, and maintenance and support of medical equipment and systems according to standards and guidelines.*

2. Electronics Theory and Practicum: Apply theory associated with the practice of electronic components, circuits, and instruments to troubleshoot and repair electronic equipment in industry.

3. Information Technology: Understand principles of computers, peripherals, networks, and software and apply IT knowledge to applications with medical equipment and healthcare computer-based information systems.

4. Communication, Interpersonal and Employability Skills: Communicate with peers and customers using professional, ethical and appropriate verbal and nonverbal communication skills to meet workplace goals and objectives. *As a member of a team, by accepting constructive feedback and displaying appropriate behavior, effectively interact with business leaders, peers, and others in the workplace and exhibit leadership and lifelong learning skills.*

5. Critical Thinking Skills: Demonstrate principles of troubleshooting and logical diagnosis by using critical thinking skills to define, analyze, and implement a solution.

6. Verbal and Written Skills: Convey the understanding of complex relationships between sections of specialized biomedical system through written, verbal, and/or demonstrative methods.

7. Safety Compliance: Ability to conduct standard tests and measurements in compliance with documented safety procedures and appropriate industry standards, analyze and interpret test results in order to improve processes and ensure that equipment is functioning properly. *Demonstrate solid understanding of test equipment used by technicians in the health care industry.*

8. Biomedical Applications: Research, evaluate and determine that all biomedical equipment is in proper working condition, ensuring a safe and reliable health care environment.

12. Subject Descriptions

CETT 1403 – DC Circuits

DC Circuits is a study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

- 96 clock hours (3 Lectures, 3 Labs)
- 4.0 Semester Credit Hours
- Corequisites: *Upon entering this course the student is expected to have general science and basic math (add, subtract, multiply, divide, fractions, decimal notation, percentages, multipliers) knowledge, and knows how to use a scientific calculator and a personal computer.*

CETT 1405 – AC Circuits

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

- 96 clock hours (2 Lectures, 4 Labs)
- 4.0 Semester Credit Hours
- Corequisites: CETT 1403

CETT 1429 – Solid State Devices

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

- 96 clock hours (2 Lectures, 4 Labs)
- 4.0 Semester Credit Hours
- Corequisites: CETT 1403, CETT 1405

BIOM 2301 Safety in Healthcare Facilities

Course Level: Introductory

This course is 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 (2 Lectures, 2 Labs)

- 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. Course will allow students to progressively understand basic principles and integration of sensors and transducers used in/with medical equipment.

- 80 clock hours (2 Lectures, 3 Labs)
- 3.0 Semester Credit Hours

BIOM 1341 Medical Circuits Troubleshooting

Course Level: Intermediate

This course covers development of skills in troubleshooting of medical electronic circuits and utilization of appropriate test and calibration equipment.

- 64 clock hours (2 Lectures, 2 Labs)
- 3.0 Semester Credit Hours

BIOM 1309 Applied Biomedical Equipment Technology

Course Level: Intermediate

This course is an introduction to biomedical instrumentation as related to anatomy and physiology of the human body. It includes medical devices used for monitoring, diagnosis, and treatment of anatomical systems.

- 64 clock hours (2 Lectures, 2 Labs)
- 3.0 Semester Credit Hours

BIOM 2339 Physiological Instruments II

Course Level: Advanced

This course puts emphasis on theory of operation, circuit analysis, and troubleshooting of graphic display recording devices, defibrillators and multi-purpose diagnostic equipment.

- 64 clock hours (2 Lectures, 2 Labs)
- 3.0 Semester Credit Hours

BIOM 1350 Diagnostic Ultrasound Imaging Systems

Course Level: Advanced

Diagnostic ultrasound imaging systems covers ultrasound instrumentation from physics phenomena and transducer technology to complex ultrasound instrumentation, including basic systems troubleshooting and problem solving.

- 80 clock hours (2 Lectures, 3 Labs)
- 3.0 Semester Credit Hours

BIOM 2331 Biomedical Clinical Instrumentation

Course Level: Advanced

A study of theory, application, and principles of operation of instruments commonly used in a medical laboratory.

- 64 clock hours (2 Lectures, 2 Labs)
- 3.0 Semester Credit Hours

BIOM 2343 General Medical Equipment II

Course Level: Advanced

This course covers the theory and principles of operation of a variety of basic electro-mechanical equipment with emphasis on repair and service of actual medical equipment.

- 64 clock hours (2 Lectures, 2 Labs)

- 3.0 Semester Credit Hours

ITSC 1325 Personal Computer Hardware

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

- 64 clock hours (3 Lectures, 1 Lab)
- 3.0 Semester Credit Hours

ITNW 1325 Fundamentals of Networking Technologies

This course covers the identification of basic principles of medical equipment networking including hardware, software, and connectivity issues of medical equipment in healthcare facilities.

- 64 clock hours (3 Lectures, 1 Lab)
- 3.0 Semester Credit Hours

BIOM 1270 Shop Skills for Biomedical Equipment Technologies

Skills development in the common repair tools and repair techniques used by the Biomedical Equipment technician in the health care.

- 32 clock hours (2 Lectures, 0 Labs)
- 2.0 Semester Credit Hours

BIOM 1101 Biomedical Engineering Technologies

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

- 16 clock hours (1 Lecture, 0 Labs)
- 1.0 Semester Credit Hour

BIOM 2319 Fundamentals of X-Ray & Medical Imaging Systems

This course is a study in radiation theory and safety hazards, fundamental circuits, and application of X-ray systems including circuit analysis and troubleshooting.

- 80 clock hours (3 Lectures, 2 Labs)
- 3.0 Semester Credit Hour

BIOM 2347 RF/X-Ray Systems

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

- 64 clock hours (2 Lectures, 2 Labs)
- 3.0 Semester Credit Hour

General Education Courses**HUMANITIES / FINE ARTS*****PHIL 2306 Introduction to Ethics**

The evaluation and application of classical and/or contemporary ethical theories connecting the good life, human conduct in society, morals and standards of value.

- 48 clock hours (3 Lectures)
- 3.0 Semester Credit Hours

SOCIAL / BEHAVIORAL SCIENCES***PSYC 2301 General Psychology**

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

- 48 clock hours (3 Lectures)

- 3.0 Semester Credit Hours

NATURAL SCIENCES*

BIOL 1408 Biology for Non-Science Majors

Presentation of biological concepts for the non-science major. Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce these concepts.

- 96 clock hours (3 Lectures, 3 Labs)
- 4.0 Semester Credit Hours

ENGLISH*

ENGL 1301 Composition I

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 writing the academic essay as a vehicle for learning, communicating, and critical analysis.

- 48 clock hours (3 Lectures)
- 3.0 Semester Credit Hours

ADVANCED MATHEMATICS*

MATH 1314 College Algebra

This course is an 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 (3 Lectures)
- 3.0 Semester Credit Hours

MATH 1332 Contemporary Mathematics

Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

- 48 clock hours (3 Lectures)
- 3.0 Semester Credit Hours

**See transfer policy for additional options.*

13. Grading and Marking System

The faculty member is expected to maintain a careful and orderly record of each student's academic performance in each class. The records may be maintained in instructor grade books provided by the College and all such records are the property of the College. When a faculty member leaves the College, or accumulates grade records no longer needed, these records should be surrendered to the Program Director for disposition. The faculty member's grade records must be legible, understandable, and complete, as they are the ultimate information in case of questions concerning a student's or a former student's academic performance.

a. Grading

Grading by individual faculty members will be numerical based on the student's score out of 100 total possible points and the weightage assigned to the coursework. No degree(s) or certificate(s) will be awarded to any student with an average numerical percentage below 73% (grade point below 2.0, letter grade C). Students should consult with their professors for accurate information about course requirements and expectations.

Grading Options and Definitions

Ordinarily a grade of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D," or "F" is given upon completion of a course. The instructor of a course has full discretion in selecting which grades to use and report from the available grading options.

Incomplete (I)

A mark of "I" (incomplete) is given by the instructor when you are otherwise doing acceptable work but are unable to complete the course. Incomplete grades are assigned at the discretion of the course instructor only after the midpoint of the course as indicated by the grading submission deadline for the semester. Usually an incomplete grade is given for significant personal circumstances such as serious illness or family emergency or call to active military duty or other conditions beyond your control. Furthermore, an "I" indicates that a student has satisfactorily completed a major portion of the work in a course, but for reasons judged by the instructor to be legitimate, a portion of the course requirements remains to be completed.

The following rules apply:

- The instructor will file the final correct mark as soon as the incomplete work has been finished.
- A student will receive no credit or grade toward his or her point-hour ratio until the final mark is submitted by the instructor.
- A student must complete incomplete work as early as possible so the instructor can report the final grade no later than the end of the following semester. For legitimate reasons, an instructor may establish an earlier deadline for completion of the work. Within this period, a student may petition, with the approval of Program Director, for additional time to complete the work. A new deadline will be identified if an extension is given and the decision will be recorded.

The student is required to arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the APPLICATION FOR AN INCOMPLETE GRADE Form (see Form below). The student and the instructor must complete an "Application for an Incomplete Grade" for an "I" grade to be assigned. A completed copy of this contract will be kept on file by the Office of the Registrar and by the instructor.

APPLICATION FOR AN INCOMPLETE GRADE

The grade of "I" (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or call to active military duty or other conditions beyond the student's control. Unfinished work must be completed with the same instructor except under extenuating circumstances. The completion date is determined by the instructor but may not exceed a full semester for completion of required work except for military active duty when one calendar year from the date the mark of "I" is recorded is allowed. Refer to the current *Catalog* for further details.

To be completed by the student and filed with the instructor at the time an "incomplete" grade is requested.

Student Name (Last, First, Middle):	Student I.D. No.:	Class/Year:	Program Name:	Date of Request:
Student Address (No., Street, Apt.):	City, State, Zip:	E-mail Address:	Phone No.:	
Course Prefix and No.:	Title:	Completion Date:	Instructor Name:	
Reason for Request:				
I expect to BE INCOMPLETE in the following:				
Proposed COMPLETION DATE:			Student Signature:	

TO BE COMPLETED BY THE INSTRUCTOR. Be explicit in the event that unexpected circumstances prevent you from processing the Change of Grade by the agreed date.

Student Must Complete The Following Work:

Grade Earned to Date:	Grade To Be Awarded If Work Not Completed:	Date Work To Be Completed And In Possession Of Instructor*	Approved <input type="checkbox"/> Approved <input type="checkbox"/> as modified <input type="checkbox"/> Disapproved	
Instructor's Signature:		Date:	Program Director's Signature:	Date:

* Student has one calendar year from the date the mark of "I" is recorded to complete the course.

(revised 6/14/2017)

Students must complete all course requirements by the end of the following semester. Incomplete grades that go unchanged by the end of the following semester will automatically be changed to "F" for failure. Students should be aware that college instructors are not obligated to give a grade of "I" nor is there an obligation on the part of the instructor to allow a full semester for completion of required work except for military active duty. If it is determined by the instructor that the student needs more than one semester to complete the work, a letter of support from Program Director is required to be attached to the application. If the required work is not completed within the allotted time, the instructor may change the grade from an "I" to an "F" the day following the deadline established by the instructor. When the student has completed the necessary work to earn a grade, the instructor may submit a grade change request to the Office of the Registrar.

No Report (NR)

The "NR" grade simply means that a grade has not yet been reported. Once final grade processing takes place, most classes will have an actual grade posted instead of the "NR". If an "NR" grade appears for a completed course with final grades, you should contact the instructor of the course to find out why a final grade was not recorded.

Withdrawal (W)

If a student withdraws from a class after the first week of College, the student will receive a mark of "W" on his or her transcript. The student earns no credit or grade for withdrawn classes.

Withdrawal (X)

X designates withdrawal after the 30th class day of the College due to an emergency or a medical situation approved by the College administration. If the instructor determines that reasonable progress has been made, then the student can re-enroll for course completion prior to the certification date in the next semester. If a student does not complete the course requirements, the "X" is converted to a performance grade.

Withdrawal (Y)

A "Y" designation signifies administrative dismissal of the student for other than academic reasons.

Course in Progress (IP)

The "IP" grade is typically used for courses where work will not be completed within one semester's time, such as internships or externships. Once coursework is complete, your instructor will submit a grade change to assign an appropriate grade.

Satisfactory (S)

"S" grades indicate the student met the standards for and successfully completed the internships, or externships in the AAS degree program only. Students usually earn credit hours for an "S" grade, but the grade is not used for computing the grade point average (GPA) calculation.

The grading of internships (externships) is incumbent upon all requirements being received by the Instructor (Faculty Internship Advisor) responsible with student internships. Internships do not count

towards your G.P.A. and therefore are graded as follows: S (satisfactory), IP (in progress), or U (unsatisfactory). To receive a grade of "S" for the course requires that all three requirements (listed below) have been received, graded, and processed.

1. Accumulate a minimum 48 hours or more of experiential learning (check all requirements in the course syllabus) for each academic credit. Your Faculty Internship Advisor will verify your hours at the end of the internship on the Evaluation by Supervisor form.

- one-credit internship requires a minimum of 48 hours experiential learning
- two-credit internship requires a minimum of 96 hours experiential learning
- three-credit internship requires a minimum of 144 hours of experiential learning
- four-credit internship requires a minimum of 192 hours of experiential learning
- five-credit internship requires a minimum of 240 hours of experiential learning
- six-credit internship requires a minimum of 288 hours of experiential learning

Request that your internship supervisor submit the Supervisor Evaluation Form.

Write and Submit the Student Internship Report to the Faculty Internship Advisor for each of the following three experiential learning outcomes:

- a. Professional Development
- b. Contribution to Firm
- c. Firm/Industry Analysis

Unsatisfactory (U)

Unsatisfactory (U) grades indicate that the student did not meet the standards for and/or complete the internship or externships. Unlike the "F" grade, "U" grades do not affect grade point average calculations, but do affect completion percentage. "U" grades indicate the student did not complete the internship or externships. Final grades for internships or externships are SATISFACTORY, UNSATISFACTORY, or INCOMPLETE. An "Incomplete" grade will be assigned when a student is unable to complete the internship due to circumstances beyond the student's control. An "Unsatisfactory" grade will be assigned when a student fails to meet the course requirements, including:

- Failure to complete a minimum number of required weekly reports in a satisfactory manner.
- More than four late weekly reports.
- The student's supervisor assigns an "unsatisfactory" evaluation to the student's performance for excessive absenteeism from practicum.

Students with an unsatisfactory grade (U) shall repeat the internship or externship until satisfactory completion and no later than the end of the next semester.

Repeating an Internship: A candidate who receives an unsatisfactory grade (**U**) or withdraws when performing unsatisfactorily in any field experience (internship) may re-enroll in that course one additional time for a total of two attempts. In the event that a candidate must repeat the field experience (internship), the candidate must request permission to do so by completing a written appeal to the Program Director. If permission is granted, the candidate must meet with the Faculty Internship Advisor to develop an action plan for the experience that may include enrollment in a course(s). There is no guarantee that the request will be approved for the semester for which the request/appeal is made.

Absence from Internship Practicum: Anytime an intern needs to be absent from an affiliating institution he or she may choose to 'make-up' the time missed upon the approval from student's supervisor. The intern will notify the Faculty Internship Advisor of any personal days taken. The Faculty Internship Advisor will use his or her discretion to determine which of the methods will be used considering the scheduling load of the internship facility. The two options are:

1. The intern may be scheduled for additional hours/week until the time is completed;
2. The intern may be required to stay after the formal conclusion of the program to make up the missed time.

The missed time is made up until the intern will have completed the internship.

Tardiness: The intern should be informed of the start time at the initial contact. Interns are clearly expected to routinely be a few minutes early for their experiences. “On time” is defined as 15 minutes early. It is a good idea to discuss with the intern after the first tardy how they plan to make up the time they missed because of their late arrival. The second incident prompts a counseling between the student and Faculty Internship Advisor to develop a corrective plan.

There are 11 (eleven) letter grades representing percentages for varying degrees of achievement, as presented in the table below.

Students’ semester grades shall be based upon their performance in homework, quizzes, written and practical exams as well as mid-term and final exams with weightage as applicable. Not more than 10% of the grading scheme is based on participation. The final letter grades and their corresponding grade point values are listed below along with short descriptions at each grade level. The descriptions give students, faculty, and graduates a general sense of the gradation of academic expectations at a glance. In the leftmost column below, there is a list of grade benchmarks that is meant only as a guideline for the College’s faculty and students.

Benchmark	Grade Interpretation	Numerical Grade	Grade Point	Grade
Superior Achievement	Outstanding	97-100%	4.0	A+
	Outstanding	93-96.99%	4.0	A
	Excellent	90-92.99%	3.7	A-
Good Achievement	Very Good	87-89.99%	3.3	B+
	Good	83-86.99%	3.0	B
	Generally Good	80-82.99%	2.7	B-
Adequate Achievement	Satisfactory	77-79.99%	2.3	C+
	Sufficient	73-76.99%	2.0	C
	Marginal	70-72.99%	1.7	C-
Limited Achievement	Poor	60-69.99%	1.0	D
Inadequate Achievement	Very Poor	25-59.99%	0	F (Fail)
	Extremely Poor	10-24.99%	0	F

b. Grade Benchmark Achievement Levels

i. **Superior achievement** (A level) recognizes exceptional performance and achievement that exceeds course expectations and consistently demonstrates many of the following characteristics:

- Significant mastery of challenging topics and issues;
- Genuine comprehension, insight, and synthesis;
- Highly developed communication skills;
- Extensive familiarity with relevant literature and previous work;
- Originality of analysis and interpretation;
- Thorough, deep, and mature understanding;
- Thorough preparation and extensive, thoughtful class participation;
- Integration of knowledge, concepts, and principles across disciplines;
- Technical competence in skills and procedures;
- Precision of ideas and clarity of expression;
- Thinking that is independent, creative, and focused;
- Understanding of nuance and subtlety; and
- Consistent coherence in argument and discussion.

ii. **Good Achievement** (B level) recognizes work that meets course expectations and typically demonstrates, where applicable, many of the following characteristics:

- Competence in communication skills;
- Clear understanding without much originality;

- Competent grasp of course materials and subject matter;
 - Integration of course knowledge, concepts and procedures;
 - Familiarity with relevant literature;
 - Regular preparation for and participation in class;
 - Some evidence of critical and creative thought;
 - Clear connections between inferences and evidence; and
 - Care in the use of evidence and quotations with only occasional thinness in argument, detail, or precision.
- iii. **Adequate Achievement** (C level) recognizes work that is sufficient to prepare for continued study in the field and generally demonstrates, where applicable, some of the following characteristics:
- Partial mastery of knowledge and skills required for understanding;
 - Adequate grasp of course concepts;
 - Partial appreciation of the meaning or implications of a question;
 - Incomplete familiarity with relevant readings or references;
 - Writing that lists facts rather than develops well-reasoned arguments;
 - Frequent neglect of important information;
 - Answers that are insufficiently developed; and
 - Minimally complete assignments with many areas for improvement.
- iv. **Limited Achievement** (D level) indicates a lack of readiness to continue in the field. Students' work usually demonstrates, where applicable, some of the following characteristics:
- Minimal understanding of the subject matter;
 - Inability to apply subject matter understanding in other contexts;
 - Poorly developed communication skills;
 - Little evidence of critical or creative thinking;
 - Lack of apparent seriousness; and
 - Frequent carelessness in fulfilling assignments.
- v. **Inadequate Achievement** (F) indicates that course work is insufficient to merit academic credit. Students who receive an F usually demonstrate some of the following characteristics:
- Inadequate or inconsistent preparation;
 - Inadequate understanding of subject matter;
 - Little evidence of critical thought;
 - Frequent failure to complete assignments in a timely manner;
 - Very poor communication skills;
 - Frequent misunderstanding of facts or references;
 - Little or no analysis;
 - Confused or incomprehensible writing; and
 - Little or no work offering evidence that course objectives have been met.

c. Grade Point Average Calculation

Every time a student passes a course, they receive both a designated number of *credit hours* and a number of *quality points*, which are calculated by multiplying the course credit hours and the numerical equivalent of the letter grade received. To determine the grade point average, divide the total number of earned quality points for all courses by the total number of credit hours scheduled. As noted in Section 11, although each program course is allocated a certain number of required clock hours, Medisend measures and awards course completion and quality points in accordance with the designated credit hours for each course. The below sample calculation is the standard College/University calculation method used to express GPA and Quality Points).

A sample GPA calculation appears below.

Course	Clock Hours	Credit Hours	Letter Grade	Point Grade	Quality Points
CETT 1403	96	4	B-	2.7	10.8 (4 hours x 2.7)
CETT-1405	96	4	A+	4	16.0 (4 hours x 4)
BIOM-2301	64	3	C+	2.3	6.9 (3 hours x 2.3)
BIOM-1350	80	3	A	4	12.0 (3 hours x 4)

1. $GPA = (10.8 + 16.0 + 6.9 + 12.0) / (4 + 4 + 3 + 3) = 45.7$ quality points divided by 14 credit hours = 3.26
2. A grade point average of C (2.0) is required for graduation.
3. The grade point average (GPA) is based upon final grades for all coursework taken at the College.
4. The grade point average shows two decimal places (3.15, 2.36, etc.) and is never rounded up or down.

d. Grade Changes

A student has one year to notify the Office of the Registrar of a grade error on the transcript. A grade error is a recording mistake made by the Office of the Registrar. Grade changes, on the other hand, are initiated by the instructor issuing the original grade, either because the instructor notices the error or following a student inquiry. The intended purpose of the grade change procedure is to correct an instructor's computational or other error in reporting a grade, not to represent additional work on the part of the student. The only allowable grade changes based on additional student work require formal approval of an incomplete grade. The instructor(s) submits a grade change request to the Office of the Registrar for consideration. If the request is approved, the Office of the Registrar informs both the student and the instructor. After determining that a grade was not posted in error, students wishing to appeal a grade must write a letter of appeal to the chair or director of the instructor's department or program.

e. Official Transcripts

An Official Transcript is one that has been received directly from the issuing institution. It must bear the College seal, date and signature of the Registrar. Transcripts received that do not meet these requirements should not be considered official and should be routinely rejected for any permanent use. Transcripts will be issued in Clock Hours and Semester Credit Hours.

f. Notifications of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford 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 Career Institute of Technology (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 records 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 Career Institute of Technology in an administrative, supervisory, or support staff position. A school official also may include a volunteer or contractor outside of Career Institute of Technology who performs an institutional service of 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 Career Institute of Technology. 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 Career Institute of Technology 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.

14. College's Policy Concerning Satisfactory Progress

a. Satisfactory Academic Progress

Satisfactory Academic Progress is defined as progressing in a positive manner toward fulfilling requirements for the Certificate and/or Degree in a given program of study. Satisfactory progress is the measurement of a student's performance (credits completed and cumulative grade point average) in meeting the institutional Certificate and/or Degree requirements. The College shall provide a progress report to the student at the end of each progress evaluation period. A progress evaluation will be done monthly, usually at the end of each month during students course of study.

CUMULATIVE GRADE POINT AVERAGE MINIMUM REQUIREMENT

All students enrolled at Medisend College must maintain a minimum grade point average of a C, 2.0 on a 4.0 scale, or numerical percentage of 73% scale or above, in projects, seminars or externship completed at the College towards the attainment of the Certificate and/or Degree. Grades of Incomplete (I), Failing (F), or Official Withdraw (W) do not count toward successful completion.

QUANTITATIVE PROGRESS MINIMUM REQUIREMENT

Quantitative progress is defined as the clock/credit hours achieved divided by the clocks/credits hours attempted. To be making satisfactory academic progress, a student's quantitative progress must be at least 80% of the clock/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 academic terms, credit hours attempted, clock hours completed, or elapsed calendar time.

b. Grading Period and Frequency

The Grading Period for a student enrolled at Medisend College is the period of time for the entire length of a course or class in which the performance or achievement is evaluated, with the starting date set up at the enrolling date in the College and the ending date set up at the graduation date. Each student should be able to receive frequent feedback on their work and their progress. Students' work must be graded and returned in a timely fashion. Grades are an important measure of academic progress, and students need evidence of where they stand throughout the semester or term. When available, the grades will be posted electronically on a Student Online Center in which the student will have access to his or her grades through a row of available grade options.

Final grades for each course are furnished to the students by instructor(s) in charge within no more than 3 days after the final exam. Grades for homework and quizzes or exams are furnished to students in within 3 days for self-evaluation and improvement, if necessary. Sponsor(s) can request student grades anytime during the semester or term. Progress reports are otherwise furnished to students monthly (at the end of

each evaluation period) during their course of study. Assignments, tests/quizzes, or graded discussions set as midterm or final exams will appear under the Grading Periods. These items are calculated as part of the student's overall grade. Mid-term grades reflecting a student's level of academic performance are assigned by faculty members. These grades are unofficial and do not appear on the student's transcript. The grades are designed to inform students of their mid-term standing.

c. Progress and Probationary Policies

A cumulative numerical percentage of at least 73%/a grade point average of C (2.0) is mandatory for the student to maintain satisfactory progress. Students will receive written notification of their progress at the end of each evaluation period (monthly for both the Certificate and the degree program).

- i. **Warning:** Any student who scores below 73%/a grade point average of C (2.0) in a course during any evaluation period will receive a warning instruction from the Student Services Director, which will also be given to the Program Director and will be filed in the student's record. The student will be counseled by the Student Services Director and will be strongly advised to meet the instructor or his or her designee within 3 days of receipt of the warning and develop an academic plan to bring his or her grade to a level above 73%.
- ii. **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 school (Program Director or Academic Dean) 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 indicated in the student's permanent file. 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 for the course, the student may be continued on academic probation for one more evaluation period.
- iii. **Conditions for Termination:** If the student does not achieve overall satisfactory progress by the end of the second probationary period, the student's enrollment will be terminated. If a student on academic probation fails to achieve a grade point average of at least 2.0 for the first probationary period, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the course at the end of two successive evaluation periods will be terminated.

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 must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting the Satisfactory Academic Progress standards by the next evaluation period.

d. Probation Policy Procedure; Conditions for Termination

The 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 for the course at the end of two successive evaluation periods. In the event that a student is placed on probation by the Student Services Director under the recommendation of the Program Director for reasons of unsatisfactory performance after the first probationary period, and after having met with the student to establish the terms and conditions of the probation:

- The Student Services Director shall inform the student, by means of a letter of probation, of the terms and conditions of probation. A copy of the letter will be sent to the instructor and Program Director.
- The Program Director shall inform the Office of the Student Services Director of the student's probationary status.
- The instructor(s) shall monitor the student's performance and report to the Program Director, in writing, no later than three (3) days before the end of the probationary period, on the student's progress with respect to the terms and conditions set down in the letter of probation.
- The Program Director, based on the instructor's report, may either terminate the student's training or revoke the probationary status.
- The Program Director's final decision shall be communicated in writing to the student, and the Office of the Registrar.
- The termination shall be annotated on the student's permanent record.

Unsatisfactory Performance means failure to demonstrate satisfactory attainment of knowledge, skills and attitudes as measured through the evaluation processes applied by the instructors in the program. Poor performance may lead to a decision by the Program Director to place a student on probation. The purpose of probation is to alert a student to the seriousness of the matter and to establish a set of clear objectives and strategies, which have as their aim the improvement of the student's performance. However, failure to attain the objectives set down for the probationary period may result in termination of the student's training.

- As general policy, whenever an instructor believes a student may not succeed in completing his or her training, the instructor shall meet with the student, discuss the circumstances, inform the student why he or she may not succeed, advise the student on steps which may improve the chances of his or her success, document the discussion and recommendations, communicate the essence of the discussion and recommendations in the form of a letter to the student, and request that the student sign a copy of that letter. The student's signature signifies only that he or she has read the letter and not that he or she agrees or disagrees with the contents.*
- If the student's performance does not improve, the instructor shall notify the Program Director, make a written recommendation regarding terms and conditions of probation, and provide the Program Director with a copy of any letter(s) detailing unsatisfactory performance.*
- Directed by the Program Director, the Student Services Director shall meet with the student to discuss his or her performance and the terms and conditions of any probationary period imposed. The procedure for formal imposition or probation and/or termination due to unsatisfactory performance is subsequently articulated within this policy.*

e. Re-entry and Readmittance

Students who have withdrawn or have been administratively withdrawn from the College relating to the student's failure to comply with the College's Satisfactory Academic Progress (as defined herein) requirements and wish to return to the College must follow the College's readmission, or re-entry procedures as described in this Section 14. Such students seeking readmission or re-entry will have all prior coursework re-evaluated for determination of relevancy and must meet current course grade requirements.

Definitions

Re-entry: When a student who has been dismissed for unsatisfactory academic performance is permitted by the Admissions Committee (comprised of Student Services Director, Program Director and/or appropriate faculty) to continue his or her education at the point he or she was dismissed. All hours attempted and grades earned remain intact on the student's record. The student must meet whatever terms and conditions the Admissions Committee in its discretion may impose in the academic plan.

Readmission: When a student who has been dismissed for unsatisfactory academic performance is permitted by the Admissions Committee to begin his or her legal education from the beginning one year after the student is notified

of his or her dismissal. All hours and grades earned will continue to be reflected on the student's transcript, however, the hours and grades will not count toward the student's certificate and/or degree progress. The student must meet the academic plan with whatever terms and conditions the Admissions Committee imposes.

Procedures for Reentry/Readmission after Academic Dismissal

Re-entry of Dismissed Students: A student who is dismissed for unsatisfactory academic performance may petition the Admissions Committee for re-entry. All petitions must be in writing and submitted to the Program Director, or his or her designate, by the deadline specified in the student's dismissal letter. Petitions must be addressed to the Admissions Committee. Re-entry may be granted by the Admissions Committee if the student presents evidence that the student's dismissal was caused by a serious, unanticipated disruption which was unrelated to the student's capacity to complete the required course of study successfully.

A student relying on a serious, unanticipated disruption must present evidence of the relationship between the disruption and the academic deficiency, that the cause of the disruption no longer exists, that the disruption is unlikely to recur, and that the student has the capacity to complete the required course of study successfully. In no case will re-entry be granted if the Committee concludes that the petitioner lacks sufficient capacity to complete the required work successfully, even though the student may have proved evidence of a serious, unanticipated disruption. If re-entry is granted, the Committee shall have the right to impose an academic plan with whatever terms and conditions the Committee in its discretion may determine. *The student will be counseled by the Student Services Director and will be strongly advised to meet the instructor or his or her designee within 3 days of receipt of the warning and develop an academic plan to bring his or her grade to a level above 73%.* Any determination made by the Committee pursuant to this guideline is final. A denial of a petition for re-entry does not prevent a student for applying for readmission at a later date.

Readmission of Dismissed Students: A student who has been dismissed for unsatisfactory academic performance may apply for readmission de novo (as new) to join a first-year class one or more years after the student is notified of his or her dismissal. Application for readmission de novo (as new) must be made through the normal application process. The Admissions Committee may readmit the reapplying student if the members of the Committee believe there is a substantial likelihood that the applicant is presently able to successfully complete the program. In making this decision, the Committee shall consider the applicant's post-dismissal course work, work activity, or study, and the applicant's GPA. If readmission is granted, the Committee shall have the right to impose whatever terms and conditions the Committee in its discretion may determine. The student must meet all graduation requirements in effect at the time of his or her readmission. Any determination made by the Committee pursuant to this guideline is final.

f. System for providing Progress Reports

Each student will receive regular feedback on their work and their progress. Students are evaluated for Satisfactory Academic Progress. Below is the form grading sheet, which is included in a student folder and also given to the student to record his or her grades and course progress.

Medisend College of Biomedical Engineering Technology

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									
Total Credit Hours:			Total Quality Points:								
			Cumulative GPA = /4.00								

At the end of each month the student will receive a copy of his or her progress report, which will document progress and points earned by the student during the previous month. The Student Services Office and Student Services Director maintain a discrete and well-formulated electronic database of grades of each student's academic performance in every course. The records are also maintained in the College's grade book. Records must be legible, understandable and complete. Separate work sheets are maintained for each semester. Grades are promptly updated on the same day of report. Student progress is evaluated on a monthly basis in accordance with their performance in assignments/class participation and/or testing materials.

g. Policy on Incomplete, Withdrawal, Repeat Subjects, Retakes, and Remedial Work

i. Incomplete: Incomplete grade (I) is temporarily assigned for any incomplete course work or exams when the student is expected to obtain a passing grade based on his or her previous records but, for emergency reasons, the student has been absent from the final course evaluation. Any missed coursework or exam requires an explanation from the student within 48 hours (24 hours prior - 24 hours after). Student should achieve at least 73% and fulfill all the course requirements before the end of the semester for any course that has been assigned the grade of "I".

ii. Withdrawals

- W: withdrawal (W) is assigned to the student if he or she withdraws from the College within the 6th to 30th class day.
- X: designates withdrawal after the 30th class day of the College due to an emergency or a medical situation approved by the administration.
- Y: Signifies administrative dismissal of the student for other than academic reasons.

iii. Repeat Subjects: This option provides students who have scored poorly the opportunity to repeat the coursework (homework, quiz, or exam) and calculate new grades in place of previous grades. Thus, if any course work is repeated using this option, the grade of the most recent attempt of that

coursework will be used in calculating the GPA and for completion of program requirements. The original grade will remain on the official transcript for record purposes only.

Repeating "C-", "D" or below graded coursework

Course work may be repeated when any grade equivalent to an average C (73%) or below, which affects the grade point average, has been earned, subject to these limitations:

- Coursework Repeat Option may not be applied more than twice to the same coursework. Any further repeat enrollment (*i.e.*, a third or subsequent enrollment) in that course shall be with the approval and by action of the academic unit offering the course. The academic unit may require the student seeking a further repeat enrollment to consult the academic advisor.
- Whenever a course repetition results in a grade of 'F', the course may be repeated again, subject to the permission of the Program Director. The credits and grade for each and every failed course repetition are included in the student's credits attempted and GPA. Failed repetitions negatively affect the student's GPA; multiple failed repetitions may result in academic probation or dismissal. The grade earned in the latest attempt will be included in cumulative credit totals and grade point average, even if that grade is lower than the previous grade.
- When a course is repeated more than once and the last repetition results in a passing grade, the grade and credits for this last repetition count towards certificate and/or degree requirements and are included in the student's credits attempted, credits completed, and GPA. All subsequently repeated coursework and grades will be recorded on the transcript and noted that the coursework has been repeated.

No student with failing (C-, D, or F) grades may repeat a course unless:

- (1) An "F" or "D" or "C-" was received in the course, and
- (2) Permission has been obtained from the instructor teaching the course at the time the student desires to repeat it; and
- (3) Permission has been obtained from the Program Director.

iv. Retakes: Students learn and progress toward essential curriculum standards at different rates. Some students achieve learning objectives only after the instructor's feedback on assignments and after continued practice/study. To determine if a student should be allowed to redo an assignment or retake a test, the instructor and student may discuss the work in question. When a student has put forth effort but not mastered an outcome, students could have the opportunity to redo an assignment or retake a test for partial credit. By providing this opportunity to students, instructors encourage students to continue learning.

v. Extra Credit: Extra credit assignments, tied to the curriculum, can be given for either remedial or enrichment purposes. Instructor judgment will determine the weighting and inclusion of extra credit in the grade. Extra credit tasks should not be used in lieu of students' demonstrating mastery of the essential course content.

vi. Remedial Work for Pre-tested Subjects: Students are pre-tested on basic Mathematics, General Science (Physics, Chemistry, and Biology) and Electronics prior to their enrolment into the program and only qualified individuals who score above average C (73%) are granted admission into the program. Remedial coursework will not be offered.

h. Conditions for Interruption for Unsatisfactory Grades or Progress

If the student does not achieve a satisfactory grade during the probation, the College will notify the VA to interrupt the student's educational benefits.

Note: For students receiving financial assistance through VA or any other federal or state program funds, instructors will designate if the student is passing or failing. If a student receiving funding through VA, or other funding programs, has two consecutive failing evaluations, they will be dismissed from the program

and a letter sent to that effect to the VA or other funding administrator. Readmission and/or reinstatement will be on an individual basis and at the discretion of the Program Director, after meeting with the student. These students may or may not receive a "Certificate of Attendance". They will be asked to sign a memorandum of understanding, stating that if they wish to continue the training, they understand the student needs to be making progress towards skill development and training proficiency in his or her program area. Upon completion of his or her program, students will be issued an official letter that contains a list of the training skills they have mastered so far.

15. College Attendance Policy

The College views attendance as critical to success. Due to the accelerated training schedule and short duration of each semester, all instructors and students are expected to attend all classes, seminars, labs, examinations and complete all assignments. No make-up quizzes or exams will be given unless any absence from class is officially excused in accordance with this section or at the sole discretion of the College. The College faculty are expected to provide a class schedule at the start of the semester indicating the topics that will be covered along with dates for major exams and when assignments will be due. Absences due to illness must be reported to the College no later than 8:40 A.M. on the day of the illness. The minimum acceptable attendance for students enrolled in Medisend College programs is an 80% attendance rate for completion/graduation (see Quantitative Progress Minimum Requirement presented earlier). Excessive absenteeism may result in warnings and administrative action, up to and including dismissal from the College.

a. Policies regarding absences, tardiness, and make-up work

i. Absences

Excused Absences

The student is responsible for providing evidence to the College or other staff to substantiate the reason for an excused absence. The student is also required to fill out an absentee form (found at the end of attendance policy) that includes an explanation for the absence, the date, and the duration of the period of absence. All excused absences will be calculated in overall attendance rate. The following are valid reasons for excused absences at the College; however, exceptions may be made at the discretion of the College:

- Participation in legal proceedings such as jury duty;
- Required participation in military duties;
- Mandatory admission interviews for professional or graduate College that cannot be rescheduled;
- 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, step-father, step-sister, step-brother, step-grandparents, 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 College day (to include classes on Saturday) should obtain a medical confirmation note from his or her medical provider. This confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence.

In case of accident or emergency where advance notification is not feasible, the student must notify a member of the staff as soon as possible and no later than the end of the second College day after the absence explaining why he or she was not able to notify a staff member prior to the class.

Students who have been absent from scheduled classes for more than 10 (ten) consecutive school days, not including scheduled holidays or breaks, will be administratively withdrawn from the program.

Unexcused Absences

Absence for a non-acute medical service will be marked as unexcused. Failure to provide evidence to substantiate reason for absence and fill out an absentee form will also result in an unexcused absence. Any other absence not mentioned above will be considered unexcused unless excused by the College.

A student may appeal a decision that an absence is unexcused on the grounds that evidence is presented to the College that reinforces one or more reasons why the absence qualifies as an excused absence or on the grounds that the decision was arbitrary, capricious, or prejudicial. Any 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.

Regular attendance is required of all programs at the College. Absence means missing all or part of any scheduled classroom, laboratory, shop, clinical or practicum placement and includes arriving more than ten minutes late for class at commencement or following class breaks, and leaving the class at any time before the end of the scheduled instructional period. All absences will count towards attendance. The student must meet 80% attendance rate for the completion of the program.

ii. Tardiness

Classes are scheduled to begin at 8:40 A.M. Students are expected to be present at least 15 minutes before the class start time. If an emergency arises and the student will not arrive on time, he or she must notify a staff member immediately. If he or she fails to give notice, the student may be marked tardy if he or she arrives later than 8:40 A.M. If a student is tardy twice he or she will be penalized equivalent to 1 unexcused absence. Repeatedly arriving late for class or coming to College without proper notification may eventually result in verbal or written warnings and eventual failure of the course as stated in the conditions for termination.

iii. Make-up work, classes and tests

Make-Up Work is defined as the actual work assigned on the day absent or an alternate assignment equal in purpose. For any alternate assignment, the time required to complete and the credit given should not exceed the scope of the original assignment. If an absence is excused, the student must be provided an opportunity to make up any homework, quiz, exam, or other lab work that contributes to the final grade or provide an alternative to which both the student and the College agree. All absences must be made up in person at the College. It is the student's responsibility to submit the make-up work according to the schedule.

In the event of an extended absence, make-up work will be assigned with a schedule of due dates that will be announced. Students must make arrangements with an instructor to make up any missed time or tests. All missed tests must be taken within the evaluation period they were initially given, unless other arrangements are made with an instructor. Absences must be made up during the evaluation period in which the absence occurred.

The College and staff may, but are not obligated to provide an opportunity for the student to make up work missed because of an unexcused absence.

b. Leaves of absence policy


1. A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family.
2. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with institution's consecutive absence policy, s/he must be withdrawn.

3. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

4. A student who fails to return from an approved Leave of Absence will be considered withdrawn as of the expected return date of the Leave of Absence.

5. Leaves of Absence will be granted for a maximum of 60 calendar days. Requests for Leaves of Absence of more than 60 calendar days will be denied.

6. Only one leave of absence will be granted in a 12-month period. In extenuating circumstances (e.g. medical/surgical conditions, unforeseen family crisis, etc.) two Leaves of Absence can 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.

Student	<input type="checkbox"/> Leave of Absence <input type="checkbox"/> Excused Absence	FORM	
Name: _____		Duration of Absence: Date from _____ to _____ Hours from _____ to _____	
Reason for absence: _____			
Student Signature: _____		Date: _____	
Faculty Signature: _____		Date: _____	
Form TAF1			

c. What constitutes violation of the attendance policy

Repeatedly arriving late for class by accumulating tardies or not coming to College without proper notification will result in unexcused absences. Actions will be taken as stated in the Conditions for Probation, Dismissal, and Readmittance section. Accumulating 6 (six) unexcused absences will result in failure of the course and student dismissal from the program. No exceptions.

d. The point at which a VA student will be reported to the Department of Veterans Affairs for unsatisfactory attendance (if necessary)

The student will be reported to the Department of Veteran Affairs for unsatisfactory attendance after student has repeatedly violated the attendance policy and has accumulated six (6) unexcused absences. This will be done so that enough time is given for corrective action to be taken to prevent student dismissal from the program.

e. Type of attendance records that are kept

Attendance is taken daily and recorded on the form shown below. Each student is marked according to their status in the Attendance Form presented below.

Attendance Sheet – Class xxxx-1																				
Student Name	Week #1						Week #2						Week #3							
	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S		

- A. A student shall not commit plagiarism. Plagiarism is appropriating another's words, ideas or modes of analysis and representing them in writing as one's own.
- B. A student shall not take an examination for another student nor permit another student to take an examination for him or her.
- C. A student shall follow all instructions governing the administration of examinations. A student shall not give/obtain information or help in any unauthorized form prohibited by the instructor or the person administering the examination or assignment.
- D. A student who is taking or has taken an examination shall not discuss any part of that examination with another student who is taking the examination or will be taking a deferred examination or with anyone else if such discussion is likely to endanger the security of the examination questions.
- E. While taking an examination, a student shall neither converse nor communicate with any person other than the person(s) administering the examination, except as permitted by the administrator(s) of the examination.
- F. A student shall not take or copy material (such as personal items, books, notebooks, outlines, papers or notes) belonging to another student without the consent of the latter.
- G. A student shall not give false information and/or withhold information from College personnel that misrepresents the truth and/or make/give false statements to any College personnel.
- H. A student shall not forge, alter, or misuse College material, documents, records, or instruments of identification.
- I. A student shall not submit false information at the time of admission. Such conduct may lead to rejection of the application, dismissal from the program, or other disciplinary action.

ii. Theft/Vandalism

The unauthorized removal or stealing of College or other personal or public property not belonging to the student will be considered an act of theft. The Code also applies to the attempt of such actions. In addition, behavior that destroys or damages anything belonging to the College or another person is prohibited.

With respect to the College library, a student shall not mark, tear, mutilate or destroy library material; hide, incorrectly shelf or misfile library material; remove library material from the library without complying with library regulations; or otherwise fail to comply with library regulations.

iii. Harassment

The 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 this Code.

Any student who feels they have been the subject of harassment via physical, verbal, graphic, written, electronic or other means should report the conduct to the Student Services Director, either verbally or in writing, as soon as possible after the incident. All complaints will be promptly and confidentially investigated. No student will be retaliated against for filing a complaint regarding harassment or other inappropriate or unprofessional conduct if brought in good faith.

Any student found to have engaged in harassment or other inappropriate or unprofessional conduct will be subject to disciplinary actions, up to and including dismissal from the College, at the sole discretion of the College.

iv. 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. A student guilty of such conduct will be subject to disciplinary actions, up to and including dismissal from the College, at the sole discretion of the College.

v. 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. A student guilty of such conduct will be subject to disciplinary actions, up to and including dismissal from the College, at the sole discretion of College.

vi. Hazing

Causing another person to participate in degrading behavior to cause ridicule, humiliation, or embarrassment to themselves or someone else is strictly prohibited under the Code.

Examples of such behavior include, but are not limited to, coercive behavior due to misuse of authority by virtue of rank or position, any form of physical bondage of a person, taking of a student to an outlying area and leaving them there, forcing a student into a violation of the law or this Code, and/or having knowledge of the planning of such activities without notifying a staff member. Failing to notify a College staff member or the Student Services Director is also a violation of this section. A student guilty of such conduct will be subject to disciplinary actions, up to and including dismissal from the College, at the sole discretion of College.

Students who are victims of hazing should report the prohibited activity to the Student Services Director or College staff and will not be charged with a violation if they did not have a choice or did not engage in willful participation.

vii. Alcohol/Drugs

The 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 the College, in addition to a violation of law. Use, possession, or distribution of alcoholic beverages while at the College without prior written approval from the College is prohibited. Public intoxication on College or Medisend 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. A student guilty of such conduct will be subject to disciplinary actions, up to and including dismissal from the College, at the sole discretion of College.

viii. Weapons

Possession of fireworks, explosives, handheld weapons such as firearms, or dangerous chemicals on College or Medisend property or at/during any College activities, even if legally possessed, is prohibited. Weapons may include, but are not limited to, all firearms, pellet guns, teasers, stun guns, slingshots, martial arts devices, switchblade knives and clubs. A student guilty of such conduct will be subject to disciplinary actions, up to and including dismissal from the College, at the sole discretion of College.

ix. Disruptive behavior

Disruptive activity includes any behavior that interferes with the instructor's ability to conduct class as normal 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 so as to interfere unreasonably with the rights of other students in the pursuit of their education. A student guilty of such conduct will be subject to disciplinary actions, up to and including dismissal from the College, at the sole discretion of College.

x. Unauthorized recording and use of portable electronics

Portable electronic devices such as cellphones and music players are prohibited in the class room and laboratory areas. The student may choose to leave these items at home or inside his or her locker in silent mode. Unauthorized use of electronic devices to make an audio or video recording of any College staff member or other students without their knowledge and consent is a violation of this rule. If a recording is made that captures a violation of this Code then the Program Director and the College staff may elect, at their own discretion not to enforce this section against the person making the recording. A student guilty of such conduct will be subject to disciplinary actions, up to and including dismissal from the College, at the sole discretion of College.

xi. Computers, computer use and internet access

Each student will be assigned a laptop computer and accessories for the duration of the program. Students are financially responsible for lost or stolen computers and damaged or broken units due to misuse or negligence. During class or laboratory time, playing computer games, using chat lines or streaming videos/music is unauthorized. Installing or copy 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 or for assignments, projects, or coursework in which use of such systems is prohibited. A student guilty of such conduct will be subject to disciplinary actions, up to and including dismissal from the College, at the sole discretion of College.

b. Disciplinary Sanctions. Conditions for dismissal of students for unsatisfactory conduct

It is the responsibility of the College to supervise the imposition of any sanction. Disciplinary sanctions may include but are not limited to one or more of the following:

- i. Admonitions, warning, reprimand or censure.
- ii. Counseling.
- iii. Additional academic work.
- iv. Student paying for or replacement of any damaged or destroyed property.
- v. Expulsion.
- vi. Recommendation of a lowered grade.

The aforementioned disciplinary sanctions depend on the severity of the incident.

Expulsion is appropriate for a violation of student conduct deemed severe enough by College to permanently separate a student from the College. The student will not be eligible for readmission.

Any violation of student conduct that does not result in immediate expulsion may result in probation. The student will continue to be under probation for the remaining of the course or until he or she commits another offense, no matter how severe, after which point the student will be immediately expelled from the College and will not be eligible for readmission.


c. Responsibilities of Faculty and Administration with Respect to Examinations

Before any examination, each instructor shall identify with precision the materials (if any) that the students may use during the instructor's examination and shall describe the condition (for example, annotated or un-annotated) in which those materials may be used. However, if an instructor does not identify any materials usable during the final examination, students must assume that the examination in that course is "closed book", which means that no materials will be permitted during the final examination. In order to eliminate ambiguity or uncertainty, the instructor shall answer any student question concerning those materials and shall communicate that same information to all students in the course. Each instructor shall exercise caution in preparing, administering, and discussing an examination to ensure that no student receives an unfair advantage. Each instructor and member of the College staff

shall report to the College any student conduct that is reasonably believed to constitute a violation of this Code.

d. Report of an Alleged Violation

If a person wishes to initiate a disciplinary proceeding against a student for violating this Code, the person must report the matter to the College. The report of the suspected violation may be either written or oral. Such report may not be made anonymously; however, the College will seek to protect confidentiality relating to the identity of the accuser. If the report of the suspected violation is made orally, the person who initiated the report must submit a brief written report of the facts surrounding the suspected violation to the College.

<h2 style="margin: 0;">Student Misconduct Form</h2>		
Name: _____	Date of offense _____ to _____	
Reason for Offense: _____		

Disciplinary Sanction: _____		
Student Signature: _____		Date: _____
Staff Signature: _____		Date: _____ Form:
<i>SMC1</i>		

Student misconduct as outlined in this Code and failure to comply with safety standards constitute reasons for probation or termination. 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 or 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 and the Student Services Director together with a copy of the letter of warning.
- iii. The Student Services Director shall meet with the student and establish terms and conditions of probation, suspension or termination.

e. Copyright Policy

Medisend College of Biomedical Engineering Technology 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. Members of the Medisend College community who violate this policy may be subject to discipline through standard Medisend College procedures. An individual or Medisend College department 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 or departments shall be solely responsible for their defense and any resulting liability. If you have questions about this policy, please contact us. <http://copyright.gov>.

17. Graduation

a. Graduation Requirements for Earning an Associate of Applied Science Degree in Biomedical Engineering Technology:

- A grade point average of at least a C (2.0) is required for graduation, with all required course work satisfactorily completed. Each candidate for an Associate of Applied Science degree must complete a 60 semester credit hours (1296 - 1328 clock hours) of course work in a time span of 12-to-24 months, as required by the State of Texas and the Texas Higher Education Coordinating Board for the completion of an associate degree.
- All transfer credits, if any, have been approved and accepted by the College.
- The student has no pending disciplinary issues as defined in the College Catalog.
- A minimum GPA of 2.0 on a 4.000 scale (C average) for each course awarded is required.
- Maximum time allowed for completion is 12 months with certain exceptions based on student's needs when the College may grant an extension to a maximum of 24 months for the time allowed for completion.

b. Minimum Requirements for Earning a BMET Certificate

Successful completion of the BMET certificate program requires:

- All required course work is satisfactorily completed.
- The student cumulative grade point average is 2.0 or higher on all course work that applies to the certificate program.
- The student has no pending disciplinary issues as defined in the College Catalog.

c. Graduation Ceremonies

Ceremonies are held at the conclusion of each scheduled program.

18. Careers Placement Services

Medisend College assists students in finding employment after graduation. Although the College does not guarantee employment, we will help students to secure jobs through a variety of means including job searches, job posting, and resume writing students.

Graduates are eligible to access Medisend College's assistance placement service at no additional cost.

19. College's Policies and Procedures to Resolve Student Grievances/Complaints

a. Purpose

The grievance procedure is available to any student who seeks to resolve a grievance directly affecting that student, made by any other student, member of the faculty, or member of the College community while acting in an official capacity (e.g. faculty member, administrator, staff member).

b. Student Grievance Procedure Phases

Phase One: Attempt to Resolve the Matter through Informal Resolution

Direct Discussion: Students wishing to grieve an alleged violation of this Code shall first contact, within five (5) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally.

Informal Mediation: At the request of the grievant or respondent, the ombudsperson in the College (if there is one, otherwise the Student Services Director) shall arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.

Advisement: Students uncertain about how to proceed may consult the Student Services Director who shall identify the appropriate person.

Phase Two: Formal Review

(If the matter is not resolved in Step One)

Filing of a Written Complaint: If the grievance is not resolved informally within five (5) working days after the grievant contacted the appropriate person to attempt an informal resolution, a student has five (5) days to obtain review by submitting a written complaint to the Office of the Student Services Director, the respondent, and the appropriate College appeal officer (the Chief Academic Officer). The form (SCF 01, see below) must be sent within five (5) working days of the first direct contact that the grievant had with the respondent (person he/she felt to be responsible for the situation). In his or her letter of complaint (by filling out the form SCF-01), the grievant must include the following:

- The specific written policy that allegedly has been violated;
- A description of the facts and evidence supporting the alleged violation; and
- A description of the redress that the grievant seeks.

Appointment of an Appeal Officer: If a matter arises out of a program or educational activity within the College, the Chief Academic Officer shall be the Appeal Officer. The appeal officer shall –

- Meet with the complainant;
- Meet with other persons as he or she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint; and
 - Render a written decision on the merits of the matter to the grievant, the respondent, and the Office of the President within 21 days from the date of the last interview/meeting regarding the grievance.

Student Complaint Form

Students are encouraged to resolve complaints (or grievances) at the appropriate level of dispute; however, should this approach fail or be inappropriate, students may submit written complaints through the form below. All pertinent information should be listed including date, time, location, parties involved, witnesses, any attempts to resolve the complaint, and desired resolution. Forms submitted without contact information will not be processed. All official complaints must be made in writing and submitted through this form within five business days of the alleged event(s) which led to the complaint. Once received, the complaint will be forwarded to the Program Director for review, and the complainant will receive an e-mailed response as soon as possible.

First Name*:

Last Name*:

Email Address*:

Enrollment Date*:

Class*:

Date of Incident*:

Name Parties Involved*:

Incident Summary:

If there were any Witnesses, list them here:

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 desired resolution you are seeking for this Incident?

Please share any additional information you would like considered:

SCF-01

Phase Three: Final Review by the President

Any part of the Appeal Officer's decision that calls for redress for the grievant shall be subject to review and change by the President. The President shall act on the remedial recommendations, if any, of the Appeal Officer within five (5) working days of receiving the decision. The President's decision as to the appropriate remedy and whether the Appeal Officer has accurately determined College policy shall be in writing and final, and copies shall be sent to the grievant, the respondent, and the Chief Academic Officer.

Unresolved grievances must be directed to:

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>

Student Complaints with the Texas Higher Education Coordinating Board (THECB)

After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by submitting the required forms along with evidence of their completion of their institution's complaint procedures. See more details on <http://www.thecb.state.tx.us/index.cfm?objectid=AC6FA0BC-F5DB-16DE-6B667C083DFB5B98>. Complaints may be submitted using one of the following three options:

- Completing the online student complaint form and uploading the required supporting documentation in Portable Document Format (PDF)
To access the online student complaint form, use the link (<https://www1.thecb.state.tx.us/Apps/CRAFT/Home/Create>) to submit an email with "Student Complaint Against a Higher Education Institution" selected as the Contact Reason. After submitting your email, wait a few moments for the online student complaint form to be automatically presented for your use.
- Sending the required form (see link <http://www.thecb.state.tx.us/reports/PDF/8616.PDF?CFID=62141933&CFTOKEN=55208860>) and supporting documentation as PDF attachments by email to studentcomplaints@thecb.state.tx.us.

or

- Mailing printed forms and documentation to:
Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

20. ADA Non-Discrimination and Reasonable Accommodation Policy

Medisend College of Biomedical Engineering Technology (the “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 made for qualified students with disabilities, and prohibit the College from excluding such students from, or denying them the benefits of, its programs or activities.

It is the policy of the College to provide qualified students who have disabilities with reasonable accommodations based upon applicable law, the College's 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 Director of Admissions and Student Services (the “Director”), 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 Director may also make accommodation determinations for other College programs and activities related to a student's educational experience at the College.

The Director will be involved in accommodation determinations and can answer questions or help address any ADA-related concerns that students may have. The Director, Ms. Stephanie Pedroza, may be reached at (214) 575-5006 ext. 105, or via e-mail, at stephanie.pedroza@medisend.org.

Definitions under this Policy

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

1. “**Accommodations**” are defined as any reasonable adjustment required for a student to have equal access to the College’s 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
- A class being moved to a space accessible to a student with a specific mobility impairment
- Permitting a visually impaired student to bring his or her service animal to class.

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

2. **“Disability”** is a physical or mental impairment that substantially limits one or more major life activity.

3. A student is a **“qualified”** if he or she “meets the academic and technical standards requisite to admission or to 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 Director and submit an accommodation request form, which 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. The request must be submitted with adequate time for it to be considered and a determination made. 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.

Students should make accommodation requests as far in advance as practicable of the relevant course, exam, activity or program, to allow for appropriate consideration and planning.

When possible, students entering the College for the first time should submit information related to disability at least four (4) weeks prior to enrollment or when the accommodation is requested to begin so that reasonable accommodation can be arranged and provided to the student in a timely fashion.

The College does not grant accommodations retroactively. If a student chooses not to disclose his/her disability to the Director or if a student requests that a letter of accommodation(s) are not 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 they have submitted or exam scores received do not accurately reflect their academic capabilities will not form the basis for a grade change through the applicable grade appeal process of the College.

If an accommodation is granted, the Director will issue a letter to the professor and/or others who must be aware of the accommodation in order to implement it.

Documentation of Disability and Need for Accommodation

Students may always choose whether or not they want to identify themselves as having a disability, but students who want the College to provide an accommodation must do so. 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 Director 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. The College can offer outside referrals for diagnostic services not provided by the College. All costs associated with diagnostic study incurred off campus are borne solely by the student. Further information about documentation and verification of a disability is available from the Director.

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; the 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 based on the legal definition of a disability and not solely a medical diagnosis. Professional documentation is often relevant for determining whether accommodation is needed, but depending on the nature of the disability, a physician or other professional may not be as well-equipped as the 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 Director 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 Director also may seek advice or recommendations from a medical review committee or other sources in considering an accommodation request.

The Director will identify a list of approved accommodations, a copy of which will be shared with the student. For academic accommodations, the Director will prepare an accommodation letter that the student will be required to pick up from the Director. 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 Director.

Faculty and other 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 Director.

Students may petition for a review of an accommodation determination under the College's student grievance procedures. Under those procedures, students are encouraged to discuss their concern first with the Director, then to request an informal review by the President/CEO of the College, Mr. Nick Hallack.

Confidential Handling of Disability Records

All information submitted to or developed by the 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 the College. The Director 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 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

Service animals are dogs individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed by service animals can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Students have a right to bring service animals to campus and classrooms, unless not otherwise permitted in certain areas by applicable law. Students are encouraged to register service animals with the Director. This will allow the College to make any appropriate accommodations for other students, faculty or staff who may have allergies or service animals of their own.

Emotional support animals, comfort animals, and therapy animals are not service animals under the ADA. Decisions about emotional support/comfort/therapy assistance animals accompanying students in class or on campus are made on a case-by-case basis; students must make a request for accommodation through the Director.

Policy Approvals and Amendments

This Policy generally does not apply to student employees who are seeking reasonable accommodations relating to their jobs. The Director may coordinate with others at the College to process employee accommodation requests, to assist student employees.

This Policy and procedure is approved by the College and its Board of Trustees. The Director 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 Director.

21. Student Support Services

Academic Advisement

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

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered.

22. Approved and Regulated Statement

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

23. True and Correct Statement

The information contained in this catalog is true and correct to the best of my knowledge.

(Signature)
Nick Hallack, President