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2018/2019
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A Word from the President

Radiological Technologies University (RTU) is committed to the success of its students. RTU opened its doors in 2009 with a focus on the Radiological Sciences and those supporting disciplines that surround it. The University utilizes a blended learning environment to best train and educate its students for competency and entering the workforce. The University’s multi-disciplinary approach has provided great connectivity in both the educational environment and the workplace. The University currently has fourteen degree programs under the following three schools:

1. School of Physics and Radiological Sciences
2. School of Imaging Sciences
3. School of Business and Informatics

Currently, the School of Physics and Radiological Sciences offers the following degree programs:

✓ Master of Science in Medical Physics
✓ Master of Science in Medical Health Physics
✓ Master of Science in Health Physics
✓ Master of Science in Medical Dosimetry
✓ Bachelor of Science Medical Dosimetry
✓ Bachelor of Science in Radiation Therapy
✓ Bachelor of Science in Radiologic Science

Each of these Schools operate very closely with each other, recognizing the synergy that can be created.

RTU believes the strength of its programs rely on three key components:

✓ Best Curriculum
✓ Best Faculty
✓ Best Students

Each program has a strong curriculum with dedicated and clinically-focused faculty. RTU’s progressive approach to education provides students with the opportunities, resources and tools they need to reach their fullest potential both in education and professional discipline. RTU is engaged with students, graduates, faculty advisory boards and vendors to ensure strong program outcomes in the midst of economic climate change. You are invited to experience the RTU family.

With passion,

[Signature]

Brent Murphy, MS, DABR
President
Mission Statement
Radiological Technologies University strives to help students develop skills and competencies to enhance their career through personal involvement of students with faculty and staff toward achieving technical expertise for success.

GUIDING OBJECTIVES

✓ Providing Students with higher educational and training opportunities that are flexible and accessible.
✓ Providing higher educational and training opportunities that are current with technology and career demands.
✓ Providing faculty members that have demonstrated expertise in their respective domain, both professionally and academically.
✓ Delivering educational support services that meet student life demands and schedules.
✓ Building within students a value for life-long learning and education.
✓ Teaching students how to evaluate, to analyze, and to synthesize information to become more skillful at creating solutions in a career environment.
✓ Providing educational resources in a manner that effectively uses current technology.
✓ Offering our programs at times and at places that are accessible to students--on campus, off campus, and at those sites best served by state of the art technologies.

Indiana Code Requirement Statement

This institution is authorized by:
Indiana Board for Proprietary Education
101 West Ohio Street, Suite 670
Indianapolis, IN 46204-1984
317.464.4400 Ext. 138
317.464.4400 Ext. 141

Accrediting Commission of Career Schools and Colleges
Radiological Technologies University is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is recognized by the United States Department of Education.

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Phone: (703) 247-4212
Website: www.accsc.org
<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Due Date</th>
<th>Semester Start</th>
<th>Labor Day</th>
<th>Boot Camp</th>
<th>Break</th>
<th>Thanksgiving Day</th>
<th>Semester End</th>
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</thead>
<tbody>
<tr>
<td><strong>Summer 2018 Semester</strong></td>
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<td></td>
<td>April 15, 2018</td>
<td>May 7, 2018</td>
<td>May 28, 2018</td>
<td>July 14-19, 2018 (Sat. – Thurs.)</td>
<td>July 23-27, 2018</td>
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<td>August 21, 2018</td>
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<td><strong>Fall 2018 Semester</strong></td>
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<td><strong>Spring 2019</strong></td>
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<tr>
<td><strong>Summer 2019</strong></td>
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<td>May 6, 2019</td>
<td>May 27, 2019</td>
<td>July 13-18, 2019 (Sat. – Thurs.)</td>
<td>July 22-26, 2019</td>
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<td>April 23, 2019</td>
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Teaching Methodology
All programs require a Clinical Internship. The Clinical Internship is designed to be completed through a host site arranged by the student and university. Specific clinical internship requirements vary by program. In all cases, the internship includes competencies that students must complete/observe as well as writing assignments based on their experiences.

Information on required textbooks and course material will be provided prior to the start of the course. Students are responsible for securing their required course materials unless otherwise stated. The syllabus for each course will be provided no later than the first day of the course.

RTU’s course management system is used to manage communication and distribute all course material. The system allows students to communicate with other students, instructors, teacher’s aides, and administrative personnel. During the semester, students are able to retrieve resources for classes, course material, weekly schedules and tasks, lecture videos and supplemental lecture material through the system.

Homework assignments and assessments can also be completed online through file upload features and interactive tests and quizzes. Progress reports and comments on assignments from instructors and teacher’s aides are also available through the course management system. Students are required to attend weekly conferences via teleconference, webcast, or video chat with the instructor or instructor’s assistant to aide them on course material, homework assignments, and weekly topics. Choice of delivery system is at the full discretion of the instructor.

Each semester there is a schedule of offered courses along with the day and time required for each mandatory weekly discussion. Homework assignments and assessments are typically due Sundays. The syllabus for each course notes that these weekly schedules are subject to change.

To help students manage their personal and professional lives along with their course work, homework can usually be submitted until 11:59pm on the day the assignment is due. Assessments are scheduled ahead of time so the students can make allowances with their schedules. If the times allotted are an issue for a student that cannot be overcome, the student may address this with their instructor or the RTU administrator ahead of time so alternatives may be arranged.

It is the student’s sole responsibility to make sure they are checking messages and announcements to ensure they are reviewing and completing all that is required of them. Administrative personnel, instructors, and teacher’s aides make sure information is as visible and clear as possible. Open communication between the student and RTU is promoted to make sure there is no ambiguity.

Boot camp weeks scheduled during the fall, spring and summer semesters are designed to allow students to meet and work together in a classroom setting both with each other and the instructors. Boot camp weeks include events such as: exams, lectures, student project presentations, tours, lab sessions for some courses, visiting lecturers, study sessions, and review sessions. Attending boot camp is mandatory.

RTU awards credit based on attendance, homework project submissions, and assessments. Graduate program courses require a minimum grade of 80% (B) to receive credit.
Hardware and Software Required by the Student
✓ A computer with a minimum of a Pentium processor
✓ High-speed internet access
✓ Ability to stream flash videos
✓ Ability to read and create pdf files
✓ A minimum of Microsoft® Office 2003 or equivalent
✓ Email account
✓ Access to a scanner
✓ Access to a fax machine
✓ Access to a copier
✓ Access to a printer

Non-Discrimination Policy
Radiological Technologies University is non-sectarian and does not discriminate with regard to race, creed, religion, color, national origin, age, gender, disability, marital status, or any other legally protected status or other protected class in any of its academic course activities, employment practices, or admissions policies.

General Physical Facilities and Equipment
RTU offers a hybrid learning environment where both online and on-site instruction is required. Students receive a secure username and password to access the online campus where they can manage their student account and attend classes. Students attend course lectures by watching videos that can be viewed any time of day as many times as the student wishes. Classes also have a required class meeting each week at a scheduled date and time administered as an online meeting.

On-site instruction is required each semester for one week called boot camp week. Students come to campus for guest lectures, lectures from faculty, student project presentations, group activities, tests, and lab exercises.

RTU’s campus consists of administrative offices, classroom and computer lab space, a lobby and kitchenette area, and a library. The instructional facility is well-lit, air-conditioned, has free wireless internet, and has adequate seating, computer, and audio-visual equipment to provide students with an effective educational environment.

Computers with treatment planning software required for classes are available to students studying remotely through a remote desktop connection.

Facilities and Services for Students with Disabilities
Radiological Technologies University is proactive in meeting the needs of students with disabilities. Students with disabilities who have been admitted to the University may be eligible for tutors, note takers, extended time on exams, or assistive technology. All students admitted to the University have both building and program access.

Student services for disabilities include physical disability, learning disability, ADD/ADHD, and multiple disabilities. Students with disabilities are responsible for submitting appropriate documentation of their disability. Documentation from a psychiatrist, licensed clinical psychologist, or medical doctor are accepted. Students with disabilities may submit appropriate documentation to the
Director of Administrative Services upon enrollment to the school or as soon as documentation is received by the student to submit to the school. Documentation should be submitted via email or mail:

Radiological Technologies University
Attn: Director of Administrative Services
100 E. Wayne Street, Suite 140
South Bend, IN 46601
Via email to info@rtuv.edu

RTU provides reasonable accommodations for students with documented disabilities arranged by the Director of Administrative Services. During boot camp week when students are on campus, all building and classroom facilities are able to accommodate students with documented disabilities. Entry to the building and school facilities, including classrooms, common areas, and restrooms, are handicap accessible. Elevators are available, if needed.

**Degree Programs Offered**

**UNDERGRADUATE PROGRAMS**

Bachelor of Science in Medical Dosimetry
- Route for non-certified medical dosimetrists (non-CMD) 64 credits (120^A total)
- Route for current certified medical dosimetrists (CMD) 60 credits (120^B total)

Bachelor of Science in Radiation Therapy 64 credits (124^B total)
Bachelor of Science in Radiologic Science 60 credits (120^B total)

^A Total credits awarded for BS degree upon successful completion. 20 core credits and 36 general education credits must be accepted for transfer. There must be at least one general education course from each of the following categories: Humanities, Social Sciences, Sciences, and Mathematics.

^B Total credits awarded for BS degree upon successful completion. 24 core credits and 36 general education credits must be accepted for transfer. There must be at least one general education course from each of the following categories: Humanities, Social Sciences, Sciences, and Mathematics.

**Average Class Size**

Average class size at Radiological Technologies University is 15-20 which keep the classes small and intensive. The maximum number of students in a typical classroom or lab is 40.

**ADMISSION POLICIES**

A person’s academic ability and potential for success at Radiological Technologies University are the most important factors in the school’s admission decision. Full consideration is given to the applicant’s academic achievement and aptitude, personal experiences, and motivation. The School does not discriminate on the basis of such factors as national or ethnic origin, race, color, age, gender, sexual orientation, marital status, religion, disability or veteran status.

Students that have submitted an application will receive full acceptance, no acceptance, or conditional acceptance. Conditional acceptance suggests the applicant will receive full acceptance once prerequisites and/or graduate record examination scores are submitted. Students that have received
conditional acceptance to the Medical Physics Program may receive full acceptance to the Master of Medical Dosimetry Program.

The accepted applicant for Masters level programs must possess a Bachelor’s Degree from an accredited or approved institution or equivalent. Bachelor’s Degree equivalency may be recognized if the student can show acceptable undergraduate college work through transcripts and extensive professional level, work experience, or more than four years of acceptable undergraduate college work.

International students (and U.S. students with international transcripts) must have a course by course evaluation of international transcripts by an approved private company, such as World Education Services, or other National Association of Credential Evaluation Services (NACES) to determine the equivalency.

Applicants whose first language is not English or language of the instruction is not English must submit English proficiency examination scores. The minimum TOEFL (Test of English as a Foreign Language) score required is 550 (paper-based), 213 (computer-based) or 79 (internet-based). The minimum IELTS (International English Language Testing System) score required is 6.5. The minimum PTE Academic score required is 53.

Admission Procedure for Undergraduate Programs
Radiological Technologies University provides an application through their website. Applications can also be provided via email or fax upon request.

1) After the application and all required materials are received, the applicant will be notified within 7-10 days. Required Materials include:

✓ Letters of reference
✓ Official transcripts from all higher education institutions
✓ Personal statement letter
✓ Copies of TOEFL or IELTS scores, if applicable
✓ Online application

2) After the applicant is notified, interviews will be scheduled with the President and 2 Faculty Members via phone conference

3) Course selection, registration, and financing will take place during advising and registration sessions.

4) For degree programs requiring a clinical internship, preference is given to applicants who have a written commitment from a clinical site.

Admission Requirements and Recommendations
UNDERGRADUATE PROGRAMS

Program Application Requirements
✓ Letters of reference
✓ Official transcripts from all higher education institutions
✓ Personal statement letter
✓ Copies of TOEFL or IELTS scores, if applicable
✓ On line application and $35.00 non-refundable application fee

Program Admission Requirements

✓ Associate’s Degree (Associate of Science degree preferred)
  o 24 technical/occupational (100-200 level) credits required to be accepted for transfer (Radiation Therapy, Radiologic Science, and Medical Dosimetry program CMD Route).
  20 technical/occupational (100-200 level) credits required to be accepted for transfer (Medical Dosimetry program non-CMD route)
  o 36 General Education (100-200 level) credits required to be accepted for transfer. There must be at least one general education course from each of the categories below:
    ▪ Humanities
    ▪ Social Sciences
    ▪ Sciences
    ▪ Mathematics

✓ A GPA of 2.0 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.

✓ If applicant’s first language, or language of instruction, is not English, English proficiency examination scores are required. Test of English as a Foreign Language (TOEFL) minimum scores are 550 (paper-based) or 213 (computer-based) or 79 (internet-based). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score required is 53

✓ Interview with RTU representative
✓ Personal statement
✓ Letters of References

Application Requirements

✓ Application
✓ Official transcripts from all institutions of higher learning
✓ Curriculum Vitae/Résumé
✓ Three letters of reference that attest to academic and professional achievements
✓ TOEFL or IELTS scores (if your first language is not English)
✓ Application fee of $35.00 (non-refundable)

Program requirements are part of the application process and must be completed prior to the start of the program. Recommendations are required in order to complete the program. They are not required prior to acceptance or program study.

Credit for Experiential Learning
Radiological Technologies University does not grant any credit for prior experiential learning.

Transfer of Credit
Radiological Technologies University may accept any course work successfully completed at other approved colleges and universities, if it comparably meets Radiological Technologies University course work requirements. A student may not transfer more than 25% of program classes. Classes must have a “C” or higher to be transferred. Graduate level classes below a “B” are not eligible for transfer to an RTU graduate program. RTU reserves the right to refuse credit transfers. Transfer credits are not included in the cumulative GPA or cumulative program GPA calculation.
Should a student wish to transfer credit from Radiological Technologies University to another college or university, the student is advised to first contact the academic institution to which the transfer of credit is sought. All colleges and universities have their own policy regarding acceptances of transfer of credit.

**Process for Transfer of Credit**

All students applying for admission to Radiological Technologies University must arrange to have original transcripts sent to Radiological Technologies University directly from the issuing institution. These arrangements are to be made at the time of the student’s application. International students (and U.S. students with international transcripts) must provide a course-by-course evaluation of international transcripts by a provider approved by the National Association of Credential Evaluation Services (NACES) such as World Education Services.

Upon receipt of these transcripts of college level course/degree completions, the President, Vice President of Academic Affairs and Academic Dean, or relevant Program Director will review the documents and make the assessment of the transferability of each course appearing on the transcripts. RTU may request additional information such as a course description or syllabus. Students desiring to request transfer credits must fill out a Transfer Credit Request Form and provide the course description. Additional supporting documentation may be requested from RTU in order to complete the review, such as the syllabus. Students can request the Transfer Credit Request Form by emailing info@rtuvt.edu.

The President, Vice President of Academic Affairs and Academic Dean, or relevant Program Director will review the request and make a decision. The Director of Administrative Services will notify the student of the decision within 30 days.

**Grading System for undergraduate courses**

*Grade and Credit Point System*

The following grades are considered in computing semester or cumulative grade averages. Course hours with a grade of “F” are counted when computing grade point averages but do not count toward the earned hours required for degrees.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
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<tr>
<td>D</td>
<td>0</td>
<td>Failing</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing</td>
</tr>
<tr>
<td>P</td>
<td>4.0</td>
<td>Passed (Pass/Fail Option)</td>
</tr>
<tr>
<td>WF</td>
<td>0</td>
<td>Withdrawn – Failing</td>
</tr>
</tbody>
</table>

**Repeated Courses**

Repeated courses are counted in the Radiological Technologies University grade point average and may also be counted in the student’s primary program GPA (Student Program GPA), depending on the policies of the student’s program. Students must replace a failed grade or a grade not meeting the minimum grade requirement. When students repeat a failed grade, the original grade will be replaced by the new grade and will be calculated in the cumulative GPA. Both grades are counted as attempted credits and calculated in SAP assessment.
The following grades are not considered in computing semester or cumulative grade point averages:

- AU  Audit - No Credit
- I   Incomplete/Pending
- T   Denotes credits transferred from another Institution
- W   Withdrawn
- R   Repeated Course

**Abbreviations and Symbols**
- EHRS  Credit hours earned
- QPTS  Quality Points Earned
- GPA   Grade point average (computed by dividing QPts by EHRS)

**Credit Types**
- Regular Credit – All Radiological Technologies University credit is reported in terms of semester hours, whether earned during a 16-week semester or a summer session.

**ACADEMIC POLICIES**

**Student Academic Progress**

Details regarding the academic progress of each student are documented by the institution. All students must maintain minimum standards of satisfactory academic progress as measured by the student’s cumulative grade point average. The minimum acceptable GPA (grade point average) for undergraduate students is 2.0. Should an individual student’s grade point average fall below 2.0, the student will be placed on academic probation. During the ensuing enrollment sessions the student will receive remedial guidance from the President, Program Director or Vice President of Academic Affairs and Academic Dean, and additional assignments or projects may be required to assure that the student is benefiting from the instruction. The early identification of those students who are experiencing academic difficulty will assist the institution in providing the additional guidance that may provide a remedy. Students who do not meet minimum standards of satisfactory academic progress or demonstrate barriers to learning including social, emotional, and physical health deficits may be placed on Academic and/or Administrative Hold. This status is meant to work with the student and help them address their barriers to learning through time, advising, or other means.

**Standards of Satisfactory Academic Progress Policy and Procedures**

Radiological Technologies University has the following Standards of Satisfactory Academic Progress (SAP) Policy for all students. These standards require that a student make progress toward an undergraduate or graduate degree during all periods of enrollment.

**Minimum Standards of Satisfactory Academic Progress**

- Maintain required minimum cumulative Grade Point Average (GPA) or higher (a qualitative measure). The minimum acceptable cumulative GPA for undergraduate students is 2.0. The minimum acceptable cumulative GPA for graduate students is 3.0.

- Successfully complete at least 67% of the cumulative attempted credit hours (a quantitative measure) and
✓ Make positive progress toward completion of a program of study within 150% of the published program length.

✓ Unsuccessfully completed courses must be completed successfully during the second attempt.

**Statutes of Academic Progress**

1) Satisfactory – Student is meeting the minimum academic standards or has no academic history. Fully Eligible for financial aid.

2) Financial Aid Warning – Student did not meet minimum standards for cumulative GPA and/or 67% completion rate in the previous evaluation period (semester). Financial Aid Warning is available to students who were making progress in the previous semester, or who were in their first semester of the program. The student will receive federal financial aid during the Financial Aid Warning period (one semester) without appeal. Student will be notified in writing (1) that he/she has been placed on Financial Aid Warning and (2) what must be achieved to achieve satisfactory academic progress by the end of the period. The student must reach all minimum standards by the end of the next evaluation period.

Warning – Student did not meet minimum standards for cumulative GPA and/or 67% completion rate in the previous evaluation period. Student must reach all minimum standards by the end of the next evaluation period. This is also referred to as academic probation.

3) Unsatisfactory Progress – Student has had two consecutive evaluation periods below minimum standards for cumulative GPA and/or 67% completion rate. Student is Ineligible for financial aid, and may face academic probation or dismissal. Two consecutive periods below minimum will require a meeting with the Vice President of Academic affairs or other designated person with possible dismissal from the program.

4) Timeframe – Student has attempted at least 180 credit hours toward a Bachelor’s Degree. Graduate students must earn their degree within the timelines set by the Graduate School per their graduate program. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirement. Student is Ineligible for financial aid, and maybe dismissed from the program.

When is Academic Progress Evaluated? A student’s satisfactory academic progress will be evaluated at the end of each academic semester (i.e., fall, spring, and summer semesters).

Successful completion of an undergraduate class is defined as earning a grade of A, B, C, or Pass. Unsuccessful grades are D, F, W, Fail, or Incomplete.

Successful completion of a graduate class is defined as earning a grade of A, B, or Pass. Unsuccessful grades are C, D, F, W, Fail, or Incomplete.

Transfer Students and Transfer credit hours: Students transferring to RTU are required to have all prior college transcripts evaluated for transfer credits. All credit hours accepted by RTU will be used to determine 67% completion rate and maximum timeframe of 150%.
Remedial/Repeat Courses: All remedial and repeat courses will be used in determining completion rate and timeframe. Actual letter grades are not included in the cumulative GPA.

Audited Credit Hours: Courses taken on an audit basis are not counted when determining the completion percentage or for purposes of determining your cumulative GPA.

In order to calculate your total ATTEMPTED hours IF you have courses on your transcript with a grade of “W” (Withdrawal), “F” (Fail), “FA” (Failure to Attend) or “I” (Incomplete) you will need to account for those credits in your total attempted hours per federal regulation. A minimum of 3 (three) credit hours should be counted for EACH class that was withdrawn, failed, failure to attend, or incomplete and ADD the total number to “Total Earned Credits” on your transcript in order to determine total attempted hours.

For example, student has 2 grades of "W" (6 credit hours), 1 grade of "F" (3 credit hours), 3 grades of "I" (9 credit hours), and one grade of "A" (3 credit hours) and the bottom of the transcript shows "Total Earned Credits" of 80. To calculate total attempted credits, add (6+3+9+3)+80=101 total attempted credit hours.

To calculate completion rate, take total EARNED credit hours and divide by total ATTEMPTED hours. For the example above: 80/101=79%.

"Cumulative GPA" (must meet SAP minimum GPA requirements).

If you are unable to determine your SAP status, visit or call Administrative services at 574-232-2408 for assistance.

Resolving Incomplete Grades
The school incorporates an “I” for incomplete courses within the listed academic policies above. The School’s policy is that incomplete grades must be completed and a grade reported no more than five (5) semesters of active enrollment after the term the incomplete grade was earned. If the student does not resolve the incomplete grade, it becomes the responsibility of the School to assign a punitive grade of “F”.

How to Re-Establish Satisfactory standing
A student must bring his/her GPA and completion rate up to the minimum standards of the required cumulative GPA, per matrix, and 67% completion rate.

Appeal Process for SAP

Mitigating Circumstances: If a student has experienced mitigating circumstances (illness, job related, family illness, change of major) during the most recent evaluation period, they may submit an Appeal. **Students are restricted to two appeals.** Appeal forms are available on the website. The appeal must explain why the student failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation. The student must also submit supporting documentation with the appeal form. If the appeal is approved, the student will be placed on one of two Statuses:
1) Probation – The student must meet minimum standards by the next evaluation period. A student cannot be on probation for two consecutive semesters.

Financial Aid Probation – The student must meet minimum standards by the next evaluation period. Probation lasts for one semester and the student may receive federal financial aid during that semester.

2) Financial Aid Probation with an Academic Success Plan – The student cannot be expected to improve to minimum standards in one semester. The student and RTU have agreed to a success plan to allow the student to meet minimum standards within a fixed number of evaluation periods. The student is placed on Financial Aid Probation for one semester, and will continue to receive Federal financial aid as long as he/she is meeting the requirements set forth in the academic plan. If the student fails to meet the requirements of the plan after the one semester of Financial Aid Probation, or any semester thereafter, he/she loses Federal financial aid eligibility.

Academic Success Plan – the student cannot be expected to improve to minimum standards by the next evaluation period. The student and RTU have agreed to a success plan to allow the student to meet minimum standards within a fixed number of evaluation periods. If at any time the student stops following the success plan and they are not meeting minimum standards will become Ineligible for program completion. If a student meets minimum standards at any time while on a success plan their Status will be updated to Eligible

If the appeal is not approved, the student will remain Ineligible until they meet all minimum standards. See Re-establishing Federal Financial Aid Eligibility below.

Timeframe Mitigating Circumstances: If a student has not completed their program of study within the 150% timeframe and there are mitigating circumstances (illness, job related, family illness, change of major), they may submit an Appeal to be on a Not Enrolled: Pending Status. If this appeal is approved, the student will be placed on the following Academic Eligibility Status:

Timeframe Academic Success Plan – The student and RTU have agreed to a success plan they must follow. The student is fully eligible, as long as they are strictly following the success plan. If at any time the student stops following the success plan, they will become Permanently Ineligible and may face dismissal from the program.

If the appeal is not approved, the student will be Ineligible for Federal Financial Aid. The student maybe withdrawn from the program. All students are limited to one Timeframe Appeal/Academic Success Plan.

Probation and dismissal actions are processed uniformly without regard to race, color, sex, religion, age, disability and national origin, as defined by law. In the event a student disagrees with the application of these standards of satisfactory academic progress standards, a written appeal may be filed with the Vice President of Academic Affairs and Academic Dean.

Re-establishing Federal Financial Aid Eligibility

A student must bring his/her GPA and completion rate up to the minimum standards of the required cumulative GPA and 67% completion rate.
Program Completion
The institution’s policy on program completion is developed to insure student progress through the program in a timely manner. Students must complete the program if study within 150% of the normal program length, as defined by the institution and must meet the program objectives. Students may be listed as Not Enrolled; pending by the President or the Vice President of Academic Affairs and Academic Dean under the following conditions: student is awaiting accreditation, student has endured extraordinary personal hardship, or the student experiences delays from their clinical internship site that the student and University are unable to prevent. Students that have been granted this status are expected to maintain good communications with RTU. Program students will meet at least yearly with an RTU staff member/faculty member during boot camp to review their progress in the program. For students that require additional undergraduate courses for program completion, the program time will be adjusted based on number of credit hours needed.

Change of Program
Students desiring to change programs of study must meet with the President or Vice president of Academic Affairs and Academic Dean to complete the appropriate documentation. The new program will have different Standards of Satisfactory Academic Progress and will be discussed during this meeting.
A maximum of three program changes may be made during a student’s attendance at Radiological Technologies University-VT. Program competition time may be extended due to scheduling conflicts or the additional credit hours require for the new program. Students transferring to a new program will have applicable credit attempted and earned applied to the new program based on requirements of the new program.

Multiple Majors
Students often decide to pursue more than one major because many courses are applicable to more than one program. Additional time is required to complete the required courses for a multiple major, and additional costs are incurred. Students wishing to take advantage of this opportunity must meet with the Program Director or Administrator to complete the appropriate forms. Students who choose to pursue multiple majors may utilize the course requirements in one major to fulfill the elective requirements in another. Refer to the Timeframe Mitigating Circumstances section above regarding SAP implications. Students with multiple majors will need to appeal Maximum Timeframe only if they will not complete the program within 150% of the credits hours for their multiple major.

Advising
Academic: Students are encouraged to seek academic counsel from the faculty members, and Administrator - not only during registration periods but also during the academic year when problems and questions arise.
Admissions: Prospective students of the college are interviewed by an Admissions Representative to make sure their career objectives can be served by the college’s academic resources. Those persons whose objectives cannot be served by the programs of the college are advised to seek other educational institutions that offer programs more aligned to their fields of interest.
Employment: RTU graduate placement support begins the first semester the student enters the program. Students are informed of opportunities in the industry during boot camp weeks and encouraged to be active with early networking. RTU meets with every student during boot camp weeks and discusses employment opportunities and placement opportunities. Students have access to
faculty to assist with résumé writing, résumé reviews, rehearsing interviews, and coaching. RTU faculty are actively engaged with students and connecting them with opportunities through professional associations and relationships. RTU is evaluating other mechanisms to increase the student’s exposure to employers. Graduate employment is very important to RTU.

Financial Assistance: Students may seek information from Administrative Services to manage financial arrangements.

Personal: Students and potential students are welcome and encouraged to seek assistance from any member of the staff or faculty regarding professional, personal, financial, and/or admissions advising when issues arise that have a negative effect on their ability to do their best work at Radiological Technologies University. When appropriate, students are referred to outside agencies or professionals for support or assistance. Through our online program students are given access to counseling services through www.wellconnectbysrs.com. This website provides information, tools and support to address barriers to their success. Comprehensive student services are based on an individualized service. Students have access 24/7 to telephone counseling for students in crisis, assessment and students.

Student Resource Services
All students also have access to the Student Resource Services (SRS) website (www.wellconnectbysrs.com) for information, tools, and support to address barriers to their success. Comprehensive student services are based on an individualized service plan and include:

- Unlimited 24-7 telephone counseling response to any covered students in crisis, assessment and students needing additional support or identifying new needs/requests;
- Telephone counseling/life coaching (1-5 telephone counseling hours) from a licensed mental health professional;
- Individualized resource searches for all covered students, focused on issues that impede student success, including special adjustment needs by specific populations such as returning veterans;
- Telephone consultations for all covered students with an attorney or financial expert;
- Follow-up and outreach with the student until all issues are resolved sufficiently that the student can be successful in personal and school goals;
- Staff/faculty formal referral of students with intensive needs;
- Faculty consultation on any student concerns that would impede that student from being successful.

Attendance
This institution's policy on attendance is based on the premise that regular and substantive communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. Our programs are structured to maximize your interaction with your instructor and peers while maintaining autonomy over your academic schedule. Therefore, each student is afforded the freedom to establish his or her schedule, within the confines of each semester and established due dates for coursework. Regular and substantive contact with the instructor/teaching assistant and other enrolled students is a requirement that must be met. Such
contact will help guide and maintain your steady progress towards the completion of assignments and courses. Such contact better assures we may more readily assist you in resolving any problematic aspects of your program. Instructors are authorized to factor the frequency and adequacy of your communications into the assignment of a grade for any given course.

Attendance at semester boot camp is mandatory for all program students. Students will be issued an incomplete if the student fails to attend boot camp.

**Absences**

Allowances for interruptions in "attendance" due to illness or personal emergency should be handled on a case-by-case basis between the student and instructor. Arrangements to make up work missed and return to an agreed schedule should be initiated by the student and established with the instructor. Absences may be granted for good reasons at the discretion of the University. Students are required to submit a written request for any extended leave of absence. The request must include a written reason for the request and must be signed and dated by the student. An Extended Leave of Absence Request Form is available upon request through the Director of Administrative Services. A leave of absence is a withdrawal for Federal financial aid purposes, and RTU must complete a Return of Title IV calculation to determine if any unearned funds must be returned to the aid programs.

Frequent absences during a course could be grounds for dismissal. Students will be contacted and counseled before significant measures are taken. Plans will be made for make-up work should it be warranted. RTU’s course management system tracks the student’s activities. This student activity log is used to verify class attendance.

**Academic Integrity Policy**

RTU has a zero tolerance policy. Integrity is a foundational concept of professional behavior and RTU takes such matters very seriously. In general, if you have to ask if behavior would violate the integrity policy, it probably does.

RTU is committed to educate, implement, support, and enforce sound academic and professional integrity.

**Collaboration Defined**

✓ Working together on assignments and projects
✓ Citing literature

**Cheating Defined**

✓ Not doing the work
✓ Not doing the work and directly copying

If academic dishonesty is suspected, the information will be documented and brought before the President for review. The student or students will be notified that there is a suspicion of academic dishonesty and an investigation will follow. Information retrieved during the investigation process will be evaluated and the student or students involved will be informed of the result.

In the event that academic dishonesty is validated during the investigation process, the individual or individuals involved will be notified of any action RTU chooses to take.
Typically, a first offense will result in the individual or individuals receiving probationary status or dismissal.

**Students with Disabilities**
If you feel you have a disability and need special accommodations of any nature whatsoever, please communicate them with the Director of Administrative Services before or during the first week of classes. The Director of Administrative Services will inform faculty as needed and the faculty member will make every effort to provide reasonable accommodations to ensure that you have a fair opportunity to perform in your course work.

**Copyright Infringement Policy**
Radiological Technologies University recognizes the importance of copyright protection and has developed this policy to effectively combat copyright infringement through informing University IT Resource Users about the issue, sanctions for illegal actions, and options for legal file-sharing.

**COPYRIGHT**
Copyright is the legal protection of intellectual property. This includes, but is not limited to literary works, artistic works including drama, music, and film, multi-media, and peer-to-peer file sharing. Copyright infringement occurs when individuals exercise rights that are exclusive rights to the copyright owner. Activities that constitute copyright infringement include:
- Downloading and sharing music, videos, and games the individual does not have the rights to
- Using corporate logos without permission
- Placing and electronic copy of a standardized test without permission from the copyright owner
- Including music, scanned artwork or a scanned photo from a book on a website without attribution or permission from the copyright owner(s)
- Placing full-text articles on a website that is not password protected
- Downloading licensed software from non-authorized sites without permission of the copyright owner or license holder
- Placing a movie or a large segment of a movie available on a website without permission from the copyright owner
- Unauthorized peer-to-peer file sharing

**SANCTIONS**
The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject an individual to civil and criminal liabilities. Possible penalties for copyright infringement include:
- Payment of actual damages or statutory damages no less than $750 and no more than $30,000 per work.
- The court may award up to $150,000 per work for willful infringement as well as attorney’s fees and other associated costs.
- The court may also assess criminal penalties for willful infringement including up to five years in jail and up to $250,000 per offense.

Resources for additional information include Title 17, United States Code, Sections 504 and 505 and the U.S. Copyright Office website at [http://www.copyright.gov](http://www.copyright.gov).

**ENFORCEMENT**
Radiological Technologies University makes an effort to prevent and detect copyright infringement as well as respond promptly to copyright infringement claims. Radiological Technologies University
informs students, faculty, and staff of the Copyright Infringement Policy. In addition, the Appropriate Use Policy for IT Resources outlines that no resources are to be used for any illegal activity.

Radiological Technologies University will respond promptly to legitimate copyright infringement notices and operate within the requirements of the Digital Millennium Copyright Act.

Radiological Technologies University will cooperate fully with any investigation by public authorities related to copyright infringement. Students found guilty will be subject to the full extent of penalties allowed by law as well as possible suspension from their program of study.

OPTIONS FOR LEGAL FILE-SHARING
The following website provides information on online service providers that allow users to acquire copyrighted material legally such as Amazon and Pandora: http://www.educause.edu/legalcontent.

ANNUAL DISCLOSURE
The University feels an awareness of the issue and alternatives to prevent copyright infringement are the best ways to prevent copyright infringement. The University publishes the Appropriate Use Policy for IT Resources and the Copyright Infringement Policy to new students during the orientation process and annually on the main campus website. The University also has these policies published on the public website.

MAINTENANCE OF THE POLICY
Radiological Technologies University will periodically review this policy to evaluate its effectiveness and provide relevant and necessary information to assist in preventing copyright infringement.

Communication Policy
Radiological Technologies University reserves the right to send official communications to students via email with the expectation that students will receive and read these messages in a timely fashion. Communications may also be initiated through internal communication features of the Campus Course Management System (Pass-A-Notes, News Announcements, Message of the Day, etc.).

Students are expected to check their email (the email provided by the student for their student profile) frequently and consistently to receive University-related communications. Students that have their email address on file for Radiological Technologies University forwarded to an alternate email address do so at their own risk. The University is not responsible for issues that may impact property or timely transmission of, or access to, email forwarded to any other email address. Problems that arise from this will not absolve the student of their responsibility to be aware of and comply with information provided by Radiological Technologies University via email or internal communication features of the Campus Course Management System.

Please be advised that email is not considered to be a secure medium for sensitive and confidential information. Students may contact the Director of Administrative Services at (574) 232-2408 for advice on the most secure way to send potentially sensitive and confidential information to Radiological Technologies University.

Appropriate Use Policy for IT Resources
Radiological Technologies University provides an information technology (IT) environment that includes access to an online campus with secure username/password access for faculty, staff, and students, computing services, wireless internet, treatment planning software, remote access to
treatment planning software on campus, online databases, and other course resources. These resources (“IT resources” or “resources”) are intended to support the operations of the University.

APPLICABILITY
This policy applies to all individuals using IT resources regardless of whether they are accessed from the campus or from remote locations.

APPROPRIATE USE
IT resources are provided for University-related purposes including support for instruction, research, administrative functions, and student use for the purpose of facilitating the successful completion of coursework. Use of the resources should be limited to these purposes, including incidental personal use.

Incidental personal use must not interfere with the intended use of the IT resources or include any illegal activity. Incidental personal use by staff members must not interfere with the fulfillment of job responsibilities or disrupt the work environment.

USER RESPONSIBILITIES
Users are responsible for being aware of any University policies or regulations that govern the use of IT resources. Users must comply with all federal and state laws and University policies.

Users may not engage in unauthorized use of resources, regardless of whether the resource is protected against unauthorized use.

Users may not use resources to engage in partisan political activities that suggest University endorsement or support.

Users are expected to respect the privacy of other users, even if the devices and systems by which other users access IT resources are not securely protected.

Unauthorized use by a User of another User’s personal identity or login credentials is prohibited.

Users may not use any IT resource in a manner which interferes unreasonably with the activities of the University or other Users.

IT resources may not be used to fund raise, advertise, solicit, or operate a business for commercial purposes without approval from the University in advance.

Pornography and sexually explicit content is prohibited unless such use is for a scholarly or medical purpose. Users may not use IT resources to store, display, or disseminate pornographic or sexually explicit content.

Users are expected to engage in safe computing practices such as setting appropriate restrictions on accounts, setting strong passwords, and keeping passwords secure.

ENFORCEMENT
Use of IT resources is a privilege and not a right. User’s access to IT resources may be suspended or terminated if the user violates this policy.
Users who violate this policy, other University policies, or external laws may be subject to disciplinary action. The University may report certain uses of IT resources to law enforcement agencies, if applicable.

Users who have been suspended or removed from access to IT resources may appeal the decision by following the Grievance Policy process outlined in the Academic Catalog.

SECURITY
The University may, without further notice to Users, take any action it deems necessary to protect the interests of the University and to maintain the stability, security, and operational effectiveness of IT resources. This may include, but is not limited to, scanning stored data, network traffic, usage patterns, and other uses of IT resources.

PRIVACY
Responsible parties of the IT environment will perform management tasks in a manner that is respectful to individual Users. This includes, but is not limited to, monitoring and routine system maintenance including the backup of data, monitoring of general use patterns, and other usage activities.

The University may use security tools and network and systems monitoring hardware and software without notice.

The University may be compelled to disclose the electronic records of Users in response to various legal requirements such as subpoenas, court orders, discovery requests for the purpose of litigation, and search warrants. Request for public records may be granted providing they fall within rights established by the Freedom of Information Act.

The University may disclose the results of any general or individual monitoring or inspection of any User’s records to the appropriate University authority or law enforcement agency. The University may use such records during disciplinary proceedings.

Upon receiving written approval from the President of the University, the University may access or permit access to the contents of communications or electronically stored information:
- When required by law.
- If the University determines that access to the information in a specific User’s account is essential to the operational needs of the University and the employee is unavailable or unwilling to provide access to the information.
- If the University receives a written request for access to information from an immediate family member or the lawful representative of a deceased or incapacitated User.
- If personally identifiable information about Users must be disclosed without their consent to protect the health and well-being of students, employees, or other persons in emergency situations, to prevent imminent loss or damage, or to prosecute or defend its legal actions and rights.

Called to Active Duty Policy
Students who serve in the U.S. armed forces may be called to duty with little notice, which may affect your ability to attend classes. These active duty reasons include:
- Deployment (not including basic training)
- Specialized training
- Disaster relief efforts
In a situation where your attendance at Radiological Technologies University is interrupted for one of these reasons, notify the Director of Administrative Services and provide a copy of your orders. One of the following options will be available:

**Withdraw from All Classes**
Students who withdraw from all classes will receive a 100% refund on tuition and fees regardless of the date the withdrawal occurs within the semester. Students who began classes for the semester and completed at least one week will have a W appear on their transcript. For this policy to apply, the student must submit the withdrawal request and a copy of their orders no later than seven (7) days after receiving their orders.

**Withdraw from Some Classes**
Work with your Instructor or Instructors to see if this is an option.

For students who choose this option, there will be a 100% refund on tuition and fees for the classes the student chooses to withdraw from regardless of the date the withdrawal occurs within the semester. Students who began classes for the semester and completed at least one week will have a W appear on their transcript. For this policy to apply, the student must submit the withdrawal request and a copy of their orders no later than seven (7) days after receiving their orders.

**Request an Incomplete Grade**
Complete the Request for an Incomplete Grade Form with the permission of your Instructor(s). The student will have one calendar year from the date the incomplete grade request is approved to complete the required coursework.

**Receive a Grade Based on Work Completed**
With permission from your Instructor(s), you may choose to receive a grade for the course based on work you have completed up to the date of the request.

**Grievance Policy**

**First Step**-Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter.

**Second Step**-If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from the Director.

**Third Step**-If the grievance is not resolved within 5 days of the incident, the aggrieved party must present to the Director, in writing, all facts of the grievance.

Within 48 hours, upon receipt of the written information, the Director will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The committee will consist of the Vice President of Academic Affairs, Academic Dean and two staff or faculty members not involved with the incident in question.
All Persons or their representatives involved with the incident must be present via teleconference at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the committee will be communicated to those involved in the incident within 48 hours. The committee decision will be final.

**Accrediting Commission of Career Schools and Colleges (ACCSC) Student Complaint Procedure**

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

**Accrediting Commission of Career Schools & Colleges**

2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at **www.accsc.org**.

The following is an outline of the Commission’s procedures for reviewing complaints: (For further information on the Commission’s procedures please refer to Section VI, Rules of Process and Procedure, Standards of Accreditation.)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant’s permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.

   Permission is not necessary for advertising complaints since advertising is considered public information.

2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.

   a. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.

   b. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with
ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.

c. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school’s response to the complaint into consideration prior to rendering a decision.

3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.

4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.

5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.

6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission’s office.

7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.

8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission’s office.

**Joint Review Committee on Education in Radiologic Technology (JRCERT) Complaint Process**

Any student who wishes to pursue allegations of non-compliance with JRCERT Standards may do so by following the JRCERT Reporting Process located at [www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation](http://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation). Before submitting an allegation, the individual must first attempt to resolve the complaint directly with RTU by following RTU’s Grievance Policy and Procedure. The Grievance Policy and Procedure is provided in this Academic Catalog.

**Important Notes for Reporting Allegations Against a Program**

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program’s compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.
Process

Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.6)

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Ph: (312) 704-5300
Fax: (312) 704-5304
e-mail: mail@jrcert.org

The Allegations Reporting Form is located at [www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation](http://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation) and must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible. Forms submitted without a signature or the required supporting material will not be considered. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

**Indiana Board for Proprietary Education Complaint Process**
Complaints involving institutions under the Board for Proprietary Education’s jurisdiction are handled through the Indiana Commission for Higher Education.

The Commission for Higher Education is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Indiana. While the Commission has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, Commission staff will review submitted complaints and work with student complainants and institutions.
• Discrimination: If a student believes that an institution has acted in a discriminatory manner, he/she may wish to contact the Indiana Civil Rights Commission (ICRC) using the ICRC’s complaint form located at www.in.gov/che/2744.htm or call them at (800) 628-2909.

• Financial Aid: If a student has been denied state of Indiana financial aid, they may file an appeal form located at www.in.gov/che/2744.htm or direct any questions to the Student Support Center by calling 1 (888) 528-4719.

• Law Violations: If a student believes that a college or university has violated state or federal law, he/she may wish to contact the Office of the Indiana Attorney General at (317) 232-6201 or Constituent@atg.in.gov.

After filing a complaint with the Attorney General’s Office or ICRC without resolution, the student may still hire an attorney and adjudicate the complaint through the court system.

OTHER COMPLAINTS

Within two years of the incident about which the student is complaining, he/she must contact the Commission for Higher Education using the complaint form located at www.in.gov/che/2744.htm.

Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions or discipline/conduct matters. In other areas, such as transferring credits between public institutions, the Commission has greater statutory authority.

Please follow the steps outlined below to submit a complaint:

STEP 1
If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student’s complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to STEP 2.

STEP 2
The student should file a complaint through his/her institution of higher education’s established complaint process. Information on the process can usually be found in the institution’s Academic Catalog, Student Handbook, or website. If the student is unable to resolve the complaint in this manner, he/she should proceed to STEP 3.

STEP 3
After receiving a complaint through our complaint form, Commission staff will review the submitted materials and contact the submitter for any required additional information or clarifications. The Commission will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university’s response, Commission staff will determine whether the institution’s student complaint process has
been followed and exhausted and what additional steps or follow-up may be taken. The Commission will inform both parties involved in the complaint.

If you have additional questions about the complaint process, or want to clarify that your individual complaint is reviewable by the Commission, please feel free to contact complaints@che.in.gov.

**Anti-Hazing and Bullying Policy**
RTU is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff and visitors. In addition, RTU is committed to promoting an environment that fosters respect for the dignity and rights of all its community members. As such, the University will not tolerate hazing activities or bullying by any individuals, groups, or recognized student organizations.

Hazing and bullying poses substantial risks to the safety and well-being of individual students and the University community. As such, violations of this policy will result in referral to the Office of Administration and possible disciplinary action which may include, but not be limited to, any or all of the following: suspension or expulsion from the University, loss of University recognition and privileges, referral to law enforcement, inability to participate in educational programs, and other educational or remedial action appropriate to the circumstances.

**Sexual Harassment Policy**
In an effort to provide a safe and productive educational and working environment for students, faculty, and staff, Radiological Technologies University (RTU) has adopted the following policy to promote an environment free of sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking. Gender discrimination includes discrimination on the basis of gender orientation, gender identity, or gender expression.

**Policy Statement**
RTU prohibits discrimination on the basis of sex and gender and prohibits sexual harassment, sexual assault, sexual misconduct, interpersonal violence, stalking, physical abuse, threats of violence, physical assault, or any form of sexual violence. These behaviors are hereafter referred to as prohibited conduct. Individuals who participate or attempt to participate in prohibited conduct are subject to disciplinary action by RTU, regardless of any action that may be taken by civil or criminal authorities.

RTU strongly encourages students, faculty, and staff to promptly report incidents of prohibited conduct to the University, as well as appropriate local or state authorities. University leadership is required to promptly report incidents of prohibited conduct. RTU will respond to all reports of prohibited conduct. RTU leadership will conduct a prompt and impartial investigation of all reported incidents of prohibited conduct in an effort to determine a resolution. The burden of proof is met during an investigation of prohibited conduct if the incident is more likely to have occurred than not.

**Scope**
This policy applies to all RTU staff, faculty, students, graduates, visitors, applicants for admission, applicants for employment, and third party servicers and affiliates of the University. RTU reserves the right to investigate any incident reported, whether it occurs on campus, or off-campus during any official function.
Reporting a Violation
RTU encourages any individual who has experienced prohibited conduct or witnessed an occurrence of prohibited conduct to promptly report the incident to the Director of Administrative Services at bdatema@rtuvt.edu or by calling 574-232-2000.

Individuals who wish to report an incident anonymously are encouraged to use the following hotline or website hosted by a third party hotline provider, EthicsPoint:

**Hotline:** 855-673-1151

**Website:** www.rtvu.ethicspoint.com

The information you provide will be sent to RTU through EthicsPoint on a completely confidential and anonymous basis if you should choose.

**EthicsPoint is NOT a 911 or Emergency Service.** Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please call 911 or contact your local authorities.

Individuals may contact SBPD (South Bend Police Department) whenever they witness criminal activity or feel threatened by potential criminal activity, including sexual offenses while on or near campus. Observations ranging from crimes in progress to suspicious behavior can and should be reported to SBPD. You may either contact SBPD at 911 for emergencies or at 574-235-9201.

In case of an emergency you may dial 911 from any phone on campus. Simply select a line and dial 9-1-1. There is no need to dial 9 first.

In case of a non-emergency you may dial 574-235-9201 to reach the desk sergeant where your call will be directed appropriately. RTU strongly encourages reporting of serious and continuing occurrences of crimes or threats to the South Bend Police Department.

RTU strongly encourages any student or employee who is a victim or witness of a violent crime to report the crime to law enforcement as soon as possible.

After authorities have been contacted and there is not eminent danger, please contact Director of Administrative Services at 574-232-2000, bdatema@rtuv.edu.

RTU does not tolerate retaliation against a person who reports prohibited conduct, assists or encourages someone to report a violation, or participates in any manner in an investigation of prohibited conduct. Retaliation may include, but is not limited to threats, intimidation, and/or adverse actions related to employment or education.

**Support Services**
Refer to the Annual Security Report and Fire Safety Report updated annually for complete information on definitions, safety programs and awareness, and support services available.
Students are also encouraged to take advantage of counseling and support services provided by WellConnect. Counseling services are available 24/7 by calling 866-640-4777 or visiting www.studentlifetools.com.

Investigation and Disciplinary Process
When a report of prohibited conduct is received, RTU leadership will promptly respond and investigate the report in a fair and impartial manner. If the individual or individuals who report an incident choose not to participate in the investigation, the University may pursue the report without their participation.

The purpose of the investigation is to gather and interpret evidence in an effort to address the complaint and take corrective action, if necessary. The burden of proof in an investigation is met when it is more likely than not that the reported incident occurred and the incident is classified as prohibited conduct under this policy.

Interference with an investigation is strictly prohibited and any individual who knowingly and intentionally interferes with an investigation may receive disciplinary action including dismissal or separation from RTU.

RTU leadership will attempt to complete any investigation as soon as reasonably possible. Ideally, the investigation and any resulting sanctions or actions will be concluded within four weeks of the date the incident was reported. Due to the nature of a report and parties involved, it may be necessary for RTU leadership to take preliminary action while the incident is being investigated.

Possible outcomes of an investigation could be:
- Finding that the burden of proof cannot be met
- Referral to the appropriate authorities for correction action
- Corrective action provided by the University
- Possible termination of University staff/faculty
- Possible probation, suspension, or dismissal of the student or students

Education and Prevention
RTU promotes prevention and security awareness through the Annual Security Report and Fire Safety Report. Bystander intervention can also be a powerful tool in preventing prohibited conduct. RTU is committed to nurturing a culture of accountability among all students, staff, faculty, and third party affiliates to prevent prohibited conduct.

Pregnancy Policy
Students should understand that a pregnancy during the AS to BS Medical Dosimetry program may have an impact on their education and possibly upon the timing of graduation. Two important factors are involved.

1. Courses are only offered at select times each year and time missed for pregnancy and/or delivery will likely necessitate make up work or perhaps delay of up to a year to maintain the proper sequence of courses, depending on the timing and amount of time missed.
2. There are potential risks to an embryo or fetus secondary to radiation exposure that may require advising and alteration of the clinical education experience.
The following policy has been developed to guide the program and its students in the event of a student pregnancy.

A. Female students are asked to read The U. S. Nuclear Regulatory Commission Regulatory Guide 8.13 regarding “Possible Health Risks to Children of Women Who are Exposed to Radiation During Pregnancy” as well as the pregnancy policy and complete and return the associated form. This document can be found at: http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf.

B. All students will be made aware of risks and hazards of prenatal radiation exposure during coursework at RTU and upon orientation to the clinical internship.

C. A student who is pregnant, or suspects that she may be, has the option to voluntarily declare that condition to program officials.
   a. If the student decides to declare the pregnancy it shall be done in writing to the Program Director and/or the Clinical Supervisor of her internship site. The notification shall also include the expected date of delivery.
   b. A student may reverse their pregnancy declaration at any time. This option is voluntary and the reversal must be provided in writing to the Program Director and/or the Clinical Supervisor of her internship site.
   c. The program will comply with student confidentiality requests as much as possible.

D. If a student chooses to declare a pregnancy, an advising session will be set up with the radiation safety officer at the student’s clinical internship site to review radiation exposure risks and any additional monitoring practices which may be initiated.

E. A declared pregnant student may choose one of the options below (or may choose to change to a different option at a later time if desired, with written notice):
   a. Take a leave of absence from the program. (See policy for leave of absence.) Should the declared pregnant student decide to leave the program during pregnancy and delivery, tuition will be refunded according to the Tuition Refund Policy. In this circumstance the student would be readmitted to the program at the first available opening after delivery.
   b. Stay in the program, but make modifications in her clinical rotation schedules to reduce the chance of exposure to the fetus.
      i. For example, she will not participate in site specific rotations as recommended by the Radiation Safety Officer during the time of the pregnancy. Competency and experience in all required areas will be made up following delivery. This could delay graduation beyond the originally expected date.
   c. Stay in the program and/or internship during pregnancy and continue the program without modification of learning activities or clinical rotations. If she decides to do this, she does so in full knowledge of the potential hazard of embryo/fetal radiation exposure.
      i. It is recommended that the student consult their personal physician should they choose this option. The student must also indicate, in writing her intention to continue the program without modification. A copy of this document will be kept in the student’s file.

Should delivery occur during clinical internship, all course work and clinical time must be completed before the student is eligible for graduation.

**Student Radiation Safety Policy:**

A. Students entering the clinical setting for their internship must receive orientation to radiation safety practices and requirements by the Radiation Safety Officer.
B. A radiation monitoring badge must be worn by the student at all time while in the department.
C. Students assisting in the simulator and treatment units must never be in the room during exposure to treatments.
D. Students working in brachytherapy must remember and put to use techniques of time, distance, and shielding.
E. Radiation exposure levels will be monitored by the University RSO. If a student’s radiation exposure reading exceeds (30 mrem) on a single report, the program director must be informed immediately. The RSO and program director will investigate the reason for the reading and determine an action plan within 10 days to ensure that the student follows ALARA principles.
F. If the student exceeds the trigger dose limit (30 mrem) on any personal monitoring report, the student must be removed from the clinical setting and counseled immediately by the university RSO, Program Director, and Clinical Coordinator on how to avoid further exposure.
G. Notification: Dosimetry reports will be received by the Clinical Preceptor at the site. The Clinical Preceptor will provide the individualized dosimetry report to each student. No personal information will be visible to individuals other than the one named on the report. The student will sign the dosimetry report and a copy will be sent to Radiological Technologies University.

**Student Clinical Compensation and Hours Requirement Policy**

Students entering the clinical setting for their internship are only required to work twenty-four (24) hours per week and for no more than ten (10) hours per day when enrolled in 16 credits.

Medical Physics Program: The minimum required hours for the Clinical Internship is one hundred eighty hours (180).

Medical Dosimetry Programs: The minimum required hours for the Clinical Internship is seven hundred twenty hours (720). For students who enrolled in their program of study prior to January 4, 2016, the minimum required hours for the Clinical Internship is one hundred eighty hours (180). The minimum required hours for the Clinical Internship is one hundred eighty hours (180) for Certified Medical Dosimetrists entering the program.

The student is entitled to no compensation while performing competencies for the clinical internship. Any extra hours the student chooses to spend are purely voluntary and the student is entitled to no compensation or extra credit of any kind.

**Drug and Alcohol Abuse Prevention Program and Policy**

**Purpose of Policy**

It is the policy of the school that illicit drugs and alcohol use, manufacture, unlawful possession, sale, distribution, or dispensation by any student or employee on the school’s property or as part of any of the school’s activities is strictly prohibited. RTU is concerned about the potential adverse effects of alcohol or other drug use on student health and safety, as well as academic performance and patient care.

The school is committed to provide students, faculty, staff and visitors with a safe and healthful campus and workplace. The school recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The School recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the school’s ability to fulfill its mission. Therefore, an
Alcohol-and Drug-Free Campus/workplace Policy has been developed. Compliance with this policy is considered a condition of employment and attendance at the School.

RTU reserves the right to revoke admission based on an adverse fingerprint or drug screening. Students are expected to report to class and clinical agencies in the appropriate mental and physical condition conducive to learning and the provision of safe patient care.

This policy is distributed in writing annually to students, staff and faculty.

Definitions
The following terms are defined for the purposes of this policy and are important for purposes of expressing the school’s policy on a drug free campus:

**Controlled Substance** means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-35 to 16-13-39.

**Contract** means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.

**Conviction** means finding of guilt (including a plea of NOLO contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

**Criminal drug statute** means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance;

**Employee** means an individual receiving a salary, wages, other compensation and/or stipend support from the university.

**Federal agency or agency** means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.

**Grant** means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veteran's benefits to individuals, i.e., any benefit to veterans, their families, or survivors by virtue of the Service of a veteran in the Armed Forces of the United States.
Grantee means a legal entity which applies for or receives a grant or contract directly from a federal agency.

Illicit drug use means the use of illegal drugs and the abuse of other drugs and alcohol.

Student means an individual registered or enrolled for credit or non-credit in a course or program offered by the university or any of its units.

School activities mean an activity officially sponsored by RTU.

Workplace means the physical boundaries of the School and facilities owned or controlled by the School.

Philosophy
The unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the School community. The School is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention system in operation, accessible to all members of the School community. The School is committed to the further expansion of that program and the dissemination of drug awareness information to the members of the School community. In addition, the School is committed to enforcing the provisions of the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Postsecondary Act of 1990

Policy
As required by the Federal Drug-Free Schools and Communities Act Amendment of 1989, you are hereby notified by RTU that on RTU premises, affiliated clinical sites, or at other RTU sponsored events, activities specified as critical offenses will not be permitted. Students shall be prohibited from working, attending school, participating in clinical internships or attending RTU related functions while under the influence of alcohol and/or the use of illicit drugs. The use of such substances by students on premises or at RTU related functions shall be prohibited. Such conduct by a student shall be considered a critical offense.

To protect the health and safety of all persons, the use of tobacco products is prohibited on the school campus. Violation of the policy is a serious offense that could result in disciplinary action up to and including dismissal.

RTU recognizes that substance abuse is a major problem that affects students, families, education, and communities. RTU strictly opposes any situation that interferes with a student’s safety, health and well-being, and anything that adversely affects academic performance, patient care, or is detrimental to the campus. To promote this goal and in accordance with the Federal Drug-Free Schools and Communities Act Amendment of 1989 and state law, RTU strictly prohibits the unlawful manufacture, distribution, possession, sale, or use of any illegal drugs, controlled substances, or alcohol while acting in the course of enrollment, on RTU owned, leased, or controlled property, while operating RTU owned, leased, or controlled equipment or vehicles, or at RTU sponsored functions. Students are required to report to their faculty use of any over-the-counter medication or prescribed medication that might impair a student’s ability to participate in the educational process safely or effectively.

The school will impose sanctions on any student who violates this policy. Sanctions include:
1. Administrative Hold – the student is unable to enroll in courses until requirements to remove the Administrative Hold status are met. Requirements to remove the Administrative Hold status are provided with the Administrative Hold notification.

2. Dismissal from Radiological Technologies University

3. Removal from the student’s clinical internship – Any student participating in their clinical internship may be removed from their internship setting temporarily or permanently based on guidance from RTU and the clinical site.

**Student Use of Alcoholic Beverages**

All students are responsible for complying with State law regarding the use of alcohol

- The age in most states is 21 to be in possession of alcoholic beverages
- Persons 21 or over may not make alcoholic beverages available to minors
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.

**Health Risks**

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

The health risks associated with the misuse and abuse of drugs, including controlled substances and alcohol, include but are not limited to: Physical and psychological dependence; damage to the brain, pancreas, kidneys and lungs; high blood pressure; heart attacks; strokes, ulcers, birth defects; a diminished immune system; and death.

**Alcohol:** Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

**Cigarettes and other Nicotine Products:** In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.
In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

**Prescription Medications:** Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

**Marijuana:** Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered.

**Cocaine and Crack:** Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

**Barbiturates:** In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respiratory depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

**Amphetamines:** Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

**Hallucinogens:** PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure
and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

**Steroids (anabolic):** Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

**Narcotics:** Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

**Treatment**
Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual’s life including medical and mental health services, and follow-up options (e.g. community or family based recovery support systems) can be crucial to a person’s success in achieving and maintaining a drug-free lifestyle.

**Procedure**
All students must, as a condition of their enrollment, adhere to this policy. Students are responsible for notifying the administration within five (5) days of any drug and/or alcohol related criminal conviction while enrolled as a student at RTU. Students must certify that, as a condition of enrollment or receiving financial aid, that he or she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by enrollment or where federal financial assistance is used for education. Violations of this prohibition will result in dismissal and/or other appropriate actions.

RTU reserves the right to take appropriate and lawful action to enforce this Drug and Alcohol-Free Campus Policy. These rights include drug and/or alcohol testing and inspection of any and all RTU and student property when the organization has a reasonable suspicion that this policy has been violated.

RTU may ask a student to submit to drug and/or alcohol testing at any time it is suspected that a student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:
- evidence of drugs or alcohol on the student’s person or in the student’s vicinity,
- unusual conduct or behavior on the student’s part that suggests impairment or influence of drugs and/or alcohol,
- involvement in an accident or injury event,
- negative performance patterns.

RTU reserves the right to conduct random drug and/or alcohol testing in order to assess compliance with this policy. Students may be selected at random for drug and/or alcohol testing at any interval as determined by RTU.

Students involved in school-related accidents that require off-site medical treatment or result in property damage will be tested for controlled substances and alcohol. Any student who refuses to be tested or violates this policy is subject to disciplinary action up to and including dismissal. RTU encourages students with drug and/or alcohol abuse problems to seek counseling and treatment.


Resources
In addition to the imposition of disciplinary sanctions as explained in this Code of Conduct including dismissal for such act, students or employees may face prosecution and imprisonment under federal and state laws which make such acts felony or misdemeanor crimes. RTU is committed to helping students who seek assistance and further recognize and insure the confidentiality and privacy due students. Students are encouraged to consult with Student Resource Services, which provides confidential and professional guidance for substance abuse problems. This service is anonymous and completely free to students.

Self-referrals, as well as supervisory referrals, for drug counseling, treatment, rehabilitation, and re-entry programs are available to students and employees through Student Resource Services.

A specialist can be reached by telephone 24 hours a day, including holidays and weekends.

Contact Information:
Student Resource Services School ID: R852
Phone: 866-640-4777
Online: www.studentlifetools.com

National Resources for Drug and Alcohol Abuse Prevention, Education, and Support:

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<tr>
<th>Organization</th>
<th>Description</th>
<th>Website</th>
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<tr>
<td>Alcoholics Anonymous</td>
<td>Support for people who want to Achieve sobriety</td>
<td><a href="http://www.alcoholics-anonymous.org">www.alcoholics-anonymous.org</a></td>
</tr>
<tr>
<td>Al-Anon Family Group</td>
<td>Support and help for families and Friends of problem drinkers</td>
<td><a href="http://www.al-anon.alateen.org">www.al-anon.alateen.org</a></td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>Support in a recovery environment For people who abuse substances</td>
<td><a href="http://www.na.org">www.na.org</a></td>
</tr>
<tr>
<td>Substance Abuse and Mental Health</td>
<td>U.S. Department of Health and Human Services agency “that Leads public health efforts to</td>
<td><a href="http://www.samhsa.gov/">www.samhsa.gov/</a></td>
</tr>
<tr>
<td>Administration</td>
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Advance the behavioral health of
The nation… and whose mission is
To reduce the impact of substance
Abuse and mental illness on
America’s communities.”

**Drug Law Violations—Eligibility for Title IV Funding**
For the protection and welfare of all students and employees, RTU has established a drug-free policy. In addition to the civil and/or criminal penalties for a conviction for any offense during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs, this conviction will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance. See the Notice of Federal Aid Penalties for Drug Law Violations distributed to all students upon enrollment.

**Education**
The RTU Administration is involved in educating students about alcohol and other drugs. In particular, during orientation, drug and alcohol abuse are discussed and information disseminated.

**Enforcement**
The President and Vice President of Academic Affairs and Academic Dean enforce policies and laws regarding alcohol and other drug use. Students and staff are referred to various agencies to receive help with drug or alcohol problems,

Faculty: Faculty who violate the school’s standards of conduct are subject to disciplinary action including reprimand, suspension, or dismissal.

Other Employees: The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

**Helpful Websites:**
http://www.brainsource.com/brain_on_drugs.htm
http://www.nida.nih.gov

**Local, State, and Federal Legal Sanctions**
The following information highlights the criminal penalties that can be imposed by state or federal statute for violations regarding alcohol or illegal drug possession, use, sale, manufacture, or distribution. Convictions under state and/or federal laws regarding alcohol-related and drug-related offenses can result in fines, confiscation of automobiles and other property, loss of one’s driver’s license, imprisonment, and in some cases, loss of licenses or certifications in certain professions and employment opportunities may be prohibited.

In short, all persons should be aware of the following:
- In Indiana, any person under 21 who possesses an alcoholic beverage, and any person who provides alcohol to any person under 21, is at risk of arrest
- Any person who is intoxicated in public is at risk of arrest
- A person convicted of driving while intoxicated may be punished by fine, be jailed, and lose his or her driver’s license
- Any selling of alcoholic beverages without a license is illegal
• Possession, use, distribution, or manufacture of controlled substances (drugs) illegally can result in arrest and conviction of a drug law violation and:
  ▪ Fines up to $10,000 (Indiana);
  ▪ Fines up to $10 million for a first offense (federal);
  ▪ Imprisonment up to 50 years (Indiana);
  ▪ Imprisonment for life (federal); and
  ▪ Confiscation of property

The following shows the Federal penalties:

<table>
<thead>
<tr>
<th>DRUG/SCHEDULE</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500 – 4999 gms mixture</td>
<td><strong>First Offense:</strong> Not less than 5 yrs. And not more than 40 years. If Death or serious injury, not less than 20 or more than life. Fine of not more than $2 million if an individual, $5 million if not an individual.</td>
<td>5 kgs or more mixture</td>
<td><strong>First Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $4 million if an individual, $10 million if not an individual.</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>5 - 49 gms mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life.</td>
<td>50 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Fentanyl (Schedule II)</td>
<td>40 - 399 gms mixture</td>
<td><strong>First Offense:</strong> Not less than 20 yrs, or more than Life. Fine of not more than $4 million</td>
<td>400 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Fentanyl Analogue (Schedule I)</td>
<td>10 - 99 gms mixture</td>
<td><strong>First Offense:</strong> Not less than 20 yrs, or more than Life.</td>
<td>100 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100 - 999 gms mixture</td>
<td><strong>First Offense:</strong> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $4 million individual: $10 million other than individual</td>
<td>1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>LSD (Schedule I)</td>
<td>1 – 9 gms mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $20 million if not an individual.</td>
<td>10 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5 – 49 gms pure or 50 – 499 gms mixture</td>
<td><strong>First Offense:</strong> Not less than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 if not an individual</td>
<td>50 gms or more pure or 1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10 – 99 gms pure or 100 – 999 gms mixture</td>
<td><strong>First Offense:</strong> Not less than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 if not an individual</td>
<td>100 gm or more pure or 1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>Other schedule I &amp; II drugs (and any drug product containing Gamma)</td>
<td>Any amount</td>
<td><strong>First Offense:</strong> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 if not an individual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRUG</td>
<td>QUANTITY</td>
<td>1ST OFFENSE</td>
<td>2ND OFFENSE</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Hydroxybutyric Acid</td>
<td>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine $2 million if an individual, $10 million if not an individual.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>1 gm or more</td>
<td>First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Schedule III drugs</td>
<td>Any amount</td>
<td>First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>30 to 999 mgs</td>
<td>Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All other Schedule IV drugs</td>
<td>Any amount</td>
<td>Second Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>Less than 30 mgs</td>
<td>Second Offense: Not more than 6 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Schedule V drugs</td>
<td>Any amount</td>
<td>First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second Offense: Not more than 2 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Federal Trafficking Penalties – Marijuana**

<table>
<thead>
<tr>
<th>DRUG</th>
<th>QUANTITY</th>
<th>1ST OFFENSE</th>
<th>2ND OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture; or 1,000 or more plants</td>
<td>- Not less than 10 years, not more than life - If death or serious injury, not less than 20 years, not more than life - Fine not more than $4 million if an individual, $10 million if other than an individual</td>
<td>- Not less than 20 years, not more than life - If death or serious injury, mandatory life - Fine not more than $8 million if an individual, $20 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>to 999 kg mixture; or 100 to 999 plants</td>
<td>- Not less than 5 years, not more than 40 years - If death or serious injury, not less than 20 years, not more than life - Fine not more than $2 million if an individual, $5 million if other than an individual</td>
<td>- Not less than 10 years, not more than life - If death or serious injury, mandatory life - Fine not more than $4 million if an individual, $10 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>More than 10 kgs hashish; 50 to 99 kg mixture</td>
<td>- Not more than 20 years - If death or serious injury, not less than 20 years, not more than life - Fine $1 million if an individual, $5 million if other than an individual</td>
<td>- Not more than 30 years - If death or serious injury, mandatory life - Fine $2 million if an individual, $10 million if other than individual</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>More than 1 kg of hashish oil; 50 to 99 plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>to 49 plants; less than 50 kg mixture</td>
<td>- Not more than 5 years - Fine not more than $250,000, $1 million other than individual</td>
<td>- Not more than 10 years - Fine $500,000 if an individual, $2 million if other than individual</td>
</tr>
<tr>
<td>Hashish</td>
<td>110 kg or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>1 kg or less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Biennial Review**

RTU conducts a biennial reviews of its program to:

- Determine the effectiveness of the program and implement changes as needed.
- Determine the number of drug and alcohol-related violations and fatalities that occur on the school’s campus or as part of the school’s activities, and are presorted to campus officials.
- Determine the number and type of sanctions that are imposed.
- Ensure that disciplinary sanctions are consistently enforced.

Biennial review results are made available to students and employees. Upon request, RTU will make biennial reviews available to the U.S. Department of Education and to the public, including information distributed to students and employees.

**Dismissal**

Radiological Technologies University reserves the right to dismiss any student from the program for any of the following reasons:

- Non-compliance of the rules and regulations of Radiological Technologies University
- Engagement in any illegal or criminal act
- Any conduct that brings discredit or embarrassment to Radiological Technologies University
- Failure to make satisfactory academic progress
- Failure to satisfy financial obligations to Radiological Technologies University

**Student Records**

All documentation and records pertaining to students are held in strict confidence as accorded by law. It is also an ethical standard of Radiological Technology University to do so. Student records will be retained indefinitely (and safely) by this institution.
Student records are available for release to third parties upon the student’s written request, a court order, or an oversight agency’s requirement.

**Family Educational Rights and Privacy Act**
All students enrolled at Radiological Technologies University-VT shall have the right to inspect and review their educational records, to request corrections and deletions, and to limit disclosure with the Family Educational Rights and Privacy Act of 1974. The procedure for exercising these rights is available to students upon request at the office of the Executive Director.

Student records are kept on file in an appropriate and secure location. They are confidential and are available for approved purposes only by authorized employees. In accordance with the Family Educational Rights and Privacy Act of 1974, the college will not release educational records to unauthorized persons without the prior written consent of the student or parent/legal guardian if the student is less than 18 years of age.

The Family Educational Rights and Privacy Act of 1974 was designed to protect the privacy of educational records, establish the right of students to inspect and review their educational records, and provide guidelines for correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures by the school to comply with the Act.

NOTICE: Radiological Technologies University-VT will generally release certain directory information pertaining to its students to the public. This information may include student’s name, address(es), phone number, program, dates of attendance, photographs, post-graduation employer and job title, participation in activities and recognition record, and the secondary and postsecondary educational institution attended by the student. If students prefer that any of this information may not be released by Radiological Technologies University-VT, they may make that request in writing, and Radiological Technology University – VT will honor it.

Refer to the FERPA Policy under Consumer Information for complete details.

**Drop/ Add Period**
Courses dropped during the first week of the semester will not appear on the student’s transcript and students will not be charged tuition for those courses. Courses dropped during the second through seventh week of any semester will appear on the student’s transcript with a grade of “W”. Any course dropped after the seventh week of the semester will appear on the student’s transcript with a grade of “WF”. Tuition refunds will follow the stated refund policy of RTU.

Students may choose to add a subject to their schedule only during the first week of the semester. The addition of one or more courses may affect the tuition due.

**Withdrawals**
We hope it will not be necessary for you to withdraw; but if circumstances cause you to consider doing so, please discuss any problems with us before making that decision. We are often able to provide assistance that enables students to remain in college.

If you must withdraw, an exit interview with the Administrator or Administrative services is required. During this meeting, you will discuss tuition due, refunds or outstanding debts. Students who withdraw from class will receive an appropriate grade as outlined in the section entitled Drop/Add
Period. Upon returning, students will be required to repeat the class and will be responsible for any additional expenses.

**Transcripts**
Upon written request by the student, Radiological Technologies University will prepare and forward a transcript of the student’s record. All requests must include the student’s full name, a statement requesting a transcript be issued, the address to which the student would like the transcript sent, and a release signature. Official transcripts will only be released if the student is in good standing with the academic office. Transcripts are sent free of charge within two weeks of the date the request was received.

**Tuition and Fees**
Radiological Technologies University charges a fixed rate per credit for each degree program. Tuition is found under each Program Description and is charged by semester based on credits the student is enrolled in. The cost of textbooks and study materials are not included in the tuition and outlined below.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$35.00</td>
<td>(Non Refundable)</td>
</tr>
<tr>
<td>IT Service Fee</td>
<td>$30.00</td>
<td>per semester</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$20.00</td>
<td>per semester</td>
</tr>
</tbody>
</table>

Textbooks
The student is responsible for securing all required textbooks unless otherwise stated.

Boot Camp weeks
The student is responsible for any travel, meals, and accommodation expenses that are incurred by attending boot camps.

Students in the following programs are expected to maintain student memberships with the following organizations:

Medical Dosimetry Program
American Association of Medical Dosimetrists $60.00 per year (directly to AAMD)

**Tuition Rate Per Credit**

<table>
<thead>
<tr>
<th>Program</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS Medical Dosimetry Program</td>
<td>$416.67 per credit</td>
</tr>
<tr>
<td>BS Radiation Therapy Program</td>
<td>$416.67 per credit</td>
</tr>
<tr>
<td>BS Radiologic Science Program</td>
<td>$416.67 per credit</td>
</tr>
<tr>
<td>Continuing Education Courses</td>
<td>$333.33 per credit</td>
</tr>
</tbody>
</table>

**Tuition Discounts Available**

*Family Members of RTU Faculty*
Family members of faculty receive a 50% discount on standard program tuition. The faculty member must be in good standing with RTU. Family members are defined as a spouse or child.

*ProVision Healthcare, LLC*
RTU offers a 29.508% discount on standard program tuition to employees and volunteers of ProVision or its affiliates for undergraduate degrees. All RTU admissions requirements must be met for the applicable degree program.

ProVision is responsible for validating the position of prospective or current students within their organization. If the employee leaves or is dismissed from employment, or changes from full-time status, the benefit will be terminated at the end of the current academic semester.

_Cancer Treatment Services International_
RTU offers a tuition rate of $333.34 to employees and associates of CTSI. All RTU admissions requirements must be met for the applicable degree program.

_Petrone Associates, LLC_
RTU offers a 20% tuition discount for employees of Petrone Associates, LLC enrolled in the BS Medical Dosimetry program. The prospective student must meet normal admission requirements for RTU.

**FINANCIAL POLICIES**
The primary responsibility for financing a college education rests with the student. Students with unpaid balances may lose current enrollment and will not be allowed to register for any subsequent terms. Transcripts and diplomas are withheld from those who have not settled their financial obligations, which may include collection fees, attorney’s fees, and court costs. Students are not fully registered nor will they have the privilege of class attendance, participation in activities, or use of facilities until their charges are paid. E-service charge of 1.5 percent, not to exceed $45.00, may be added to any balance in the student account that is more than two (2) weeks past due.

**Payment**
Students assume the responsibility assistance for payment of the tuition costs in full, either through direct payment or through a financial aid plan for those who qualify. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. The school reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

**Tuition Payment Methods**
Radiological Technologies University accepts payment for tuition, course materials, equipment and other fees through cash payment, all major credit/debit cards, cashier’s check, personal check, or company check. Upon availability, Radiological Technologies University will also assist students in applying for student financial assistance in order to defray the cost of their education. At the school’s discretion, a payment plan may be arranged for those who qualify. All outstanding student account balances are billed directly to the student upon graduation or termination. Failure to satisfy delinquent accounts within a reasonable time period will result in the account being submitted to a collection agency for processing and the student will not be allowed to graduate.

Payment Plans: Students are able to qualify for payment plans directly with RTU when the student is unable to qualify for student loans, or they qualify for student loans at an interest rate above 7%.
Monthly payment amounts for payment plans are expected to be manageable for the student and allow for the shortest duration of payments to satisfy the financial obligation of their program. The minimum monthly payment amount is set at $500, but some students may qualify for a lower monthly payment due to financial hardship.

**Radiological Technologies University Refund Policy**
The University shall pay a refund to the student in the amount calculated under the refund policy specified in this section. The University must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies:

1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
   A. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
   B. The student does not meet the postsecondary proprietary educational institution’s minimum admission requirements.
   C. The student’s enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
   D. If the student has not visited the postsecondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.
**Return of Title IV (R2T4) Policy**

The law specifies how Radiological Technologies University must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (semester), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. Title IV program excess funds must be returned within 45 days.

**Earned and Unearned Assistance**

The amount of assistance you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

**Post-Withdrawal Disbursement**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, RTU must get your permission before disbursing them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. RTU may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). RTU needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow RTU to keep the funds to reduce your debt at RTU.

There are some Title IV funds you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, RTU must return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

RTU must return this amount even if it didn’t keep this amount of your Title IV program funds. If RTU is not required to return all of the excess funds, you must return the remaining amount.

**The Order of Returning Title IV funds:**

1. Unsubsidized Direct Loan
2. Subsidized Direct Staff Loan  
3. Perkins Loan  
4. Direct Grad PLUS Loan  
5. Direct Parent PLUS Loan  
6. Pell Grant  
9. FSEOG  
10. TEACH Grant  
11. Iraq & Afghanistan Service Grant

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Overpayment

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with RTU or the Department of Education to return the unearned grant funds.

Return of Title IV Policy and RTU Refund Policy

When you withdraw, the requirements for Title IV program funds are separate from any refund policy that RTU may have. Therefore, you may still owe funds to RTU to cover unpaid institutional charges. You may also be responsible for charges that initially had been paid by Title IV funds, where those funds were required to be returned to Title IV. If you do not already know RTU’s refund policy, you should request a copy from the Director of Administrative Services or refer to the Academic Catalog. RTU can also provide you with the requirements and procedures for officially withdrawing from school.

Questions

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Federal VA Refund Policy:

Title 38 US Code CFR 21.4255 Refund Policy; Non-Accredited Courses for IHL/NCD

A refund of the unused portion of the tuition, fees and other charges will be made to the veteran or eligible person who fails to enter or fails to complete the course as required by Veteran Administration regulation. The refund will be within 10% (percent) of an exact pro rata refund. No more than $10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter and complete the course.

The code states that the exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.
STUDENT SERVICES

Faculty and staff work along with the individual student (as much as possible) to aid in making the duration of the program comfortable. All resources that are available to us are utilized to the fullest to assist the student in attaining his/her career goal.

Student services are available to all students, regardless of whether they reside locally. Student services are very important to the success of students, so RTU leadership ensures appropriate budgetary resources are available.

Advising
Academic: Students are encouraged to seek academic counsel from the faculty members, and Administrator - not only during registration periods but also during the academic year when problems and questions arise.

Admissions: Prospective students of the college are interviewed by Admissions Representatives to make sure their career objectives can be served by the college’s academic resources. Those persons whose objectives cannot be served by the programs of the college are advised to seek other educational institutions that offer programs more aligned to their fields of interest.

Employment: RTU graduate placement support begins the first semester the student enters the program. Students are informed of opportunities in the industry during boot camp weeks and encouraged to be active with early networking. RTU meets with every student during boot camp weeks and discusses employment opportunities and placement opportunities. Students have access to faculty to assist with résumé writing, résumé reviews, rehearsing interviews, and coaching. RTU faculty are actively engaged with students and connecting them with opportunities through professional associations and relationships. RTU is evaluating other mechanisms to increase the student’s exposure to employers. Graduate employment is very important to RTU. RTU does not guarantee employment after graduation.

Financial Assistance: Students may seek information from Administrative Services to manage financial arrangements.

Personal: Students and potential students are welcome and encouraged to seek assistance from any member of the staff or faculty regarding professional, personal, financial, and/or admissions advising when issues arise that have a negative effect on their ability to do their best work at Radiological Technologies University. When appropriate, students are referred to outside agencies or professionals for support or assistance. Through our online program students are given access to counseling services through www.wellconnectbyrsrs.com. This website provides information, tools and support to address barriers to their success. Comprehensive student services are based on an individualized service. Students have access 24/7 to telephone counseling for students in crisis, assessment and students.

Orientation
A new student will receive online orientation including computer hardware and software requirements, resources available for successful completion of program requirements, as well as policies and procedures prior to the start of a program. Completion of administrative matters are also taken care of at this time. Each student will receive a written course outline no later than the first day of class.
**Student Email**
Students are given an RTU email with the @rtuv.edu domain. Email is provided by Microsoft®Outlook365. Student email accounts expire no later than 90 days after graduation. Upon the expiration of the student email account, no data is saved. Students who wish to save correspondence should do so prior to the expiration date.

It resources are provided for University-related purposes including support for instruction, research, administrative functions, and student use for the purpose of facilitating the successful completion of coursework. Use of the resources should be limited to these purposes, including incidental personal use.

Users are responsible for being aware of any University policies or regulations that govern the use of IT resources. Refer to RTU’s Appropriate Use Policy for IT Resources. Users must comply with all federal and state laws and University policies. Incidental personal use must not interfere with the intended use of the IT resources or include any illegal activity.

**Books and Supplies**
Course material and resources will be provided to the students online. Required textbooks are to be obtained by the student. RTU does not have a bookstore where books and supplies may be purchased. RTU provides a textbook listing by program which provides textbook information including ISBN-13 and price. The textbook listing is available on the public website at [www.rtv.edu](http://www.rtv.edu), through the course management system, and by request to the Director of Administrative Services.

**Hours of Operation**
Administrative Offices
Monday – Friday
9:00 am – 5:00pm EST

**Contact Information**
100 E. Wayne Street, Suite 140
South Bend, IN 46601
Phone: 574.232.2408
Toll Free 877.411.7238
Fax: 574.232.2200

**Student Resource Services**
All students also have access to the Student Resource Service (SRS) website ([www.wellconnectbysrs.com](http://www.wellconnectbysrs.com)) for information, tools, and support to address barriers to their success. Comprehensive student services are based on an individualized service plan and include:

- Unlimited 24-7 telephone counseling response to any covered students in crisis, assessment and students needing additional support or identifying new needs/requests;
- Telephone counseling/life coaching (1-5 telephone counseling hours) from a licensed mental health professional;
- Individualized resource searches for all covered students, focused on issues that impede student success, including special adjustment needs by specific populations such as returning veterans;
- Telephone consultations for all covered students with an attorney or financial expert;
- Follow-up and outreach with the student until all issues are resolved sufficiently that the student can be successful in personal and school goals;
- Staff/faculty formal referral of students with intensive needs;
Faculty consultation on any student concerns that would impede that student from being successful.

PROGRAM DESCRIPTIONS

Course Numbering System Descriptions
MP Medical Physics
MHP Medical Health Physics
MD Medical Dosimetry
RTT Radiation Therapy
RS Radiologic Science
MI Medical Imaging
BIOL Biology courses
PHY Physics courses
MATH Mathematics

100-299 Associate level
300-499 Bachelor level
500-699 Graduate level

UNDERGRADUATE LEVEL PROGRAMS

Bachelor of Science in Medical Dosimetry

The Bachelor of Science in Medical Dosimetry program is designed to prepare students for the technical and theoretical aspects of a career in this field. Students acquire the professional skills of dose calculation, treatment design, and quality assurance through intensive classroom and clinical education under the supervision of educated and experienced Medical Dosimetrists, Physicists, and Radiation Oncologists.

The clinical education component of the program includes experience at other clinical affiliates. A well-balanced clinical experience is planned for each student, including daily and weekly quality assurance checks, two-dimensional external-beam treatment and brachytherapy planning, three-dimensional external-beam treatment planning, and intensity modulated radiation therapy treatment.

Mission Statement

The program will prepare clinically competent, patient focused, entry-level medical dosimetrists who are able to make a positive contribution to the healthcare community.

Goal: Students will be clinically prepared and competent.

Student Learning Outcomes:

✓ Students will create multiple treatment plans in both simulated and actual clinical settings.
✓ Students will take an active role in their clinical rotation.

Goal: Students will develop critical thinking and problem solving skills.

Student Learning Outcomes:

✓ Students will discuss and evaluate various case studies related to the field.
✓ Students will practice quality assurance by detecting and correcting plan errors.
Goal: Students will demonstrate communication skills.

Student Learning Outcomes:
✓ Students will engage in oral presentations.
✓ Students will demonstrate clear and concise written communication skills.

Goal: Students will be team oriented and exemplify professional behavior.

Student Learning Outcomes:
✓ Students will demonstrate the ability to work and communicate in a group setting.
✓ Students will model professional and courteous behavior with faculty, staff, and peers.

Goal: Students will demonstrate professional planning practices

Student Learning Outcomes:
✓ Students will demonstrate knowledge of common toxicities by body site.
✓ Students will demonstrate a clear understanding of the effects of radiation on the human body.
✓ Students will evaluate plan parameters to ensure optimal patient care.

Program Application Requirements
✓ Letters of reference
✓ Official transcripts from all higher education institutions
✓ Personal statement letter
✓ Copies of TOEFL or IELTS scores, if applicable
✓ On line application and $35.00 application fee

Program Admission Requirements
✓ Associate’s degree (Associate’s degree in a science related field preferred)
  o 24 Core credits required to be accepted for transfer (CMD Route). 20 core credits required to be accepted for transfer (non-CMD Route)
  o 36 General Education credits required to be accepted for transfer. There must be at least one general education course from each of the categories below:
    ▪ Humanities
    ▪ Social Sciences
    ▪ Sciences
    ▪ Mathematics
✓ A GPA of 2.0 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.
✓ If applicant’s first language, or language of instruction, is not English, English proficiency examination scores are required. Test of English as a Foreign Language (TOEFL) minimum scores are 550 (paper-based) or 213 (computer-based) or 79 (internet-based). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score required is 53.
✓ Interview with RTU representative
✓ Personal statement
✓ Three Letters of Reference
✓ Students who have not completed a college-level math course must pass the MATH190 Placement Test or complete the MATH190 course
✓ Applicants who are not current certified medical dosimetrists (CMDs) must have their clinical internship site identified in order to be admitted into the Medical Dosimetry program. The site must confirm an anticipated internship start date within the student’s second semester. One of the following criteria must be met to consider a clinical site identified:
  o The clinical site is one of RTU’s JRCERT recognized clinical sites
o The student provides written intent to participate by submitting the Intent to Participate Form.
o Demonstrates a commitment from the clinical site by submitting the following clinical site recognition paperwork: JRCERT Form 104MD or the Training Affiliation Agreement.

MATH190 Placement Test

Procedure
Define a proctor (typically a local library or University proctor services) and provide the fax or email information to RTU at info@rtuvt.edu. The correspondence needs to include the day and time you plan to take the test. The test and proctor sheet will be provided to the proctor. Once the test is complete, the proctor will email or fax the test and proctor sheet to RTU.

Email: info@rtuvt.edu
Fax: 574.232.2200

Test Instructions
The student has 2 hours to complete the test. The student may utilize any resources they like and a calculator. The student must show all of their work. Answers without work will be considered incomplete.

The test includes four sections. Sections and points possible per section are outlined below. In order to pass the placement test, the student must earn a minimum of 75% on each section as well as 80% for an overall test score.

Sections:
1. Geometry and Trigonometry: Questions 1-4 (30 points possible)
2. Linear and Quadratic Functions: Questions 5-8 (30 points possible)
3. Exponential and Logarithmic Functions: Questions 9-10 (30 points possible)
4. Scientific Notation and the Metric System: Question 11 (10 points possible)

Program Graduation Requirements
✓ Earn a cumulative program GPA of 2.0 or above on a 4.0 scale
✓ Earn a minimum of 61 program credits including earning credit for all courses listed as core courses
✓ Meet all published paperwork and competency requirements for the clinical internship, yielding a grade of “Pass”

Upon completion, the following credential will be awarded: Bachelor of Science in Medical Dosimetry

Clinical Obligations (Non-CMD Route)
Some Clinics may require different student clinical obligations such as drug screening, immunization records, and background checks, these items are performed at the students expense. Clinics that prefer to do their own testing and verification may do so directly with the student. RTU may be asked to perform these services and provide the results to the clinic upon their request.
Due to availability of clinical sites and student schedules, travel may be necessary in order to secure an appropriate clinical site. RTU resolves to make every effort to place student in a location that is within a reasonable distance from their place of residence.

Students may propose a clinical site closer to their place of residence than is currently available. In this instance, the University prefers to receive notice 5-6 months in advance for the purposes of communicating with the clinical site and securing paperwork. Students typically start their clinical internship hours during the second semester of their program. Students are expected to serve as a liaison between the University and the clinical setting.

Should a proposed site prove unsuitable, the student may propose another site or choose from sites currently available.

Evening/weekend clinical assignments are not required or encouraged. If measures must be taken in order to ensure adequate clinical time, proposals will be considered and must be agreeable to the student, University and clinical site.

**Program Objectives:**
- Prepare clinically competent graduates
- Demonstrate communication skills
- Develop critical thinking skills
- Model professionalism

**Certification**
Graduates are not required to attain licensure as a Medical Dosimetrist. Graduates will be eligible to take the certification examination through the Medical Dosimetry Certification Board (MDCB) once Radiological Technologies University is approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Bachelor of Science in Medical Dosimetry program was designed to meet competency requirements outlined by JRCERT.

Radiological Technologies University’s BS Medical Dosimetry and MS Medical Dosimetry programs are accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). All students are encouraged to review the JRCERT Standards for an accredited education program in Medical Dosimetry located at [www.jrcert.org/programs-faculty/jrcert-standards/](http://www.jrcert.org/programs-faculty/jrcert-standards/).

**JRCERT**
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
[www.jrcert.org](http://www.jrcert.org)
[mail@jrcert.org](mailto:mail@jrcert.org)

**Program Details: Non-Certified Medical Dosimetrists (non-CMD)**
Required Credit hours: 120*
Program Duration: 24 Months
Program Tuition: 26,667 ($416.67 per credit)
## Curriculum

### Core Courses (64/120* credits required)

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<tr>
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<td>MD301</td>
<td>Radiation Dosimetry</td>
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<tr>
<td>MD303</td>
<td>Introduction to Imaging</td>
<td>(3 credits)</td>
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<tr>
<td>MD302</td>
<td>Radiation Biology</td>
<td>(3 credits)</td>
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<tr>
<td>MD305</td>
<td>Radiation Therapy I</td>
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<tr>
<td>MD306</td>
<td>Radiation Therapy II</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>MHP308</td>
<td>Health Physics &amp; Radiation Safety</td>
<td>(3 credits)</td>
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<tr>
<td>MD304</td>
<td>Brachytherapy</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>MD390</td>
<td>Medical &amp; Professional Ethics</td>
<td>(1 credit)</td>
</tr>
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<td>BIOL301</td>
<td>Human Anatomy &amp; Physiology</td>
<td>(4 credits)</td>
</tr>
<tr>
<td>MD310</td>
<td>Treatment Planning I</td>
<td>(3 credits)</td>
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<td>MD311</td>
<td>Treatment Planning II</td>
<td>(3 credits)</td>
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<td>MD410</td>
<td>Treatment Planning III</td>
<td>(3 credits)</td>
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<tr>
<td>MD411</td>
<td>Treatment Planning IV</td>
<td>(3 credits)</td>
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<td>MD320</td>
<td>Clinical Rotation I</td>
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<tr>
<td>MD321</td>
<td>Clinical Rotation II</td>
<td>(4 credits)</td>
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<tr>
<td>MD420</td>
<td>Clinical Rotation III</td>
<td>(4 credits)</td>
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<tr>
<td>MD421</td>
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<tr>
<td>MD495</td>
<td>Capstone</td>
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<tr>
<td>MD499</td>
<td>Clinical Internship</td>
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### Elective Courses (1 course required)

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<td>MD352</td>
<td>Imaging Anatomy</td>
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<tr>
<td>MATH201</td>
<td>Calculus I</td>
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<td>MD205</td>
<td>Introduction to Radiation Therapy Planning A</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>MD403</td>
<td>Advanced Imaging</td>
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<tr>
<td>MD405</td>
<td>Alternative Modalities-Proton Therapy</td>
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</table>

* Mandatory course for students entering the program without a Radiation Therapy background

## Sample Plan of Study

<table>
<thead>
<tr>
<th>Semester 1</th>
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<th>Semester 2</th>
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<tbody>
<tr>
<td>Treatment Planning I</td>
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<td>Clinical Rotation I</td>
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<td>Radiation Therapy II</td>
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<tr>
<td>Imaging Anatomy</td>
<td>3cr</td>
<td>Health Physics/Radiation Safety</td>
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</tr>
<tr>
<td>Human Anatomy &amp; Physiology</td>
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<td>3cr</td>
</tr>
<tr>
<td></td>
<td>17cr</td>
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<th>Semester 4</th>
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<tr>
<td>Clinical Rotation III</td>
<td>4cr</td>
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<td>4cr</td>
</tr>
<tr>
<td>Medical and Professional Ethics</td>
<td>1cr</td>
<td>Radiation Dosimetry</td>
<td>3cr</td>
</tr>
<tr>
<td>Brachytherapy</td>
<td>3cr</td>
<td>Capstone</td>
<td>3cr</td>
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</tbody>
</table>
Program Details: Current Certified Medical Dosimetrists (CMD)
Required Credit hours: 120*
Program Duration: 24 Months
Program Tuition: 25,000 ($416.67 per credit)

Curriculum

Core Courses (60/120* credits required)
Transfer General Education Credits* (36 credits)
Transfer Core Credits* (24 credits)
MD301 Radiation Dosimetry (3 credits)
MD303 Introduction to Imaging (3 credits)
MD302 Radiation Biology (3 credits)
MD305 Radiation Therapy I (3 credits)
MD306 Radiation Therapy II (3 credits)
MHP308 Health Physics & Radiation Safety (3 credits)
MD304 Brachytherapy (3 credits)
MD390 Medical & Professional Ethics (1 credit)
BIOL301 Human Anatomy & Physiology (4 credits)
MD310 Treatment Planning I (3 credits)
MD311 Treatment Planning II (3 credits)
MD410 Treatment Planning III (3 credits)
MD411 Treatment Planning IV (3 credits)
MD320 Clinical Rotation I (4 credits)
MD321 Clinical Rotation II (4 credits)
MD420 Clinical Rotation III (4 credits)
MD421 Clinical Rotation IV (4 credits)
MD497 Capstone (3 credits)

Elective Courses (1 course required)
MD351 Introduction to Medical Physics (3 credits)
MD352 Imaging Anatomy (3 credits)
MATH201 Calculus I (3 credits)
MD205 Introduction to Radiation Therapy PlanningA (3 credits)
MD403 Advanced Imaging (3 credits)
MD405 Alternative Modalities-Proton Therapy (3 credits)

A* Mandatory course for students entering the program without a Radiation Therapy background
Sample Plan of Study

<table>
<thead>
<tr>
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<th>Semester 2</th>
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<td>Treatment Planning I</td>
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<td>Brachytherapy</td>
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<td>Introduction to Imaging</td>
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Bachelor of Science in Radiation Therapy

Non-Licensed Radiation Therapists

The radiation therapy education program is designed to prepare students for an entry-level position in Radiation Therapy by providing an understanding of the technical and theoretical aspects of their chosen to advance in their profession. Students acquire the professional skills of dose calculation, treatment delivery, and quality assurance through intensive classroom and clinical education under the supervision of educated, experienced, and credentialed Radiation Therapists, Medical Dosimetry, Physicists, and Radiation Oncologists.

The clinical education component of the program includes experience at clinical affiliates. Clinical rotations are administered during each year of academic instruction. A well-balanced clinical experience is planned for each student, including interacting with patients and delivering radiation therapy using linear accelerators and brachytherapy. Students will also practice planning treatment using two-dimensional external-beam treatment and brachytherapy planning, three-dimensional external-beam treatment planning, and intensity modulated radiation therapy.

Clinical Obligations

Some Clinics may require different student clinical obligations such as drug screening, immunization records, and background checks, these items are performed at the students expense. Clinics that prefer to do their own testing and verification may do so directly with the student. RTU may be asked to perform these services and provide the results to the clinic upon their request.

Due to availability of clinical sites and student schedules, travel may be necessary in order to secure an appropriate clinical site. RTU resolves to make every effort to place student in a location that is within a reasonable distance from their place of residence.

Students may propose a clinical site closer to their place of residence that is currently available. In this instance, the University prefers to receive notice 5-6 months in advance for the purpose of

59
communicating with the clinical site and securing paperwork. Students typically start their clinical internship hours during the second semester of their program. Students are expected to serve as a liaison between the University and the clinical setting.

Should a proposed site prove unsuitable, the student may propose another site or choose from sites currently available.

Evening/weekend clinical assignments are not required or encouraged. If measures must be taken in order to ensure adequate clinical time, proposals will be considered and must be agreeable to the student, University and clinical site.

**Certification**
Graduates are expected to attain licensure as a registered radiation therapist demonstrated through successful completion of the American Registry of Radiologic Technologists (ARRT) examination in radiation therapy. Graduates are eligible to take the ARRT examination in Radiation Therapy since ACCSC is recognized by the ARRT. The Radiation Therapy program was designed to meet competency requirements outlined by the ARRT.

**Licensed Radiation Therapists**
The radiation therapy education program is designed to prepare current therapists to expand their knowledge in the technical and theoretical aspects of their chosen career. Students acquire the professional skills of dose calculation, treatment delivery, and quality assurance through an intensive curriculum developed and delivered by educated, experienced, and credentialed Radiation Therapists, Medical Dosimetrists, Physicists, and Radiation Oncologists.

Upon successful completion of the BS Radiation Therapy program:
- Students will provide clinically competent care to patients
- Students will demonstrate critical thinking and problem solving skills
- Students will display effective communication skills
- Students will demonstrate professional work standards
- The program will meet the needs of its students and the healthcare organizations it serves

**Program Objectives:**
- Prepare clinically competent graduates
- Demonstrate communication skills
- Develop critical thinking skills
- Model professionalism

**Program Application Requirements**
- Letters of reference
- Official transcripts from all higher education institutions
- Personal statement letter
- Copies of TOEFL or IELTS scores, if applicable
- Online application and $35.00 application fee

**Program Admission Requirements**
- Associate’s degree (Associate’s degree in a science related field preferred)
  - Associate’s degree
    - 24 Core credits required to be accepted for transfer
- 36 General Education credits required to be accepted for transfer. There must be at least one general education course from each of these categories: Humanities, Social Sciences, Sciences, and Mathematics

✓ A GPA of 2.0 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.
✓ If applicant’s first language, or language of instruction, is not English, English proficiency examination scores are required. Test of English as a Foreign Language (TOEFL) minimum scores are 550 (paper-based) or 213 (computer-based) or 79 (internet-based). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score required is 53.
✓ The student must pass the MATH190 Placement Test or complete the MATH190 course
✓ Interview with RTU representative
✓ Personal statement
✓ Three Letters of Reference

MATH190 Placement Test

Procedure
Define a proctor (typically a local library or University proctor services) and provide the fax or email information to RTU at info@rtuvt.edu. The correspondence needs to include the day and time you plan to take the test. The test and proctor sheet will be provided to the proctor. Once the test is complete, the proctor will email or fax the test and proctor sheet to RTU.

Email: info@rtuvt.edu
Fax: 574.232.2200

Test Instructions
The student has 2 hours to complete the test. The student may utilize any resources they like and a calculator. The student must show all of their work. Answers without work will be considered incomplete.

The test includes four sections. Sections and points possible per section are outlined below. In order to pass the placement test, the student must earn a minimum of 75% on each section as well as 80% for an overall test score.

Sections:
1. Geometry and Trigonometry: Questions 1-4 (30 points possible)
2. Linear and Quadratic Functions: Questions 5-8 (30 points possible)
3. Exponential and Logarithmic Functions: Questions 9-10 (30 points possible)
4. Scientific Notation and the Metric System: Question 11 (10 points possible)

Program Graduation Requirements
✓ Earn a cumulative program GPA of 2.0 or above on a 4.0 scale.
✓ Earn a minimum of 64 program credits including earning credit for all courses listed as core Courses
✓ Meet all published paperwork and competency requirements for the clinical internship, yielding
Upon completion, the following credential will be awarded: Bachelor of Science in Radiation Therapy.

**Program Details**
Required Credit hours: 124  
Program Duration: 28 months  
Program Tuition: $26,667 ($416.67 per credit)

**Curriculum**
Core Courses (**64/124* credits required**)

### All Students

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer</td>
<td>General Education Credits</td>
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<tr>
<td>Transfer</td>
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<td>SCI300</td>
<td>Introduction to Cancer Care and Nanomedicine</td>
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<tr>
<td>RTT430</td>
<td>Radiation Therapy Department Management</td>
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Courses to be taken only by non-licensed Radiation Therapists

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<td>RTT321</td>
<td>Clinical Rotation II</td>
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<td>RTT420</td>
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<td>RTT421</td>
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<tr>
<td>RTT490</td>
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Courses to be taken only by licensed Radiation Therapists

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>RTT400</td>
<td>Advanced Radiation Therapy Techniques</td>
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<td>RTT431</td>
<td>Advanced Patient Care in Oncologic Medicine</td>
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<tr>
<td>MI330</td>
<td>Leadership and Communication</td>
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<tr>
<td>RTT435</td>
<td>Research Methods</td>
<td>3</td>
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<tr>
<td>RTT436</td>
<td>Directed Research in Radiation Therapy</td>
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<tr>
<td>RTT440</td>
<td>Clinical Quality Improvement and Accreditation</td>
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**Sample Plan of Study for Licensed Radiation Therapists**
<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>Orientation for Radiological Sciences</td>
<td>Medical and Professional Ethics/Patient Care</td>
</tr>
<tr>
<td>Human Anatomy &amp; Physiology</td>
<td>Imaging and Sectional Anatomy</td>
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<tr>
<td>Principles/Practices of Radiation Therapy</td>
<td>Leadership and Communication</td>
</tr>
<tr>
<td>Clinical Oncology I</td>
<td>Clinical Oncology II</td>
</tr>
<tr>
<td>Radiation Therapy Technical I</td>
<td>Clinical Quality Improvement and Accreditation</td>
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<thead>
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<tbody>
<tr>
<td>Radiation Therapy I</td>
<td>Physics of Radiation Therapy II</td>
</tr>
<tr>
<td>Dosimetry/Treatment Planning I</td>
<td>Dosimetry/Treatment Planning II</td>
</tr>
<tr>
<td>Adv. Patient Care in Oncologic Medicine</td>
<td>Research Methods</td>
</tr>
<tr>
<td>Radiation Biology</td>
<td>QA and Radiation Safety</td>
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<td>Directed Research in Radiation Therapy</td>
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<tr>
<td>Intro to Medical Physics</td>
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<td>Intro to Cancer Care and Nanomedicine</td>
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**Sample Plan of Study for Non-Licensed Radiation Therapists**

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<th>Semester 1</th>
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<tbody>
<tr>
<td>Orientation for Radiological Sciences</td>
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<td>Human Anatomy &amp; Physiology</td>
<td>Imaging and Sectional Anatomy</td>
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<tr>
<td>Principles/Practices of Radiation Therapy</td>
<td>Leadership and Communication</td>
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<tr>
<td>Clinical Oncology I</td>
<td>Clinical Oncology II</td>
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<tr>
<td>Radiation Therapy Technical I</td>
<td>Clinical Quality Improvement and Accreditation</td>
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<td><strong>Total Credits</strong>: 15</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Radiation Therapy I</td>
<td>Radiation Therapy II</td>
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<tr>
<td>Dosimetry/Treatment Planning I</td>
<td>Dosimetry/Treatment Planning II</td>
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<tr>
<td>Clinical Rotation II</td>
<td>Clinical Rotation III</td>
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<td>Radiation Biology</td>
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<td>Comprehensive/Exam Review</td>
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<tbody>
<tr>
<td>Comprehensive/Exam Review</td>
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<tr>
<td>Comprehensive/Exam Review</td>
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<tr>
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</thead>
<tbody>
<tr>
<td>Comprehensive/Exam Review</td>
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</tbody>
</table>

63
**Bachelor of Science in Radiologic Science**

This program is for the certified clinical radiologic science professional whose goal is to move into a leadership position in the profession. The goal of this program is to nurture and expand the student’s leadership, management, and critical thinking skills for growth in radiologic science professions. The Bachelor of Science in Radiologic Science degree is a 16-month program designed for the working professional.

**Program Objectives**

- Students will demonstrate clinical management skills
- Students will demonstrate critical thinking and problem solving skills
- Students will display effective communication skills
- Students will demonstrate understanding of clinical quality improvement
- The program will meet the needs of its students and the healthcare organizations it serves

The fulfillment of our mission and goals through an integrated curriculum insures students attain the following learning outcomes:

- Broad, fundamental technical knowledge
- Written and verbal communication skills
- Professional judgement and capability to think critically
- Practical experience in solving problems
- The ability to work independently
- Professional ethics allowing the student to productively and successfully work in a variety of healthcare settings
- The ability to conduct research

**Program Application Requirements**

- Letters of reference
- Official transcripts from all higher education institutions
- Personal statement letter
- Copies of TOEFL or IELTS scores, if applicable
- On line application and $35.00 application fee

**Program Admission Requirements**

- Associates degree in a science related field
- Credits accepted for transfer
  - 36 general education credits (100-200 level credits). There must be at least one general education course from each of the following categories: math science, social science, and humanities.
24 technical/occupational credits (100-200 level) in the fields of radiologic technology/radiologic science

Applicants who may not meet this requirement may be conditionally accepted into the program and enroll in technical or general education courses that would meet the admissions requirements through RTU.

✓ A GPA of 2.0 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.
✓ If applicant’s first language, or language of instruction, is not English, English proficiency examination scores are required. Test of English as a Foreign Language (TOEFL) minimum scores are 550 (pBT) or 213 (cBT) or 79 (iBT). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score required is 53.
✓ Interview with RTU representative
✓ Personal statement
✓ Three Letters of Reference

Program Details
Required Credit hours: 60 (120*)
Program Duration: 16 months (4 semesters)
Program Tuition: $25,000
Rate per Credit: $416.67

*24 technical/occupational credits will be accepted for transfer and 36 General Education credits will be accepted for transfer. There must be at least one general education course from each of the four categories: Humanities, Social Sciences, Sciences, and Mathematics.

Curriculum
Core Courses (120 credits required)

<table>
<thead>
<tr>
<th>Transfer</th>
<th>General Education Credits</th>
<th>(36 credits)</th>
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<tbody>
<tr>
<td>Transfer</td>
<td>Technical/Occupational Credits</td>
<td>(24 credits)</td>
</tr>
<tr>
<td>RS310</td>
<td>Introduction to Medical Informatics</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>RS320</td>
<td>Computer Systems in Medicine</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>RTT435</td>
<td>Research Methods</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>MHP308</td>
<td>Health Physics/Radiation Safety</td>
<td>(3 credits)</td>
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<tr>
<td>MI309</td>
<td>Clinical Management</td>
<td>(3 credits)</td>
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<td>MI310</td>
<td>Pathology and Disease</td>
<td>(3 credits)</td>
</tr>
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<td>MI330</td>
<td>Leadership and Communication</td>
<td>(3 credits)</td>
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<tr>
<td>MD301</td>
<td>Radiation Dosimetry</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>MD302</td>
<td>Radiation Biology</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>MD403</td>
<td>Advanced Imaging</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>MD351</td>
<td>Introduction to Medical Physics</td>
<td>(3 credits)</td>
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<tr>
<td>RTT440</td>
<td>Clinical Quality Improvement and Accreditation</td>
<td>(2 credits)</td>
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<td>MP390</td>
<td>Medical and Professional Ethics</td>
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<td>BIOL301</td>
<td>Human Anatomy &amp; Physiology</td>
<td>(4 credits)</td>
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<td>MD352</td>
<td>Imaging Anatomy</td>
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<tr>
<td>SCI300</td>
<td>Introduction to Cancer Care &amp; Nanomedicine</td>
<td>(2 credits)</td>
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<tr>
<td>MI301</td>
<td>Introduction to Nuclear Medicine/PET</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>MI303</td>
<td>Introduction to CT/MRI</td>
<td>(3 credits)</td>
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<tr>
<td>MI307</td>
<td>Introduction to Ultrasound</td>
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RS401  Statistics in Healthcare  (3 credits)
RS403  Radiological Instrumentation  (3 credits)

**Sample Plan of Study**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>Human Anatomy &amp; Physiology  4cr</td>
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<tr>
<td>Radiation Biology  3cr</td>
<td>Intro to Nuclear Medicine/PET  3cr</td>
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<td>Radiation Dosimetry  3cr</td>
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<tr>
<td>Intro to Ultrasound  3cr</td>
<td>Intro to Cancer Care &amp; Nanomedicine  2cr</td>
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<td>Statistics in Healthcare  3cr</td>
<td>Advanced Imaging  3cr</td>
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<tr>
<td>Introduction to Medical Informatics  3cr</td>
<td>Leadership &amp; Communication  3cr</td>
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<td>Clinical Management  3cr</td>
<td>Introduction to Medical Physics  3cr</td>
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<td>Pathology &amp; Disease  3cr</td>
<td>Clinical QI and Accreditation  2cr</td>
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<td>Research Methods  3cr</td>
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</table>

| | |
| | 16cr |
UNIVERSITY STRUCTURE

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Dean, School of Imaging Sciences
Assoc. Dean, School of Imaging Sciences
Acting Dean, School of Business & Informatics
Acting Assoc. Dean, School of Business & Informatics
Medical Physics Program Director
Medical Physics Imaging Program Director
Medical Dosimetry & Medical Imaging Program Director
Medical Director, Medical Dosimetry programs
Educational Coordinator, Medical Dosimetry programs
Educational Coordinator (part-time), Medical Dosimetry programs
Educational Coordinator (part-time), Medical Dosimetry programs
Clinical Coordinator, Medical Dosimetry programs
Director of Administrative Services, Financial Aid
Director of Recruitment
Librarian
Administrative Assistant, Student Accounts
Administrative Assistant

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Ani Aprahamian, Ph.D.
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Sandy Piehl, MS
Alayne Thorpe, Ph.D.
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Bruce Phillips, CMD, R.T.(T)
Amy Hauser, MS, CMD
Nathan Tuoch, MS
Brian Philip, MS
Asha Matin, MS
Lacey Coffman, BS
Lisa Stout, MS, CMD
Jason Burch, MS
Theodore LaMaster, MS
Meet Doshi, MS
RTU-VT COURSE CATALOG

PROGRAM DESCRIPTIONS

Course numbering system descriptions
MP Medical Physics
MHP Medical Health Physics
MD Medical Dosimetry
RTT Radiation Therapy
BIOL Biology courses
PHY Physics courses
MATH Mathematics
SCI Sciences

100-299 Associate level
300-499 Bachelor level
500-699 Graduate level

Credit hour definition
One semester credit hour equals, at a minimum, forty-five (45) units between lecture hours, supervised lab hours, out-of-class work, or practicum hours*. The formula for calculating the number of semester hours for each course is (hours of lecture x 2 units) + (hours of supervised lab x 1.5 units) + (internship hours x 1 unit) + (out-of-class work x 0.5 units).

The University awards credit hours only, no clock hour to credit hour conversion is used.

*Dosimetry Program students who wish to be eligible to register for certification by the Medical Dosimetrist Certification Board (MDCB) must complete 720 internship hours as outlined by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Medical Dosimetry programs are accredited by the JRCERT.

UNDERGRADUATE COURSES DESCRIPTIONS

MD301
RADIATION DOSIMETRY
3 CREDITS
This course focuses on introducing radiation terminology used in radiation dosimetry. Fundamental dose calculation theories are reviewed and an emphasis is placed on clinical and radiation safety related dosimetry techniques.

MD302/RTT302
RADIATION BIOLOGY
3 CREDITS
This course focuses on introducing fundamental radiation biology concepts. Emphasis is placed on radiation interactions, cell damage, cell survival curves, cell sensitivity and response, factors affecting cell response, tissue kinetics, effects on the fetus, biological models, and radiobiological risk assessment.
MD303
INTRODUCTION TO IMAGING
3 CREDITS
This course focuses on introducing fundamental physics in the medical imaging profession. Fundamental concepts are applied to the system design of each imaging component presented. A special emphasis is placed on the implementation and application of each diagnostic imaging modality.

MD304
BRACHYTHERAPY
3 CREDITS
This course focuses on introducing fundamental radiation physics and safety of brachytherapy. Special emphasis is placed on both LDR and HDR brachytherapy.

MD305 / RTT305
RADIATION THERAPY I
3 CREDITS
This course focuses on applying the fundamental radiation oncology physics concepts to external beam radiation therapy. An emphasis is placed on understanding basic dosimetry quantities, dose calculation parameters, dose calculations, monitor unit calculations, instrumentation, and radiation generating equipment.

MD306
RADIATION THERAPY II
3 CREDITS
This course builds upon the fundamental ideas developed in Radiation Therapy I. A wide range of specialized topics are covered. The intent is to familiarize the student with a broad swath of special procedures encountered in radiation oncology, and to provide in-depth understanding of the most common of these special procedures. The course also covers the process of machine acceptance and commissioning, the use of this data by the operator of the treatment planning system, and how the system then uses that data to calculate doses from therapy devices. Emphasis throughout this course is placed on quality control and quality assurance.
Prerequisite: Radiation Therapy I (MD305)

MD390
MEDICAL AND PROFESSIONAL ETHICS
1 CREDIT
This course focuses on areas that require an understanding of medical ethics. Emphasis will be placed on patient data, patient records, publications, presentations, general professional conduct, medical malpractice, and research.

MHP308
HEALTH PHYSICS AND RADIATION SAFETY
3 CREDITS
This course focuses on introducing fundamental medical and health physics concepts for the Dosimetrist professional. Fundamental concepts of patient dosimetry, radiation effects in humans, and radiation protection are covered.
MD310  
TREATMENT PLANNING I  
3 CREDITS  
This course focuses on the didactic component and clinical component of treatment planning, preparation, and isodose distribution. The concepts and factors affecting preparation and planning are reviewed and evaluated.  
Prerequisite: one semester of Anatomy

MD311  
TREATMENT PLANNING II  
3 CREDITS  
This course focuses on 3D treatment planning for the following body sites: Lung, prostate, breast, and head/neck. Emphasis is placed on patient positioning and immobilization, imaging, 3D geometry definition, treatment planning system functionality, treatment planning, dose verification, and terminology.  
Prerequisite: Treatment Planning I (MD310)

MD410  
TREATMENT PLANNING III  
3 CREDITS  
This course focuses on 3D treatment planning for the following body sites: Lung, prostate, breast, and head/neck. Emphasis is placed on patient positioning and immobilization, imaging, 3D geometry definition, treatment planning system functionality, treatment planning, dose verification, and terminology.  
Prerequisite: Treatment Planning II (MD311)

MD411  
TREATMENT PLANNING IV  
3 CREDITS  
This course focuses on 3D treatment planning for the following treatment modalities: IORT, Electron Arc, TBI X-ray, and TBE-Electron. Emphasis is placed on: Patient Positioning & Immobilization, Imaging, 3D Geometry Definition, Treatment Planning System Functionality, Treatment Planning, Dose Verification, Plan Verification, and Terminology.  
Prerequisite: Treatment Planning III (MD410)

MD320  
CLINICAL ROTATION I  
4 CREDITS  
This is a clinically oriented course with a focus on simulation, treatment planning techniques, and plan evaluation.

MD321  
CLINICAL ROTATION II  
4 CREDITS  
This is a clinically oriented course with a focus on simulation, treatment planning techniques, and plan evaluation.  
Prerequisite: Clinical Rotation I (MD320)
MD420
CLINICAL ROTATION III
4 CREDITS
This is a clinically oriented course with a focus on simulation, treatment planning techniques, and plan evaluation.
Prerequisite: Clinical Rotation II (MD321)

MD421
CLINICAL ROTATION IV
4 CREDITS
This is a clinically oriented course with a focus on simulation, treatment planning techniques, and plan evaluation.
Prerequisite: Clinical Rotation III (MD420)

MD499
CLINICAL INTERNSHIP
4 CREDITS
The student participates in a clinical internship. The internship is designed to give the student laboratory/clinical instruction in specific areas of medical physics and dosimetry practice. The student keeps a daily journal of their progress on each of the course competencies, to include not only assigned calculations and discussion but also relevant notes and observations on clinical practice.

This course is worth 4 credit hours. Students can expect 720 hours of clinical time consisting of a maximum of 16 hours per week spent in the clinical setting for 45 weeks. The specific schedule is determined between the Clinical Preceptor and student. The student can expect to spend some time outside of competency completion on prep work, case study, discussions, etc.

MD351
INTRODUCTION TO MEDICAL PHYSICS
3 CREDITS
This course serves as a basic introduction to the Medical Physics field, covering all four of its sub-specialties. The student will be introduced to radiation therapy, diagnostic imaging, nuclear medicine, and health physics/radiation safety. These topics will include measurement and calculation of radiation dose in humans, radiation biology, and modern technologies such as stereotactic radiosurgery and brachytherapy. Upon completing the course, the student will have a broad understanding of the widespread applications of physics in the medical field.

MD352
IMAGING ANATOMY
3 CREDITS
This course provides a detailed study of the central nervous system, thorax, abdomen, pelvis, and musculoskeletal system as demonstrated on magnetic resonance imaging and computed tomography. Anatomy will be demonstrated in transverse, sagittal, and coronal sectional imaging planes. Homework exercises and quizzes are provided weekly in order to prepare for the midterm and final examinations.
Prerequisite: one semester of Anatomy
MD205
INTRODUCTION TO RADIATION THERAPY PLANNING
3 CREDITS
This course will focus on treatment planning and dose calculations utilizing different types of treatment modalities as well as different field arrangements.

MD403
ADVANCED IMAGING
3 CREDITS
To provide students with the basic knowledge of advanced imaging technologies such as Computed Tomography (CT), Ultrasound (US), Magnetic Resonance Imaging (MRI), and Positron Emission Tomography (PET).

MD405
ALTERNATIVE MODALITIES-PROTON THERAPY
3 CREDITS
This course gives the student a background in the fundamental science underlying proton and heavy ion therapy. The radiological physics of these particles is treated first to give the student background necessary for the remainder of the course. The remainder of the course emphasizes the unique challenges faced with treatment planning for the various body sites to include: immobilization, simulation, contouring, planning, plan review, patient QA, IGRT, and proton treatment delivery.

RTT100
ORIENTATION FOR RADIOLOGICAL SCIENCES
2 CREDITS
This course provides an introduction to radiological sciences and the practitioner’s role in the health care delivery system.

BIOL352
IMAGING AND SECTIONAL ANATOMY
4 CREDITS
This course provides a detailed study of the central nervous system, thorax, abdomen, pelvis, and musculoskeletal system as demonstrated on magnetic resonance imaging and computed tomography. Anatomy will be demonstrated in transverse, sagittal, and coronal sectional imaging planes. Homework exercises and quizzes are provided weekly in order to prepare for the midterm and final examinations.

RTT301
CLINICAL ONCOLOGY I
3 CREDITS
This course focuses on current clinical practice of radiation therapy for cancers of the skin, brain, head and neck, lung, and gastrointestinal tract.

RTT303
RADIATION THERAPY TECHNICAL I
3 CREDITS
This course focuses on the technical aspects of patient setup for radiation treatment delivery to various anatomical sites.
RTT306  
PRINCIPLES/PRACTICES OF RADIATION THERAPY  
3 CREDITS  
This course focuses on historic and current aspects of cancer treatment along with basic principles and practice of treatment and simulation.

RTT311  
CLINICAL ONCOLOGY II  
3 CREDITS  
This course focuses on current clinical practice of radiation therapy for cancers of the genitourinary, breast, lymphoreticular, musculoskeletal, hematopoietic, endocrine systems, and CNS, as well as pediatric cancers and benign masses.  
Prerequisite: Clinical Oncology I (RTT301)

SCI390  
MEDICAL AND PROFESSIONAL ETHICS/PATIENT CARE  
1 CREDIT  
This course provides an introduction to patient care and law and ethics in health care.

RTT315  
PHYSICS OF RADIATION THERAPY II  
3 CREDITS  
This course focuses on the clinical aspects of radiation therapy physics examining factors related to absorbed dose, calculation of dose from all sources of radiation, principles of treatment planning, and advanced technologies.  
Prerequisite: Physics of Radiation Therapy I (RTT305)

RTT410  
DOSIMETRY/TREATMENT PLANNING I  
3 CREDITS  
This course focuses on basic concepts of treatment planning utilized in radiation oncology. Basic calculations for patients undergoing radiation treatments will be emphasized.

RTT412  
DOSIMETRY/TREATMENT PLANNING II  
3 CREDITS  
This course focuses on more complex techniques in planning a patient’s radiation treatment. Various external beam and brachytherapy planning techniques are emphasized.  
Prerequisite: Dosimetry/Treatment Planning I (RTT410)

RTT414  
QA & RADIATION SAFETY  
3 CREDITS  
This course focuses on the integral role of quality assurance and radiation safety in radiation oncology.
RTT490
COMPREHENSIVE/EXAM REVIEW
3 CREDITS
This is the culminating course for radiation therapy students and focuses on preparing students for registry examination, as well as necessary preparation steps for a successful job search and career development.
Prerequisites: Clinical Oncology I (RTT301), Clinical Oncology II (RTT311), Dosimetry/Treatment Planning I (RTT410), Dosimetry/Treatment Planning II (RTT412), Clinical Rotation I (RTT320), Clinical Rotation II (RTT321), and Clinical Rotation III (RTT420). Since this is the culminating course for the program, permission of the Instructor is required prior to enrolling in this course.

RTT400
ADVANCED RADIATION THERAPY TECHNIQUES
3 CREDITS
This course focuses on advanced technical aspects of patient setup and planning for radiation treatment delivery to various anatomical sites.

RTT431
ADVANCED PATIENT CARE IN ONCOLOGIC MEDICINE
3 CREDITS
This course focuses on evidence based nursing management of patients diagnosed with neoplastic diseases. General patient management topics will be addressed. Also, specific care needs of patients receiving radiation, chemotherapy, biologic therapy, and surgery will be presented.

RTT435
RESEARCH METHODS
3 CREDITS
This course focuses on introducing a variety of research methods in healthcare. Emphasis will be placed on defining the research problem, performing a review of current literature, designing and implementing research processes to answer the research questions, and evaluating research outcomes.

RTT436
DIRECTED RESEARCH IN RADIATION THERAPY
4 CREDITS
This course focuses on planning and/or implementing an evidence based research study in radiation therapy.

RTT440
CLINICAL QUALITY IMPROVEMENT AND ACCREDITATION
2 CREDITS
This course focuses on evidence based clinical quality improvement initiatives. Requirements for accreditation by various radiation oncology department accrediting organizations will also be addressed.
RTT320
CLINICAL ROTATION I
4 CREDITS
This clinical rotation is designed to provide clinical experiences in areas of radiation therapy simulation and treatment. The student will keep a daily journal of clinical experiences as well as complete clinical competencies on patients undergoing radiation therapy.
This course is worth 4 credit hours. Students can expect a minimum of 180 hours of work for this course. This consists of at least 180 hours (approximately 12-15 hours per week) spent in the clinical setting. Students should expect to spend additional time outside of the clinic on preparation work needed to ensure success.

RTT321
CLINICAL ROTATION II
3 CREDITS
This clinical rotation is designed to provide clinical experiences in areas of radiation therapy simulation and treatment. The student will keep a daily journal of clinical experiences as well as complete clinical competencies on patients undergoing radiation therapy.
This course is worth 3 credit hours. Students can expect a minimum of 135 hours of work for this course. This consists of at least 135 hours (approximately 8-10 hours per week) spent in the clinical setting. Students should expect to spend additional time outside of the clinic on preparation work as needed to ensure success.
Prerequisite: Clinical Rotation I (RTT320)

RTT420
CLINICAL ROTATION III
4 CREDITS
This clinical rotation is designed to provide clinical experiences in areas of radiation therapy simulation and treatment. The student will keep a daily journal of clinical experiences as well as complete clinical competencies on patients undergoing radiation therapy.
This course is worth 4 credit hours. Students can expect a minimum of 180 hours of work for this course. This consists of at least 180 hours (approximately 12-15 hours per week) spent in the clinical setting. Students should expect to spend additional time outside of the clinic on preparation work as needed to ensure success.
Prerequisite: Clinical Rotation II (RTT321)

RTT421
CLINICAL ROTATION IV
4 CREDITS
This clinical rotation is designed to provide clinical experiences in areas of radiation therapy simulation, treatment, and medical dosimetry. The student will keep a daily journal of clinical experiences as well as complete clinical competencies on patients undergoing radiation therapy.
This course is worth 4 credit hours. Students can expect a minimum of 180 hours of work for this course. This consists of at least 180 hours (approximately 12-16 hours per week) spent in the clinical setting. Students should expect to spend additional time outside of the clinic on preparation work as needed to ensure success.
Prerequisite: Clinical Rotation III (RTT420)
RTT351
INTRODUCTION TO MEDICAL PHYSICS
1 CREDIT
This course serves as a basic introduction to the Medical Physics field, covering all four of its sub-specialties. The student will be introduced to radiation therapy, diagnostic imaging, nuclear medicine, and health physics/radiation safety. These topics will include measurement and calculation of radiation dose in humans, radiation biology, and modern technologies such as stereotactic radiosurgery and brachytherapy. Upon completing the course, the student will have a broad understanding of the widespread applications of physics in the medical field.

SCI300
INTRODUCTION TO CANCER CARE AND NANOMEDICINE
2 CREDITS
This course focuses on nanomedicine and its role in the treatment of cancer.

RTT430
RADIATION THERAPY DEPARTMENT MANAGEMENT
2 CREDITS
This course focuses on management techniques for medical professionals in radiation therapy. Emphasis is placed on an introduction to general management theories and techniques. Managing radiation oncology professionals will be discussed in detail. This is a case-based course in which students will learn to apply management concepts within the organization and department.

MI309
CLINICAL MANAGEMENT
3 CREDITS
This course provides a detailed study of critical thinking and decision making in the clinical setting. Basic terminology used in clinical decision making is introduced. This course focuses on identifying the qualities of a critical thinker through the review of numerous case studies and critical analysis of radiographs and situations. Case studies relevant to critical thinking are presented and evaluated.

MI310
PATHOLOGY AND DISEASE
3 CREDITS
This course provides a detailed study of pathology, illness, and disease in the human body. Basic terminology used in pathology and disease management will be introduced. Classification and causes of disease in body systems including nervous, gastrointestinal, reproductive, circulatory, respiratory, and muscular. Radiologic pathology will be emphasized.

MI330
LEADERSHIP AND COMMUNICATION
3 CREDITS
Introductory course in understanding the characteristics of leadership, the different forms in which it appears, and how it is applied and communicated.
RS310
INTRODUCTION TO MEDICAL INFORMATICS
3 CREDITS
This course focuses on the specialized study of medical informatics. The course covers the background, history, issues, and barriers to medical informatics and health information technology.

RS320
COMPUTER SYSTEMS IN MEDICINE
3 CREDITS
This course focuses on a basic introduction to systems theory and includes an overview of computer systems in medical applications, equipment, and healthcare.

PHY201
GENERAL PHYSICS I
3 CREDITS
This is an introductory course designed specifically for the student who has not taken a calculus-based general physics course, but is preparing for a career in medical physics. The combination of General Physics I and II will be adequate preparation for later upper-level physics courses. The course is designed to develop the ability to think as a physicist, rather than to survey physical science. To this end, the course will deal with the mechanics of particles and rigid bodies, the mechanics of fluids, and thermodynamics. These topics represent an increasing complexity.

PHY202
GENERAL PHYSICS II
3 CREDITS
This is the sequel to General Physics I. A student prepared in the calculus and vector analysis can take this course before General Physics I, but both courses must be taken. The course includes a historical introduction to electromagnetic fields following a detailed treatment of the concepts and laws. Gauss’, Oersted’s, and Ampere’s Laws, and Maxwell’s displacement current are central. Energy of the fields and storage elements in circuit theory and practical circuit analysis are treated. Electromagnetic (radio and light) waves are introduced. 
Prerequisite: General Physics I (PHY201)

PHY301
MODERN PHYSICS
3 CREDITS
This course is an introduction to the basic concepts of modern physics. Modern physics is defined loosely as the physics developed in the 20th century. Classical physics is considered to be the period from the publication of Newton’s Principia (1587) through 1900. The principal topics are relativity, quantum mechanics, nuclear physics, particle physics, and cosmology. Prerequisites are General Physics 1 and 2 and a working knowledge of the calculus as applied in those courses. 
Prerequisite: General Physics II (PHY202)

PHY401
ELECTRICITY AND MAGNETISM
3 CREDITS
This is the sequel to General Physics I and II. It is an upper level physics course. The material is similar to the material in General Physics II. But the level of study is deeper. The subject matter of the course includes a historical introduction to electromagnetic fields followed mathematical
introduction to vector analysis and vector calculus. The treatment of the concepts and laws emphasizes the requirements of the field description. Waves and wave motion in empty space and in dispersive medical, the energy and momenta of the waves, and Einstein’s special theory of relativity are treated in detail.

Prerequisite: Modern Physics (PHY301) concurrent or completed

PHY403
FUNDAMENTALS OF NUCLEAR PHYSICS
3 CREDITS
A strong foundation in nuclear physics is a fundamental component of any physicist's tool chest. This is especially true of the medical physicist whose bread and butter is radiation science. In this course, the student is introduced to a broad swath of topics in nuclear physics. First, quantum mechanics are treated briefly to the depth necessary for the rest of the material. Nuclear properties essential to understanding the rest of the course are covered. General principles of radioactive decay are discussed, followed by in-depth discussions of alpha, beta, and gamma decays. The last planned topic is neutron physics, although the chapter on nuclear reactions will be covered if there is time.

Prerequisite: Modern Physics (PHY301) concurrent or completed

PHY405
THERMODYNAMICS
3 CREDITS
This is an upper level undergraduate course in physics. The course is designed to present thermodynamics in as simple and as unified a form as possible. After an introduction to the first and second laws the complete set of thermodynamic potentials and the concept of a fundamental surface are introduced. The potentials are the central theme throughout the course. Modern laboratory measurements are shown to be directed toward determining the potentials. Statistical mechanics is treated as an integral part of the course, and shown to be a seamless whole with macroscopic thermodynamics. Key topics such as irreversibility, the ideas of Ilya Prigogine, chemical reaction rates, and heterogeneous equilibrium end the course.

Prerequisite: Modern Physics (PHY301) concurrent or completed

PHY407
QUANTUM MACHANICS
3 CREDITS
This is an introduction to quantum mechanics and the language of the Dirac vectors, on which modern treatments are based. The course begins with an introduction to Dirac vectors and transformations based on the requirements of what experiment tells us. Familiarity will develop as we encounter momentum, angular momentum, and atoms. The course ends with a treatment of atoms and spectra.

Prerequisite: Modern Physics (PHY301) concurrent or completed

PHY409
ANALYTICAL MECHANICS
3 CREDITS
This is an introduction to modern mechanical treatment of the motion of particles and rigid bodies. The course is based on Lagrange and Hamiltonian mechanics the basic principles of which are developed at the beginning of the course. The student should have an understanding of the calculus. The course is designed for learning by application. Each topic is introduced as briefly as possible and then the student will engage the application.

Prerequisite: Modern Physics (PHY301) concurrent or completed
BIOL301
HUMAN ANATOMY AND PHYSIOLOGY
4 CREDITS
This course is intended to provide the student with an overview of human anatomy and physiology in the framework of organ systems. The course is aimed at an audience of non-physician medical professionals, and as part of that end the anatomical component of the course emphasizes cross-sectional anatomy as seen on planar and cross-sectional medical imaging such as CT, PET, and MRI images.

MATH201
CALCULUS I
3 CREDITS
This course is the first in a series of two designed to familiarize the student with the calculus. This particular course covers the fundamentals of calculus: the derivative and integral. It also covers a selection of topics to prepare the student for the second course in the series.

MATH202
CALCULUS II
3 CREDITS
This course is the second in a series of two designed to familiarize the student with the calculus. Satisfactory completion of Calculus I is required prior to taking Calculus II. This course starts with a brief introduction of the concepts of vectors, in order to build a discussion of vector-valued functions. This discussion contributes to the development of concepts of three-space necessary to the rest of the course. Partial derivatives, multiple integrals, and line and surface integrals make up the remainder of the course. The latter part of this course is especially applicable to the understanding of physics concepts, and it is the ultimate object of this course to prepare students to use those concepts in their further work in physics.
Prerequisite: Calculus I (MATH201)
Summer 2018 Semester
Application Due Date April 15, 2018
Semester Start May 7, 2018
Memorial Day May 28, 2018
Independence Day July 4, 2018
Boot Camp July 14-19, 2018 (Sat. – Thurs.)
Break July 23-27, 2018
Semester End August 21, 2018

Fall 2018 Semester
Application Due Date July 20, 2018
Semester Start September 3, 2018
Labor Day September 3, 2018
Boot Camp November 3-8, 2018 (Sat. – Thurs.)
Break November 12-16, 2018
Thanksgiving Day November 22, 2018
Semester End December 18, 2018

Spring 2019
Application Due Date November 15, 2018
Semester Start January 7, 2019
Martin Luther King Jr. Day January 21, 2019
Boot Camp March 16-21, 2019 (Sat. – Thurs.)
Break March 25-29, 2019
Semester End April 23, 2019

Summer 2019
Application Due Date March 15, 2019
Semester Start May 6, 2019
Memorial Day May 27, 2019
Independence Day July 4, 2019
Boot Camp July 13-18, 2019 (Sat. – Thurs.)
Break July 22-26, 2019
Semester End August 20, 2019

Fall 2019 Semester
Application Due Date July 20, 2019
Semester Start September 2, 2019
Labor Day September 2, 2019
Boot Camp November 9-14, 2019 (Sat. – Thurs.)
Break November 18-22, 2019
Thanksgiving Day November 28, 2018
Semester End December 17, 2019

Spring 2020
Application Due Date November 15, 2019
Semester Start January 6, 2020
Martin Luther King Jr. Day January 20, 2020
Boot Camp March 14-19, 2020 (Sat. – Thurs.)
Break March 23-27, 2020
Semester End April 21, 2020
Teaching Methodology

Most programs at RTU are designed to be completed in four semesters, which can be a duration of two years if the student attends fall/spring/summer semesters or a shorter period of time if the student attends fall/spring/summer semesters. All semesters are fifteen weeks long. Students who wish to pursue a more traditional route will generally enroll for fall and spring semesters, which begin in September and January respectively. Students who wish to pursue an accelerated path may enroll in all three (fall/spring/summer) 15-week semesters and complete the program in roughly 16 to 18 months. Four semesters following the accelerated path can be completed in roughly 16 months (ex. fall, spring, summer, fall). An additional few months may be required in order for the student to complete the minimum required number of clinical internship hours for programs requiring a clinical internship.

All programs require a Clinical Internship. The Clinical Internship is designed to be completed through a host site arranged by the student and university. Specific clinical internship requirements vary by program, but in all cases involve competencies that students must complete/observe as well as writing assignments based on their experiences.

Information on required textbooks and course material will be provided prior to the start of the course. Students are responsible for securing their required course materials unless otherwise stated. The syllabus for each course will be provided no later than the first day of the course.

RTU’s course management system is used to manage communication and distribute all course material. The system allows students to communicate with other students, instructors, teacher’s aides, and administrative personnel. During the semester, students are able to retrieve resources for classes, course material, weekly schedules and tasks, lecture videos and supplemental lecture material through the system.

Homework assignments and assessments can also be completed online through file upload features and interactive tests and quizzes. Progress reports and comments on assignments from instructors and teacher’s aides are also available through the course management system. Students are required to attend weekly conferences via teleconference, webcast, or video chat with the instructor or instructor’s assistant to aide them on course material, homework assignments, and weekly topics. Choice of delivery system is at the full discretion of the instructor.

Each semester, there is a schedule of offered courses along with the day and time required for each mandatory weekly discussion. In addition homework assignments and assessments will typically be due on Sundays. The syllabus for each course notes that these weekly schedules are subject to change.

To help students manage their personal and professional lives along with their course work, homework can usually be submitted until 11:59pm on the day the assignment is due. Assessments are scheduled ahead of time so the students can make allowances with their schedules. If the times allotted are an issue for a student that cannot be overcome, the student may address this with their instructor or the RTU administrator ahead of time so alternatives may be arranged.

It is the student’s sole responsibility to make sure they are checking messages and announcements to ensure they are reviewing and completing all that is required of them. Administrative personnel, instructors, and teacher’s aides make sure information is as visible and clear as possible. Open communication between the student and RTU is promoted to make sure there is no ambiguity.
Boot camp weeks scheduled during the fall, spring and summer semesters are designed to allow students to meet and work together in a classroom setting both with each other and the instructors. Boot camp weeks include events such as: exams, lectures, student project presentations, tours, lab sessions for some courses, visiting lecturers, study sessions, and review sessions. Attending boot camp is mandatory.

RTU awards credit based on attendance, homework project submissions, and assessments. Graduate program courses require a minimum grade of 80% (B) in order to receive credit.

**Hardware and Software Required by the Student**

- A computer with a minimum of a Pentium processor
- High speed internet access
- Ability to stream flash videos
- Ability to read and create pdf files
- A minimum of Microsoft® Office 2003 or equivalent
- Email account
- Access to a scanner
- Access to a fax machine
- Access to a copier
- Access to a printer

**General Physical Facilities and Equipment**

RTU offers a hybrid learning environment where both online and on-site instruction is required. Students receive a secure username and password to access the online campus where they can manage their student account and attend classes. Students attend course lectures by watching videos that can be viewed any time of day as many times as the student wishes. Classes also have a required class meeting each week at a scheduled date and time administered as an online meeting.

On-site instruction is required each semester for one week called boot camp week. Students come to campus for guest lectures, lectures from faculty, student project presentations, group activities, tests, and lab exercises.

RTU’s campus consists of administrative offices, classroom and computer lab space, a lobby and kitchenette area, and a library. The instructional facility is well-lit, air-conditioned, has free wireless internet, and has adequate seating, computer, and audio-visual equipment to provide students with an effective educational environment.

Computers with treatment planning software required for classes are available to students studying remotely through a remote desktop connection.

**Facilities and Services for Students with Disabilities**

Radiological Technologies University is proactive in meeting the needs of students with disabilities. Students with disabilities who have been admitted to the University may be eligible for tutors, note takers, extended time on exams, or assistive technology. All students admitted to the University have both building and program access.
Student services for disabilities include physical disability, learning disability, ADD/ADHD, and multiple disabilities. Students with disabilities are responsible for submitting appropriate documentation of their disability. Documentation from a psychiatrist, licensed clinical psychologist, or medical doctor are accepted. Students with disabilities may submit appropriate documentation to the Director of Administrative Services upon enrollment to the school or as soon as documentation is received by the student to submit to the school. Documentation should be submitted via email or mail:

Radiological Technologies University
Attn: Director of Administrative Services
100 E. Wayne Street, Suite 140
South Bend, IN 46601
Via email to info@rtuvtp.edu

RTU provides reasonable accommodations for students with documented disabilities arranged by the Director of Administrative Services. During boot camp week when students are on campus, all building and classroom facilities are able to accommodate students with documented disabilities. Entry to the building, school facilities including classrooms, common areas, and restrooms are handicap accessible. Elevators are available, if needed.

Non-Discrimination Policy
Radiological Technologies University is non-sectarian and does not discriminate with regard to race, creed, religion, color, national origin, age, gender, disability, marital status, or any other legally protected status or other protected class in any of its academic course activities, employment practices, or admissions policies.

Degree Programs Offered
MASTER PROGRAMS
Master of Science in Medical Physics (MSMP) 45 credits

Master of Medical Dosimetry (MSMD)
   Route for non-certified medical dosimetrists (non-CMD) 45 credits
   Route for current certified medical dosimetrists (CMD) 45 credits

Master of Science in Medical Health Physics (MSMHP) 45 credits

Master of Science in Health Physics (MSHP) 45 credits

Average Class Size
Average class size at Radiological Technologies University is 15-20 which keep the classes small and intensive. The maximum number of students in a typical classroom or lab is 40.

ADMISSION POLICIES
A person’s academic ability and potential for success at Radiological Technologies University are the most important factors in the school’s admission decision. Full consideration is given to the applicant’s
academic achievement and aptitude, personal experiences, and motivation. The school does not discriminate on the basis of such factors as national or ethnic origin, race, color, age, gender, sexual orientation, marital status, religion, disability, or veteran status.

Students that have submitted an application will receive full acceptance, no acceptance, or conditional acceptance. Conditional acceptance suggest the applicant will receive full acceptance once prerequisites and/or additional admissions materials are received. Students that have received conditional acceptance to the MS Medical Physics program may receive full acceptance to the MS Medical Dosimetry program.

The accepted applicant for Masters level programs must possess a Bachelor’s degree from an accredited or approved institution. The accepted applicant for Bachelor’s level programs must possess an Associate’s degree from an accredited or approved institution. Students holding Associate’s degrees upon acceptance have their transcripts evaluated during the admissions process to ensure they have a total of at least 60 credits and at least 36 of those 60 credits are general education credits. Among the general education categories of humanities, sciences, social sciences, and mathematics, at least one course must be complete from each category.

International students (and U.S. students with international transcripts) must provide a course-by-course evaluation of international transcripts by a provider approved by the National Association of Credential Evaluation Services (NACES) such as World Education Services.

Admission Procedure for Graduate Programs
Radiological Technologies University provides an application through their website. Applications can also be provided via email or fax upon request.

1) After the application and all required materials are received, the applicant will be notified within 7-10 days. Required Materials include:
   - Letters of reference
   - Official transcripts from all higher education institutions
   - Personal statement letter
   - Copies of GRE if applicable to program
   - Copies of TOEFL or IELTS scores, if applicable
   - On line application

2) After the applicant is notified, an interview will be scheduled with the President or Vice President of Academic Affairs and Dean of Academic Affairs and two faculty members via phone conference.

3) Course selection, registration, and financing will take place during advising and registration sessions.

Admission Requirements and Recommendations
GRADUATE PROGRAMS

Medical Physics and Medical Health Physics Programs

Application Requirements:
- Letters of reference
- Official transcripts from all higher education institutions
- Personal statement letter
✓ Copies of GRE if applicable to program
✓ Copies of TOEFL or IELTS scores, if applicable
✓ Online application and non-refundable application fee of $35.00

Program Admission Requirements
✓ Bachelor of Science Degree or equivalent
✓ A GPA of 2.5 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.
✓ If applicant’s first language, or language of instruction, is not English, English proficiency examination scores are required. Test of English as a Foreign Language (TOEFL) minimum scores are 550 (paper-based) or 213 (computer-based) or 79 (internet-based). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score required is 53.
✓ Interview with RTU representative
✓ Personal statement
✓ Three Letters of Reference

Admission requirements will be used to evaluate the acceptance of an applicant into the program.

Program Recommendations (Medical Health Physics)
✓ Human Anatomy and Physiology
✓ GRE test scores
✓ Calculus – 2 semesters

Program recommendations are not a requirement for admissions but must be taken concurrently with graduate program courses.

Program Prerequisites (Medical Physics)
✓ Calculus – 2 semesters
✓ General Physics I (calculus based)
✓ General Physics II (calculus based)

Program Recommendations (Medical Physics)
✓ GRE test scores
✓ Modern Physics – 1 semester
✓ Two additional upper level physics courses: Quantum Mechanics and one additional course such as Electricity and Magnetism, Nuclear Physics, or Thermodynamics

Program recommendations are not a requirement for admissions but must be taken concurrently with graduate program courses.

Master of Medical Dosimetry Program

Program Application Requirements
✓ Letters of references
✓ Official transcripts from all higher education institutions
✓ Personal statement letter
✓ Copies of TOEFL or IELTS, if applicable
✓ Online application and $35.00 application fee
Program Admission Requirements

✓ Bachelor of Science Degree or equivalent
✓ A GPA of 2.0 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.
✓ If applicant’s first language, or language of instruction, is not English, English proficiency examination scores are required. Test of English as a Foreign Language (TOEFL) minimum scores are 550 (paper-based) or 213 (computer-based) or 79 (internet-based). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score required is 53.
✓ Interview with RTU representative
✓ Personal statement
✓ Three Letters of Reference

Program Recommendations

✓ Human Anatomy and Physiology

*Program recommendations are not a requirement for admissions but must be taken prior to program completion.

Grading System For Graduate level courses

Grade and Credit Point System

The following grades are considered in computing semester or cumulative grade averages. Course hours with a grade of “F” are counted when computing grade point averages but do not count toward the earned hours required for degrees.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>0</td>
<td>Failing</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing</td>
</tr>
<tr>
<td>P</td>
<td>4.0</td>
<td>Passed (Pass/Fail Option)</td>
</tr>
<tr>
<td>WF</td>
<td>0</td>
<td>Withdrawn – Failing</td>
</tr>
</tbody>
</table>

Repeated Courses

Repeated courses are counted in the Radiological Technologies University grade point average and may also be counted in the student’s primary program GPA (Student Program GPA), depending on the policies of the student’s program. Students must replace a failed grade, or a grade not meeting the minimum grade requirement. When students repeat a failed grade, the original grade will be replaced by the new grade and will be calculated in the cumulative GPA. Both grades are counted as attempted credits and calculated in SAP assessment.

The following grades are not considered in computing semester or cumulative grade point averages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit - No Credit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete/Pending</td>
</tr>
<tr>
<td>T</td>
<td>Denotes credits transferred from another Institution</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>R</td>
<td>Repeated Course</td>
</tr>
</tbody>
</table>
Abbreviations and Symbols
EHRS  Credit hours earned
QPTS  Quality Points Earned
GPA   Grade point average (computed by dividing QPts by EHRS)

Credit Types
Regular Credit – All Radiological Technologies University credit is reported in terms of semester hours, whether earned during a 16-week semester or a summer session.

Graduate Students: A 3.0 cumulative GPA is required at all times.

Program requirements are part of the application process and must be completed prior to the start of the program. Recommendations are required in order to complete the program. They are not required prior to acceptance or program study.

Credit for Experiential Learning
Radiological Technologies University does not grant any credit for prior experiential learning.

Transfer of Credit
Radiological Technologies University may accept any course work successfully completed at other approved colleges and universities, if it comparably meets Radiological Technologies University course work requirements. A student may not transfer more than 25% of program classes. Classes must have a “C” or higher to be transferred. Graduate level classes below a “B” are not eligible for transfer to an RTU graduate program. RTU reserves the right to refuse credit transfers. Transfer credits are not included in the cumulative GPA or cumulative program GPA calculation.

Should a student wish to transfer credit from Radiological Technologies University to another college or university, the student is advised to first contact the academic institution to which the transfer of credit is sought. All colleges and universities have their own policy regarding acceptances of transfer of credit.

Process for Transfer of Credit
All students applying for admission to Radiological Technologies University must arrange to have original transcripts sent to Radiological Technologies University directly from the issuing institution. These arrangements are to be made at the time of the student's application. International students (and U.S. students with international transcripts) must provide a course-by-course evaluation of international transcripts by a provider approved by the National Association of Credential Evaluation Services (NACES) such as World Education Services.

Upon receipt of these transcripts of college level course/degree completions, the President, Vice President of Academic Affairs and Academic Dean, or relevant Program Director will review the documents and make the assessment of the transferability of each course appearing on the transcripts. RTU may request additional information such as a course description or syllabus. Students desiring to request transfer credits must fill out a Transfer Credit Request Form and provide the course description. Additional supporting documentation may be requested from RTU in order to complete the review, such as the syllabus. Students can request the Transfer Credit Request Form by emailing info@rtuv.edu.
The President, Vice President of Academic Affairs and Academic Dean, or relevant Program Director will review the request and make a decision. The Director of Administrative Services will notify the student of the decision within 30 days.

ACADEMIC POLICIES

Student Academic Progress
Details regarding the academic progress of each student are documented by the institution. All students must maintain minimum standards of satisfactory academic progress as measured by the student’s cumulative grade point average and pace. The minimum acceptable GPA (grade point average) is 3.0. Should an individual student’s grade point average fall below 3.0, the student will be placed on academic probation. During the ensuing enrollment sessions the student will receive remedial guidance from the President, Program Director, or Vice President of Academic Affairs and Academic Dean, and additional assignments or projects may be required to assure that the student is benefiting from the instruction. The early identification of those students who are experiencing academic difficulty will assist the institution in providing the additional guidance that may provide a remedy. Students who do not meet minimum standards of satisfactory academic progress or demonstrate barriers to learning including social, emotional, and physical health deficits may be placed on Academic and/or Administrative Hold. This status is meant to work with the student and help them address their barriers to learning through time, advising, or other means.

Standards of Satisfactory Academic Progress Policy and Procedures

Radiological Technologies University has the following Standards of Satisfactory Academic Progress (SAP) Policy for all students. These standards require that a student make progress toward an undergraduate or graduate degree during all periods of enrollment.

Minimum Standards of Satisfactory Academic Progress

✓ Maintain required minimum cumulative Grade Point Average (GPA) or higher (a qualitative measure) at all times. The minimum acceptable cumulative GPA for undergraduate students is 3.0. The minimum acceptable cumulative GPA for graduate students is 3.0.

✓ Successfully complete at least 67% of the cumulative attempted credit hours (a quantitative measure) and

✓ Make positive progress toward a program of study within 150% of the published program length.

✓ Unsuccessfully completed courses must be completed successfully during the second attempt.

Statuses of Academic Progress

1) Satisfactory – Student is meeting the minimum academic standards or has no academic history. Fully Eligible for financial aid.

2) Financial Aid Warning – Student did not meet minimum standards for cumulative GPA and/or 67% completion rate in the previous evaluation period (semester). Financial Aid Warning is available to students who were making progress in the previous semester, or who were in their
first semester of the program. The student will receive federal financial aid during the
Financial Aid Warning period (one semester) without appeal. Student will be notified in
writing (1) that he/she has been placed on Financial Aid Warning and (2) what must be
achieved to achieve satisfactory academic progress by the end of the period. The student must
reach all minimum standards by the end of the next evaluation period.

Warning - Student did not meet minimum standards for cumulative GPA and/or 67%
completion rate in the previous evaluation period. Student must reach all minimum standards
by the end of the next evaluation period. This is also referred to as academic probation.

3) Unsatisfactory Progress – Student has had two consecutive evaluation periods (semesters)
below minimum standards for cumulative GPA and/or 67% completion rate. Student is
ineligible for financial aid and may face academic probation or dismissal unless he/she prevails
upon appeal. Two consecutive periods below minimum will require a meeting with the Vice
President of Academic affairs or other designated person with possible dismissal from the
program, if the student does not prevail upon appeal.

4) Maximum Timeframe – Student has attempted at least 180 credit hours toward a Bachelor’s
Degree. Graduate students must earn their degree within the timelines set by the Graduate
School per their graduate program. If a student exceeds these credit hour limits, they are not
making progress toward a degree within the 150% federal requirement. Student is ineligible for
financial aid, and maybe dismissed from the program, unless he/she prevails upon appeal.

When is Academic Progress Evaluated? A student’s standards of satisfactory academic progress will
be evaluated at the end of each academic semester (i.e., fall, spring, and summer semesters).

Successful completion of an undergraduate class is defined as earning a grade of A, B, C, or Pass.
Unsuccessful grades are D, F, W, Fail, or Incomplete.
Successful completion of a graduate class is defined as earning a grade of A, B, or Pass. Unsuccessful
grades are C, D, F, W, Fail, or Incomplete.

Transfer Students and Transfer credit hours: Students transferring to RTU are required to have all prior
college transcripts evaluated for transfer credits. All credit hours accepted by RTU will be used to
determine 67% completion rate and maximum timeframe of 150%.

Remedial/Repeat Courses: All remedial and repeat courses will be used in determining completion rate
and timeframe. Actual letter grades are not included in the cumulative GPA. When students repeat a
failed grade, the original grade will be replaced by the new grade and will be calculated in the
cumulative GPA. Students must replace failed grades. Audited Credit Hours: Courses taken on an
audit basis are not counted when determining the completion percentage or for purposes of
determining your cumulative GPA.

In order to calculate your total ATTEMPTED hours IF you have courses on your transcript with a
grade of “W” (Withdrawal), “F” (Fail), “FA” (Failure to Attend) or “I” (Incomplete) you will need to
account for those credits in your total attempted hours. A minimum of 3 (three) credit hours should be
counted for EACH class that was withdrawn, failed, failure to attend, or incomplete and ADD the total
number to “Total Earned Credits” on your transcript in order to determine total attempted hours.
To calculate completion rate, take total EARNED credit hours and divide by total ATTEMPTED hours. For the example above: 80/101=79%.

If you are unable to determine your SAP status, visit or call Administrative services at 574-232-2408 for assistance.

“Cumulative GPA” (must meet SAP minimum GPA requirements).

Resolving Incomplete Grades
The school incorporates an “I” for incomplete courses within the listed academic policies above. The School’s policy is that incomplete grades must be completed and a grade reported no more than five (5) semesters of active enrollment after the term the incomplete grade was earned. If the student does not resolve the incomplete grade, it becomes the responsibility of the School to assign a punitive grade of “F”.

How to Re-establish Satisfactory Standing
A student must bring his/her GPA and completion rate up to the minimum standards of the required cumulative GPA, per matrix, and 67% completion rate.

Appeal Process for SAP

Mitigating Circumstances: If a student has experienced mitigating circumstances (illness, job related, family illness, change of major) during the most recent evaluation period, they may submit an Appeal. Students are restricted to two appeals. Appeal forms are available on the website. The appeal must explain why the student failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation. The student must also submit supporting documentation with the appeal form. If the appeal is approved, the student will be placed on one of two Statuses:

1) Financial Aid Probation – The student is expected to improve to minimum standards by the end of the next evaluation period. The student must meet minimum standards by the next evaluation period. Probation lasts for one semester and the student may receive federal financial aid during that semester.

Warning – The student must meet minimum standards by the next evaluation period. A student cannot be on probation for two consecutive semesters.

2) Financial Aid Probation with an Academic Success Plan – The student cannot be expected to improve to minimum standards by the next evaluation period. The student and RTU have agreed to a success plan to allow the student to meet minimum standards within a fixed number of evaluation periods. If at any time the student stops following the success plan and they are not meeting minimum standards they will become Ineligible for program completion. If a student meets minimum standards at any time while on a success plan their Status will be updated to Eligible.

Academic Success Plan – It is not reasonable for the student to improve to minimum standards by the next evaluation period. The student and RTU have agreed to a success plan to allow the student to meet minimum standards within a fixed number of evaluation periods. If at any time the student stops following the success plan and they are not meeting minimum standards they will become
Ineligible for program completion. If a student meets minimum standards at any time while on a success plan their Status will be updated to Eligible.

If the appeal is not approved, the student will remain Ineligible until they meet all minimum standards. See Re-establishing Federal Financial Aid Eligibility below.

Timeframe Mitigating Circumstances: If a student has not completed their program of study within the 150% timeframe and there are mitigating circumstances (illness, job related, family illness, change of major), they may submit an Appeal to reinstate financial aid eligibility. If this appeal is approved, the student will be placed on the following Academic Eligibility Status:

Timeframe Academic Success Plan – The student and RTU have agreed to a success plan. The student is fully eligible, as long as they are strictly following the success plan. If at any time the student stops following the success plan, they will become Permanently Ineligible.

If the appeal is not approved, the student will be Ineligible. All students are limited to one Timeframe Appeal/Academic Success Plan.

Probation and dismissal actions are processed uniformly without regard to race, color, sex, religion, age, disability and national origin, as defined by law. In the event a student disagrees with the application of these satisfactory academic progress standards, a written appeal may be filed with the Vice President of Academic Affairs.

Re-establishing Federal Financial Aid Eligibility

A student must bring his/her GPA and completion rate up to the minimum standards of the required cumulative GPA and 67% completion rate.

Program Completion
The institution’s policy on program completion is developed to ensure student progress through the program in a timely manner. Students must complete the program of study within 150% of the normal program length, as defined by the institution and must meet the program objectives. Students may be granted extensions by the President or Academic Dean under the following conditions: student is awaiting accreditation, student has endured extraordinary personal hardship, or the student experiences delays from their clinical internship site that the student and University are unable to prevent. Students that have been granted an extension are expected to maintain good communications with RTU. Program students will meet at least yearly with an RTU staff member/faculty member during boot camp to review their progress in the program. For students that require additional undergraduate courses for program completion, the program time will be adjusted based on number of credit hours needed.

Change of Program
Students desiring to change programs of study must meet with the President or Academic Dean to complete the appropriate documentation. The new program will have different Standards of Satisfactory Academic Progress and will be discussed during this meeting. A maximum of three program changes may be made during a student’s attendance at Radiological Technologies University-VT. Program competition time may be extended due to scheduling conflicts or the additional credit hours require for the new program.
Multiple Majors
Students often decide to pursue more than one major because many courses are applicable to more than one program. Additional time is required to complete the required courses for a multiple major, and additional costs are incurred. Students wishing to take advantage of this opportunity must meet with the Program Director or Administrator to complete the appropriate forms. Students who choose to pursue multiple majors may utilize the courses requirements in one major to fulfill the elective requirements in another. Refer to the Timeframe Mitigating Circumstances section above regarding SAP implications. Students with multiple majors will need to appeal Maximum Timeframe only if they will not complete the program within 150% of the credit hours for their multiple major.

Advising
Academic: Students are encouraged to seek academic counsel from the faculty members, and Administrator - not only during registration periods but also during the academic year when problems and questions arise.

Admissions: Prospective students of the college are interviewed by an Admissions Representative to make sure their career objectives can be served by the college’s academic resources. Those persons whose objectives cannot be served by the programs of the college are advised to seek other educational institutions that offer programs more aligned to their fields of interest.

Employment: RTU graduate placement support begins the first semester the student enters the program. Students are informed of opportunities in the industry during boot camp weeks and encouraged to be active with early networking. RTU meets with every student during boot camp weeks and discusses employment opportunities and placement opportunities. Students have access to faculty to assist with résumé writing, résumé reviews, rehearsing interviews, and coaching. RTU faculty are actively engaged with students and connecting them with opportunities through professional associations and relationships. RTU is evaluating other mechanisms to increase the student’s exposure to employers. Graduate employment is very important to RTU.

Financial Assistance: Students may seek information from Administrative Services to manage financial arrangements.

Personal: Students and potential students are welcome and encouraged to seek assistance from any member of the staff or faculty regarding professional, personal, financial, and /or admissions advice when issues arise that have a negative effect on their ability to do their best work at Radiological Technologies University. When appropriate, students are referred to outside agencies or professionals for support or assistance. Through our on line program student are given access to counseling services through www.wellconnectbysrs.com. This website provides information, tools and support to address barriers to their success. Comprehensive student services are based on an individualized service. Students have access 24/7 to telephone counseling for students in crisis, assessment and students.

Student Resource Services
All students also have access to the Student Resource Services (SRS) website (www.wellconnectbysrs.com) for information, tools, and support to address barriers to their success. Comprehensive student services are based on an individualized service plan and include:

✓ Unlimited 24-7 telephone counseling response to any covered students in crisis, assessment and students needing additional support or identifying new needs/requests;
✓ Telephone counseling/life coaching (1-5 telephone counseling hours) from a licensed mental health professional;

✓ Individualized resource searches for all covered students, focused on issues that impede student success, including special adjustment needs by specific populations such as returning veterans;

✓ Telephone consultations for all covered students with an attorney or financial expert;

✓ Follow-up and outreach with the student until all issues are resolved sufficiently that the student can be successful in personal and school goals;

✓ Staff/faculty formal referral of students with intensive needs;

✓ Faculty consultation on any student concerns that would impede that student from being successful.

**Attendance**

This institution's policy on attendance is based on the premise that regular and substantive communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. Our programs are structured to maximize your interaction with your instructor and peers while maintaining autonomy over your academic schedule. Therefore, each student is afforded the freedom to establish his or her schedule, but within the confines of each semester. Regular and substantive contact with the instructor/teaching assistant and other enrolled students is a requirement that must be met. Such contact will help guide and maintain your steady progress towards the completion of assignments and courses. Such contact better assures we may more readily assist you in resolving any problematic aspects of your program. Instructors are authorized to factor the frequency and adequacy of your communications into the assignment of a grade for any given course.

Attendance at semester boot camp is mandatory for all program students. Students will be issued an incomplete if the student fails to attend boot camp.

**Absences**

Allowances for interruptions in "attendance" due to illness or personal emergency should be handled on a case-by-case basis between the student and instructor. Arrangements to make up work missed and return to an agreed schedule should be initiated by the student and established with the instructor. Absences may be granted for good reasons at the discretion of the University. Students are required to submit a written request for any extended leave of absence. The request must include a written reason for the request and must be signed and dated by the student. An Extended Leave of Absence Request Form is available upon request through the Director of Administrative Services. A leave of absence is a withdrawal for Federal financial aid purposes, and RTU must complete a Return of Title IV calculation to determine if any unearned funds must be returned to the aid programs.

Frequent absences during a course could be grounds for dismissal. Students will be contacted and counseled before significant measures are taken. Plans will be made for make-up work should it be warranted. RTU’s course management system tracks the student’s activities. This student activity log is used to verify class attendance.
Academic Integrity Policy
RTU has a zero tolerance policy. Integrity is a foundational concept of professional behavior and RTU takes such matters very seriously. In general, if you have to ask if behavior would violate the integrity policy, it probably does.
RTU is committed to educate, implement, support, and enforce sound academic and professional integrity.

Collaboration Defined
✓ Working together on assignments and projects
✓ Citing literature

Cheating Defined
✓ Not doing the work
✓ Not doing the work and directly copying

If academic dishonesty is suspected, the information will be documented and brought before the President for review. The student or students will be notified that there is a suspicion of academic dishonesty and an investigation will follow. Information retrieved during the investigation process will be evaluated and the student or students involved will be informed of the result.

In the event that academic dishonesty is validated during the investigation process, the individual or individuals involved will be notified of any action RTU chooses to take.

Typically, a first offense will result in the individual or individuals receiving probationary status.

Students with Disabilities
If you feel you have a disability and need special accommodations of any nature whatsoever, please communicate them with the Director of Administrative Services before or during the first week of classes. The Director of Administrative Services will inform faculty as needed and the faculty member will make every effort to provide reasonable accommodations to ensure that you have a fair opportunity to perform in your course work.

Copyright Infringement Policy
Radiological Technologies University recognizes the importance of copyright protection and has developed this policy to effectively combat copyright infringement through informing University IT Resource Users about the issue, sanctions for illegal actions, and options for legal file-sharing.

COPYRIGHT
Copyright is the legal protection of intellectual property. This includes, but is not limited to literary works, artistic works including drama, music, and film, multi-media, and peer-to-peer file sharing. Copyright infringement occurs when individuals exercise rights that are exclusive rights to the copyright owner. Activities that constitute copyright infringement include:
- Downloading and sharing music, videos, and games the individual does not have the rights to
- Using corporate logos without permission
- Placing and electronic copy of a standardized test without permission from the copyright owner
- Including music, scanned artwork or a scanned photo from a book on a website without attribution or permission from the copyright owner(s)
- Placing full-text articles on a website that is not password protected
- Downloading licensed software from non-authorized sites without permission of the copyright owner or license holder
- Placing a movie or a large segment of a movie available on a website without permission from the copyright owner
- Unauthorized peer-to-peer file sharing

SANCTIONS
The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject an individual to civil and criminal liabilities. Possible penalties for copyright infringement include:
- Payment of actual damages or statutory damages no less than $750 and no more than $30,000 per work.
- The court may award up to $150,000 per work for willful infringement as well as attorney’s fees and other associated costs.
- The court may also assess criminal penalties for willful infringement including up to five years in jail and up to $250,000 per offense.

Resources for additional information include Title 17, United States Code, Sections 504 and 505 and the U.S. Copyright Office website at http://www.copyright.gov.

ENFORCEMENT
Radiological Technologies University makes an effort to prevent and detect copyright infringement as well as respond promptly to copyright infringement claims. Radiological Technologies University informs students, faculty, and staff of the Copyright Infringement Policy. In addition, the Appropriate Use Policy for IT Resources outlines that no resources are to be used for any illegal activity.

Radiological Technologies University will respond promptly to legitimate copyright infringement notices and operate within the requirements of the Digital Millennium Copyright Act.

Radiological Technologies University will cooperate fully with any investigation by public authorities related to copyright infringement. Students found guilty will be subject to the full extent of penalties allowed by law as well as possible suspension from their program of study.

OPTIONS FOR LEGAL FILE-SHARING
The following website provides information on online service providers that allow users to acquire copyrighted material legally such as Amazon and Pandora: http://www.educause.edu/legalcontent.

ANNUAL DISCLOSURE
The University feels an awareness of the issue and alternatives to prevent copyright infringement are the best ways to prevent copyright infringement. The University publishes the Appropriate Use Policy for IT Resources and the Copyright Infringement Policy to new students during the orientation process and annually on the main campus website. The University also has these policies published on the public website.

MAINTENANCE OF THE POLICY
Radiological Technologies University will periodically review this policy to evaluate its effectiveness and provide relevant and necessary information to assist in preventing copyright infringement.
Communication Policy
Radiological Technologies University reserves the right to send official communications to students via email with the expectation that students will receive and read these messages in a timely fashion. Communications may also be initiated through internal communication features of the Campus Course Management System (Pass-A-Notes, News Announcements, Message of the Day, etc.).

Students are expected to check their email (the email provided by the student for their student profile) frequently and consistently to receive University-related communications. Students that have their email address on file for Radiological Technologies University forwarded to an alternate email address do so at their own risk. The University is not responsible for issues that may impact property or timely transmission of, or access to, email forwarded to any other email address. Problems that arise from this will not absolve the student of their responsibility to be aware of and comply with information provided by Radiological Technologies University via email or internal communication features of the Campus Course Management System.

Please be advised that email is not considered to be a secure medium for sensitive and confidential information. Students may contact the Director of Administrative Services at (574) 232-2408 for advice on the most secure way to send potentially sensitive and confidential information to Radiological Technologies University.

Appropriate Use Policy for IT Resources
Radiological Technologies University provides an information technology (IT) environment that includes access to an online campus with secure username/password access for faculty, staff, and students, computing services, wireless internet, treatment planning software, remote access to treatment planning software on campus, online databases, and other course resources. These resources (“IT resources” or “resources”) are intended to support the operations of the University.

APPLICABILITY
This policy applies to all individuals using IT resources regardless of whether they are accessed from the campus or from remote locations.

APPROPRIATE USE
IT resources are provided for University-related purposes including support for instruction, research, administrative functions, and student use for the purpose of facilitating the successful completion of coursework. Use of the resources should be limited to these purposes, including incidental personal use.

Incidental personal use must not interfere with the intended use of the IT resources or include any illegal activity. Incidental personal use by staff members must not interfere with the fulfillment of job responsibilities or disrupt the work environment.

USER RESPONSIBILITIES
Users are responsible for being aware of any University policies or regulations that govern the use of IT resources. Users must comply with all federal and state laws and University policies.

Users may not engage in unauthorized use of resources, regardless of whether the resource is protected against unauthorized use.
Users may not use resources to engage in partisan political activities that suggest University endorsement or support.

Users are expected to respect the privacy of other users, even if the devices and systems by which other users access IT resources are not securely protected.

Unauthorized use by a User of another User’s personal identity or login credentials is prohibited.

Users may not use any IT resource in a manner which interferes unreasonably with the activities of the University or other Users.

IT resources may not be used to fund raise, advertise, solicit, or operate a business for commercial purposes without approval from the University in advance.

Pornography and sexually explicit content is prohibited unless such use is for a scholarly or medical purpose. Users may not use IT resources to store, display, or disseminate pornographic or sexually explicit content.

Users are expected to engage in safe computing practices such as setting appropriate restrictions on accounts, setting strong passwords, and keeping passwords secure.

ENFORCEMENT
Use of IT resources is a privilege and not a right. User’s access to IT resources may be suspended or terminated if the user violates this policy.

Users who violate this policy, other University policies, or external laws may be subject to disciplinary action. The University may report certain uses of IT resources to law enforcement agencies, if applicable.

Users who have been suspended or removed from access to IT resources may appeal the decision by following the Grievance Policy process outlined in the Academic Catalog.

SECURITY
The University may, without further notice to Users, take any action it deems necessary to protect the interests of the University and to maintain the stability, security, and operational effectiveness of IT resources. This may include, but is not limited to, scanning stored data, network traffic, usage patterns, and other uses of IT resources.

PRIVACY
Responsible parties of the IT environment will perform management tasks in a manner that is respectful to individual Users. This includes, but is not limited to, monitoring and routine system maintenance including the backup of data, monitoring of general use patterns, and other usage activities.

The University may use security tools and network and systems monitoring hardware and software without notice.

The University may be compelled to disclose the electronic records of Users in response to various legal requirements such as subpoenas, court orders, discovery requests for the purpose of litigation,
and search warrants. Request for public records may be granted providing they fall within rights established by the Freedom of Information Act.

The University may disclose the results of any general or individual monitoring or inspection of any User’s records to the appropriate University authority or law enforcement agency. The University may use such records during disciplinary proceedings.

Upon receiving written approval from the President of the University, the University may access or permit access to the contents of communications or electronically stored information:
- When required by law.
- If the University determines that access to the information in a specific User’s account is essential to the operational needs of the University and the employee is unavailable or unwilling to provide access to the information.
- If the University receives a written request for access to information from an immediate family member or the lawful representative of a deceased or incapacitated User.
- If personally identifiable information about Users must be disclosed without their consent to protect the health and well-being of students, employees, or other persons in emergency situations, to prevent imminent loss or damage, or to prosecute or defend its legal actions and rights.

**Called to Active Duty Policy**

Students who serve in the U.S. armed forces may be called to duty with little notice, which may affect your ability to attend classes. These active duty reasons include:
- Deployment (not including basic training)
- Specialized training
- Disaster relief efforts

In a situation where your attendance at Radiological Technologies University is interrupted for one of these reasons, notify the Director of Administrative Services and provide a copy of your orders. One of the following options will be available:

*Withdraw from All Classes*

Students who withdraw from all classes will receive a 100% refund on tuition and fees regardless of the date the withdrawal occurs within the semester. Students who began classes for the semester and completed at least one week will have a W appear on their transcript. For this policy to apply, the student must submit the withdrawal request and a copy of their orders no later than seven (7) days after receiving their orders.

*Withdraw from Some Classes*

Work with your Instructor or Instructors to see if this is an option.

For students who choose this option, there will be a 100% refund on tuition and fees for the classes the student chooses to withdraw from regardless of the date the withdrawal occurs within the semester. Students who began classes for the semester and completed at least one week will have a W appear on their transcript. For this policy to apply, the student must submit the withdrawal request and a copy of their orders no later than seven (7) days after receiving their orders.

*Request an Incomplete Grade*
Complete the Request for an Incomplete Grade Form with the permission of your Instructor(s). The student will have one calendar year from the date the incomplete grade request is approved to complete the required coursework.

Request for Incomplete Grade Form (link to pdf)

*Receive a Grade Based on Work Completed*
With permission from your Instructor(s), you may choose to receive a grade for the course based on work you have completed up to the date of the request.

**Grievance Policy**

**First Step**-Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter.

**Second Step**-If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from the Director.

**Third Step**-If the grievance is not resolved within 5 days of the incident, the aggrieved party must present to the Director, in writing, all facts of the grievance.

Within 48 hours, upon receipt of the written information, the Director will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The committee will consist of the Academic Dean and two staff or faculty members not involved with the incident in question.

All Persons or their representatives involved with the incident must be present via teleconference at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the committee will be communicated to those involved in the incident within 48 hours. The committee decision will be final.

**Accrediting Commission of Career Schools and Colleges (ACCSC) Student Complaint Procedure**

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

**Accrediting Commission of Career Schools & Colleges**
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at www.accsc.org.

The following is an outline of the Commission’s procedures for reviewing complaints: (For further information on the Commission’s procedures please refer to Section VI, Rules of Process and Procedure, Standards of Accreditation.)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant’s permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.

   Permission is not necessary for advertising complaints since advertising is considered public information.

2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.

   a. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.

   b. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.

   c. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school’s response to the complaint into consideration prior to rendering a decision.

3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.

4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.

5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.

6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve
compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission’s office.

7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.

8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission’s office.

**Joint Review Committee on Education in Radiologic Technology (JRCERT) Complaint Process**

Any student who wishes to pursue allegations of non-compliance with JRCERT Standards may do so by following the JRCERT Reporting Process located at [www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation](http://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation). Before submitting an allegation, the individual must first attempt to resolve the complaint directly with RTU by following RTU’s Grievance Policy and Procedure. The Grievance Policy and Procedure is provided in this Academic Catalog.

**Important Notes for Reporting Allegations Against a Program**

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program’s compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

**Process**

Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.6)

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Ph: (312) 704-5300  
Fax: (312) 704-5304  
e-mail: mail@jrcert.org

The Allegations Reporting Form is located at [www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation](http://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation) and must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible. Forms submitted without a
signature or the required supporting material will not be considered. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Indiana Board for Proprietary Education Complaint Process
Complaints involving institutions under the Board for Proprietary Education’s jurisdiction are handled through the Indiana Commission for Higher Education.

The Commission for Higher Education is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Indiana. While the Commission has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, Commission staff will review submitted complaints and work with student complainants and institutions.

- Discrimination: If a student believes that an institution has acted in a discriminatory manner, he/she may wish to contact the Indiana Civil Rights Commission (ICRC) using the ICRC’s complaint form located at www.in.gov/che/2744.htm or call them at (800) 628-2909.

- Financial Aid: If a student has been denied state of Indiana financial aid, they may file an appeal form located at www.in.gov/che/2744.htm or direct any questions to the Student Support Center by calling 1 (888) 528-4719.

- Law Violations: If a student believes that a college or university has violated state or federal law, he/she may wish to contact the Office of the Indiana Attorney General at (317) 232-6201 or Constituent@atg.in.gov.

After filing a complaint with the Attorney General’s Office or ICRC without resolution, the student may still hire an attorney and adjudicate the complaint through the court system.

OTHER COMPLAINTS

Within two years of the incident about which the student is complaining, he/she must contact the Commission for Higher Education using the complaint form located at www.in.gov/che/2744.htm.

Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions or discipline/conduct matters. In other areas, such as transferring credits between public
institutions, the Commission has greater statutory authority.

Please follow the steps outlined below to submit a complaint:

STEP 1
If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student’s complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to STEP 2.

STEP 2
The student should file a complaint through his/her institution of higher education’s established complaint process. Information on the process can usually be found in the institution’s Student Handbook, Academic Catalog or website. If the student is unable to resolve the complaint in this manner, he/she should proceed to STEP 3.

STEP 3
After receiving a complaint through our complaint form, Commission staff will review the submitted materials and contact the submitter for any required additional information or clarifications. The Commission will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university’s response, Commission staff will determine whether the institution’s student complaint process has been followed and exhausted and what additional steps or follow-up may be taken. The Commission will inform both parties involved in the complaint.

If you have additional questions about the complaint process, or want to clarify that your individual complaint is reviewable by the Commission, please feel free to contact complaints@che.in.gov.

Anti-Hazing and Bullying Policy
RTU is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff and visitors. In addition, RTU is committed to promoting an environment that fosters respect for the dignity and rights of all its community members. As such, the University will not tolerate hazing activities or bullying by any individuals, groups, or recognized student organizations.

Hazing and bullying poses substantial risks to the safety and well-being of individual students and the University community. As such, violations of this policy will result in referral to the Office of Administration and possible disciplinary action which may include, but not be limited to, any or all of the following: suspension or expulsion from the University, loss of University recognition and privileges, referral to law enforcement, inability to participate in educational programs, and other educational or remedial action appropriate to the circumstances.

Sexual Harassment Policy
In an effort to provide a safe and productive educational and working environment for students, faculty, and staff, Radiological Technologies University (RTU) has adopted the following policy to promote an environment free of sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and
stalking. Gender discrimination includes discrimination on the basis of gender orientation, gender identity, or gender expression.

Policy Statement
RTU prohibits discrimination on the basis of sex and gender and prohibits sexual harassment, sexual assault, sexual misconduct, interpersonal violence, stalking, physical abuse, threats of violence, physical assault, or any form of sexual violence. These behaviors are hereafter referred to as prohibited conduct. Individuals who participate or attempt to participate in prohibited conduct are subject to disciplinary action by RTU, regardless of any action that may be taken by civil or criminal authorities.

RTU strongly encourages students, faculty, and staff to promptly report incidents of prohibited conduct to the University, as well as appropriate local or state authorities. University leadership is required to promptly report incidents of prohibited conduct. RTU will respond to all reports of prohibited conduct. RTU leadership will conduct a prompt and impartial investigation of all reported incidents of prohibited conduct in an effort to determine a resolution. The burden of proof is met during an investigation of prohibited conduct if the incident is more likely to have occurred than not.

Scope
This policy applies to all RTU staff, faculty, students, graduates, visitors, applicants for admission, applicants for employment, and third party servicers and affiliates of the University. RTU reserves the right to investigate any incident reported, whether it occurs on campus, or off-campus during any official function.

Reporting a Violation
RTU encourages any individual who has experienced prohibited conduct or witnessed an occurrence of prohibited conduct to promptly report the incident to the Director of Administrative Services at bdatema@rtuv.edu or by calling 574-232-2000.

Individuals who wish to report an incident anonymously are encouraged to use the following hotline or website hosted by a third party hotline provider, EthicsPoint:

Hotline: 855-673-1151

Website: www.rtuv.ethicspoint.com

The information you provide will be sent to RTU through EthicsPoint on a completely confidential and anonymous basis if you should choose.

EthicsPoint is NOT a 911 or Emergency Service. Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please call 911 or contact your local authorities.

Individuals may contact SBPD (South Bend Police Department) whenever they witness criminal activity or feel threatened by potential criminal activity, including sexual offenses while on or near campus. Observations ranging from crimes in progress to suspicious behavior can and should be reported to SBPD. You may either contact SBPD at 911 for emergencies or at 574-235-9201.
In case of an emergency you may dial 911 from any phone on campus. Simply select a line and dial 9-1-1. There is no need to dial 9 first.

In case of a non-emergency you may dial 574-235-9201 to reach the desk sergeant where your call will be directed appropriately. RTU strongly encourages reporting of serious and continuing occurrences of crimes or threats to the South Bend Police Department.

RTU strongly encourages any student or employee who is a victim or witness of a violent crime to report the crime to law enforcement as soon as possible.

After authorities have been contacted and there is not eminent danger, please contact Director of Administrative Services at 574-232-2000, bdatema@rtvte.edu.

RTU does not tolerate retaliation against a person who reports prohibited conduct, assists or encourages someone to report a violation, or participates in any manner in an investigation of prohibited conduct. Retaliation may include, but is not limited to threats, intimidation, and/or adverse actions related to employment or education.

Support Services
Refer to the Annual Security Report and Fire Safety Report updated annually for complete information on definitions, safety programs and awareness, and support services available.

Students are also encouraged to take advantage of counseling and support services provided by WellConnect. Counseling services are available 24/7 by calling 866-640-4777 or visiting www.studentlifetools.com.

Investigation and Disciplinary Process
When a report of prohibited conduct is received, RTU leadership will promptly respond and investigate the report in a fair and impartial manner. If the individual or individuals who report an incident choose not to participate in the investigation, the University may pursue the report without their participation.

The purpose of the investigation is to gather and interpret evidence in an effort to address the complaint and take corrective action, if necessary. The burden of proof in an investigation is met when it is more likely than not that the reported incident occurred and the incident is classified as prohibited conduct under this policy.

Interference with an investigation is strictly prohibited and any individual who knowingly and intentionally interferes with an investigation may receive disciplinary action including dismissal or separation from RTU.

RTU leadership will attempt to complete any investigation as soon as reasonably possible. Ideally, the investigation and any resulting sanctions or actions will be concluded within four weeks of the date the incident was reported. Due to the nature of a report and parties involved, it may be necessary for RTU leadership to take preliminary action while the incident is being investigated.

Possible outcomes of an investigation could be:
- Finding that the burden of proof cannot be met
- Referral to the appropriate authorities for correction action
- Corrective action provided by the University
- Possible termination of University staff/faculty
- Possible probation, suspension, or dismissal of the student or students

Education and Prevention
RTU promotes prevention and security awareness through the Annual Security Report and Fire Safety Report. Bystander intervention can also be a powerful tool in preventing prohibited conduct. RTU is committed to nurturing a culture of accountability among all students, staff, faculty, and third party affiliates to prevent prohibited conduct.

Pregnancy Policy
Students should understand that a pregnancy during the Master of Medical Dosimetry program may have an impact on their education and possibly upon the timing of graduation. Two important factors are involved.

1. Courses are only offered at select times each year and time missed for pregnancy and/or delivery will likely necessitate make up work or perhaps delay of up to a year to maintain the proper sequence of courses, depending on the timing and amount of time missed.
2. There are potential risks to an embryo or fetus secondary to radiation exposure that may require advising and alteration of the clinical education experience.

The following policy has been developed to guide the program and its students in the event of a student pregnancy.

A. Female students are asked to read The U. S. Nuclear Regulatory Commission Regulatory Guide 8.13 regarding “Possible Health Risks to Children of Women Who are Exposed to Radiation During Pregnancy” as well as the pregnancy policy and complete and return the associated form. This document can be found at: [http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf](http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf).

B. All students will be made aware of risks and hazards of prenatal radiation exposure during coursework at RTU and upon orientation to the clinical internship.

C. A student who is pregnant, or suspects that she may be, has the option to voluntarily declare that condition to program officials.
   a. If the student decides to declare the pregnancy it shall be done in writing to the Program Director and/or the Clinical Supervisor of her internship site. The notification shall also include the expected date of delivery.
   b. A student may reverse their pregnancy declaration at any time. This option is voluntary and the reversal must be provided in writing to the Program Director and/or the Clinical Supervisor of her internship site.
   c. The program will comply with student confidentiality requests as much as possible.

D. If a student chooses to declare a pregnancy, an advising session will be set up with the radiation safety officer at the student’s clinical internship site to review radiation exposure risks and any additional monitoring practices which may be initiated.

E. A declared pregnant student may choose one of the options below (or may choose to change to a different option at a later time if desired, with written notice):
   a. Take a leave of absence from the program. (See policy for leave of absence.) Should the declared pregnant student decide to leave the program during pregnancy and delivery,
tuition will be refunded according to the Tuition Refund Policy. In this circumstance the student would be readmitted to the program at the first available opening after delivery.

b. Stay in the program, but make modifications in her clinical rotation schedules to reduce the chance of exposure to the fetus.
   i. For example, she will not participate in site specific rotations as recommended by the Radiation Safety Officer during the time of the pregnancy. Competency and experience in all required areas will be made up following delivery. This could delay graduation beyond the originally expected date.

c. Stay in the program and/or internship during pregnancy and continue the program without modification of learning activities or clinical rotations. If she decides to do this, she does so in full knowledge of the potential hazard of embryo/fetal radiation exposure.
   i. It is recommended that the student consult their personal physician should they choose this option. The student must also indicate, in writing her intention to continue the program without modification. A copy of this document will be kept in the student’s file.

Should delivery occur during clinical internship, all course work and clinical time must be completed before the student is eligible for graduation.

**Student Radiation Safety Policy:**

A. Students entering the clinical setting for their internship must receive orientation to radiation safety practices and requirements by the Radiation Safety Officer.
B. A radiation monitoring badge must be worn by the student at all time while in the department.
C. Students assisting in the simulator and treatment units must never be in the room during exposure to treatments.
D. Students working in brachytherapy must remember and put to use techniques of time, distance, and shielding.
E. Radiation exposure levels will be monitored by the University RSO. If a student’s radiation exposure reading exceeds 30 mrem on a single report, the program director must be informed immediately. The RSO and program director will investigate the reason for the reading and determine an action plan within 10 days to ensure that the student follows ALARA principles.
F. If the student exceeds the trigger dose limit (30 mrem) on any personal monitoring report, the student must be removed from the clinical setting and counseled immediately by the university RSO, Program Director, and Clinical Coordinator on how to avoid further exposure.
G. Notification: Dosimetry reports will be received by the Clinical Preceptor at the site. The Clinical Preceptor will provide the individualized dosimetry report to each student. No personal information will be visible to individuals other than the one named on the report. The student will sign the dosimetry report and a copy will be sent to Radiological Technologies University.

**Student Clinical Compensation and Hours Requirement Policy**

Students entering the clinical setting for their internship are only required to work twenty-four (24) hours per week and for no more than ten (10) hours per day when enrolled in 16 credits.

Medical Physics Program: The minimum required hours for the Clinical Internship is one hundred eighty hours (180).
Medical Dosimetry Programs: The minimum required hours for the Clinical Internship is seven hundred twenty hours (720). For students who enrolled in their program of study prior to January 4, 2016, the minimum required hours for the Clinical Internship is one hundred eighty hours (180). The minimum required hours for the Clinical Internship is one hundred eighty hours (180) for Certified Medical Dosimetrists entering the program.

The student is entitled to no compensation while performing competencies for the clinical internship. Any extra hours the student chooses to spend are purely voluntary and the student is entitled to no compensation or extra credit of any kind.

**Drug and Alcohol Abuse Prevention Program and Policy**

**Purpose of Policy**
It is the policy of the school that illicit drugs and alcohol use, manufacture, unlawful possession, sale, distribution, or dispensation by any student or employee on the school’s property or as part of any of the school’s activities is strictly prohibited. RTU is concerned about the potential adverse effects of alcohol or other drug use on student health and safety, as well as academic performance and patient care.

The school is committed to provide students, faculty, staff and visitors with a safe and healthful campus and workplace. The school recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The School recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the school’s ability to fulfill its mission. Therefore, an Alcohol-and Drug-Free Campus/workplace Policy has been developed. Compliance with this policy is considered a condition of employment and attendance at the School.

RTU reserves the right to revoke admission based on an adverse fingerprint or drug screening. Students are expected to report to class and clinical agencies in the appropriate mental and physical condition conducive to learning and the provision of safe patient care.

This policy is distributed in writing annually to students, staff and faculty.

**Definitions**
The following terms are defined for the purposes of this policy and are important for purposes of expressing the school’s policy on a drug free campus:

**Controlled Substance** means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-35 to 16-13-39.

**Contract** means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.
**Conviction** means finding of guilt (including a plea of NOLO contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

**Criminal drug statute** means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance;

**Employee** means an individual receiving a salary, wages, other compensation and/or stipend support from the university.

**Federal agency or agency** means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.

**Grant** means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veteran's benefits to individuals, i.e., any benefit to veterans, their families, or survivors by virtue of the Service of a veteran in the Armed Forces of the United States.

**Grantee** means a legal entity which applies for or receives a grant or contract directly from a federal agency.

**Illicit drug use** means the use of illegal drugs and the abuse of other drugs and alcohol.

**Student** means an individual registered or enrolled for credit or non-credit in a course or program offered by the university or any of its units.

**School activities** mean an activity officially sponsored by RTU.

**Workplace means** the physical boundaries of the School and facilities owned or controlled by the School.

**Philosophy**
The unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the School community. The School is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention system in operation, accessible to all members of the School community. The School is committed to the further expansion of that program and the dissemination of drug awareness information to the members of the School community. In addition, the School is committed to enforcing the provisions of the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Postsecondary Act of 1990.
**Policy**
As required by the Federal Drug-Free Schools and Communities Act Amendment of 1989, you are hereby notified by RTU that on RTU premises, affiliated clinical sites, or at other RTU sponsored events, activities specified as critical offenses will not be permitted. Students shall be prohibited from working, attending school, participating in clinical internships or attending RTU related functions while under the influence of alcohol and/or the use of illicit drugs. The use of such substances by students on premises or at RTU related functions shall be prohibited. Such conduct by a student shall be considered a critical offense.

To protect the health and safety of all persons, the use of tobacco products is prohibited on the school campus. Violation of the policy is a serious offense that could result in disciplinary action up to and including dismissal.

RTU recognizes that substance abuse is a major problem that affects students, families, education, and communities. RTU strictly opposes any situation that interferes with a student’s safety, health and well-being, and anything that adversely affects academic performance, patient care, or is detrimental to the campus. To promote this goal and in accordance with the Federal Drug-Free Schools and Communities Act Amendment of 1989 and state law, RTU strictly prohibits the unlawful manufacture, distribution, possession, sale, or use of any illegal drugs, controlled substances, or alcohol while acting in the course of enrollment, on RTU owned, leased, or controlled property, while operating RTU owned, leased, or controlled equipment or vehicles, or at RTU sponsored functions. Students are required to report to their faculty use of any over-the-counter medication or prescribed medication that might impair a student’s ability to participate in the educational process safely or effectively.

The school will impose sanctions on any student who violates this policy. Sanctions include:

1. **Administrative Hold** – the student is unable to enroll in courses until requirements to remove the Administrative Hold status are met. Requirements to remove the Administrative Hold status are provided with the Administrative Hold notification.
2. **Dismissal from Radiological Technologies University**
3. **Removal from the student’s clinical internship** – Any student participating in their clinical internship may be removed from their internship setting temporarily or permanently based on guidance from RTU and the clinical site.

**Student Use of Alcoholic Beverages**
All students are responsible for complying with State law regarding the use of alcohol

- The age in most states is 21 to be in possession of alcoholic beverages
- Persons 21 or over may not make alcoholic beverages available to minors
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.

**Health Risks**
The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

The health risks associated with the misuse and abuse of drugs, including controlled substances and alcohol, include but are not limited to: Physical and psychological dependence; damage to the brain,
pancreas, kidneys and lungs; high blood pressure; heart attacks; strokes, ulcers, birth defects; a diminished immune system; and death.

**Alcohol:** Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

**Cigarettes and other Nicotine Products:** In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes. Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

**Prescription Medications:** Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

**Marijuana:** Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered.

**Cocaine and Crack:** Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum.
Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

**Barbiturates:** In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respiratory depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

**Amphetamines:** Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

**Hallucinogens:** PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

**Steroids (anabolic):** Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

**Narcotics:** Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

**Treatment**
Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary.
for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual’s life including medical and mental health services, and follow-up options (e.g. community or family based recovery support systems) can be crucial to a person’s success in achieving and maintaining a drug-free lifestyle.

**Procedure**

All students must, as a condition of their enrollment, adhere to this policy. Students are responsible for notifying the administration within five (5) days of any drug and/or alcohol related criminal conviction while enrolled as a student at RTU. Students must certify that, as a condition of enrollment or receiving financial aid, that he or she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by enrollment or where federal financial assistance is used for education. Violations of this prohibition will result in dismissal and/or other appropriate actions.

RTU reserves the right to take appropriate and lawful action to enforce this Drug and Alcohol-Free Campus Policy. These rights include drug and/or alcohol testing and inspection of any and all RTU and student property when the organization has a reasonable suspicion that this policy has been violated.

RTU may ask a student to submit to drug and/or alcohol testing at any time it is suspected that a student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- evidence of drugs or alcohol on the student’s person or in the student’s vicinity,
- unusual conduct or behavior on the student’s part that suggests impairment or influence of drugs and/or alcohol,
- involvement in an accident or injury event,
- negative performance patterns.

RTU reserves the right to conduct random drug and/or alcohol testing in order to assess compliance with this policy. Students may be selected at random for drug and/or alcohol testing at any interval as determined by RTU.

Students involved in school-related accidents that require off-site medical treatment or result in property damage will be tested for controlled substances and alcohol. Any student who refuses to be tested or violates this policy is subject to disciplinary action up to and including dismissal. RTU encourages students with drug and/or alcohol abuse problems to seek counseling and treatment.


**Resources**

In addition to the imposition of disciplinary sanctions as explained in this Code of Conduct including dismissal for such act, students or employees may face prosecution and imprisonment under federal and state laws which make such acts felony or misdemeanor crimes.

RTU is committed to helping students who seek assistance and further recognize and insure the confidentiality and privacy due students. Students are encouraged to consult with Student Resource Services, which provides confidential and professional guidance for substance abuse problems. This service is anonymous and completely free to students.
Self-referrals, as well as supervisory referrals, for drug counseling, treatment, rehabilitation, and re-entry programs are available to students and employees through Student Resource Services.

A specialist can be reached by telephone 24 hours a day, including holidays and weekends.

Contact Information:
Student Resource Services
School ID: R852
Phone: 866-640-4777
Online: www.studentlifetools.com

National Resources for Drug and Alcohol Abuse Prevention, Education, and Support:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous</td>
<td>Support for people who want to Achieve sobriety</td>
<td><a href="http://www.alcoholics-anonymous.org">www.alcoholics-anonymous.org</a></td>
</tr>
<tr>
<td>Al-Anon Family Group</td>
<td>Support and help for families and Friends of problem drinkers</td>
<td><a href="http://www.al-anon.alateen.org">www.al-anon.alateen.org</a></td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>Support in a recovery environment For people who abuse substances</td>
<td><a href="http://www.na.org">www.na.org</a></td>
</tr>
<tr>
<td>Substance Abuse and Mental Health</td>
<td>U.S. Department of Health and Human Services agency “that leads public health efforts to Advance the behavioral health of The nation… and whose mission is To reduce the impact of substance Abuse and mental illness on America’s communities.”</td>
<td><a href="http://www.samhsa.gov/">www.samhsa.gov/</a></td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Drug Law Violations—Eligibility for Title IV Funding
For the protection and welfare of all students and employees, RTU has established a drug-free policy. In addition to the civil and/or criminal penalties for a conviction for any offense during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs, this conviction will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance. See the Notice of Federal Aid Penalties for Drug Law Violations distributed to all students upon enrollment.

Education
The RTU Administration is involved in educating students about alcohol and other drugs. In particular, during orientation, drug and alcohol abuse are discussed and information disseminated.

Enforcement
The President and Vice President of Academic Affairs and Academic Dean enforce policies and laws regarding alcohol and other drug use. Students and staff are referred to various agencies to receive help with drug or alcohol problems,
Faculty: Faculty who violate the school’s standards of conduct are subject to disciplinary action including reprimand, suspension, or dismissal.

Other Employees: The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

Helpful Websites:
http://www.brainsource.com/brain_on_drugs.htm
http://www.nida.nih.gov

Local, State, and Federal Legal Sanctions
The following information highlights the criminal penalties that can be imposed by state or federal statute for violations regarding alcohol or illegal drug possession, use, sale, manufacture, or distribution. Convictions under state and/or federal laws regarding alcohol-related and drug-related offenses can result in fines, confiscation of automobiles and other property, loss of one’s driver’s license, imprisonment, and in some cases, loss of licenses or certifications in certain professions and employment opportunities may be prohibited.

In short, all persons should be aware of the following:
- In Indiana, any person under 21 who possesses an alcoholic beverage, and any person who provides alcohol to any person under 21, is at risk of arrest
- Any person who is intoxicated in public is at risk of arrest
- A person convicted of driving while intoxicated may be punished by fine, be jailed, and lose his or her driver’s license
- Any selling of alcoholic beverages without a license is illegal
- Possession, use, distribution, or manufacture of controlled substances (drugs) illegally can result in arrest and conviction of a drug law violation and:
  - Fines up to $10,000 (Indiana);
  - Fines up to $10 million for a first offense (federal);
  - Imprisonment up to 50 years (Indiana);
  - Imprisonment for life (federal); and
  - Confiscation of property

The following shows the Federal penalties:

<table>
<thead>
<tr>
<th>DRUG/SCHEDULE</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500 – 4999 gms mixture</td>
<td>First Offense: Not less than 5 yrs. And not more than 40 years. If Death or serious injury, not less than 20 or more than life.</td>
<td>5 kgs or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life.</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>5 - 49 gms mixture</td>
<td></td>
<td>50 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Fentanyl (Schedule II)</td>
<td>40 - 399 gms mixture</td>
<td></td>
<td>400 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Drug</td>
<td>Amount</td>
<td>Penalties</td>
<td></td>
<td></td>
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<tr>
<td>-------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Fentanyl Analogue (Schedule I)</td>
<td>10 - 99 gms mixture</td>
<td>not more than $2 million if an individual, $5 million if not an individual.</td>
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<tr>
<td></td>
<td>100 - 999 gms mixture</td>
<td>1 kg or more mixture</td>
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<td></td>
<td></td>
<td><strong>Second Offense:</strong></td>
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<td></td>
<td></td>
<td>Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $4 million individual: $10 million other than individual</td>
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<tr>
<td></td>
<td></td>
<td>10 gms or more mixture</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $20 million if not an individual</td>
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<td></td>
<td></td>
<td>100 gms or more pure or 1 kg or more mixture</td>
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<td></td>
<td></td>
<td><strong>2 or More Prior Offenses:</strong> Life Imprisonment</td>
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<tr>
<td>Other schedule I &amp; II drugs (and any drug product containing Gamma Hydroxybutyric Acid)</td>
<td>Any amount</td>
<td><strong>First Offense:</strong> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 if not an individual</td>
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<tr>
<td></td>
<td></td>
<td><strong>Second Offense:</strong> Not more than 30 yrs. If death or serious injury, not less than life. Fine $2 million if an individual, $10 million if not an individual</td>
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<tr>
<td></td>
<td>1 gm or more</td>
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<td></td>
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<tr>
<td>Other Schedule III drugs</td>
<td>Any amount</td>
<td><strong>First Offense:</strong> Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual</td>
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</tr>
<tr>
<td></td>
<td></td>
<td><strong>Second Offense:</strong> Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>30 to 999 mgs</td>
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<td></td>
<td></td>
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<tr>
<td>All other Schedule IV drugs</td>
<td>Any amount</td>
<td><strong>First Offense:</strong> Not more than 3 years. Fine not more than $250,000 if an individual, $1 million if not an individual</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Second Offense:</strong> Not more than 6 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Less than 30 mgs</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>All Schedule V drugs</td>
<td>Any amount</td>
<td><strong>First Offense:</strong> Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Second Offense:</strong> Not more than 2 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Federal Trafficking Penalties – Marijuana

<table>
<thead>
<tr>
<th>DRUG</th>
<th>QUANTITY</th>
<th>1ST OFFENSE</th>
<th>2ND OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture; or 1,000 or more plants</td>
<td>- Not less than 10 years, not more than life</td>
<td>- Not less than 20 years, not more than life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If death or serious injury, not less than 20 years, not more than life</td>
<td>- If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Fine not more than $4 million if an individual, $10 million if other than an individual</td>
<td>- Fine not more than $8 million if an individual, $20 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>to 999 kg mixture; or 100 to 999 plants</td>
<td>- Not less than 5 years, not more than 40 years</td>
<td>- Not less than 10 years, not more than life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If death or serious injury, not less than 20 years, not more than life</td>
<td>- If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Fine not more than $2 million if an individual, $5 million if other than an individual</td>
<td>- Fine not more than $4 million if an individual, $10 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>More than 10 kgs hashish; 50 to 99 kg mixture</td>
<td>- Not more than 20 years</td>
<td>- Not more than 30 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If death or serious injury, not less than 20 years, not more than life</td>
<td>- If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Fine $1 million if an individual, $5 million if other than an individual</td>
<td>- Fine $2 million if an individual, $10 million if other than individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>More than 1 kg of hashish oil; 50 to 99 plants</td>
<td>- Not more than 5 years</td>
<td>- Not more than 10 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Fine not more than $250,000, $1 million other than individual</td>
<td>- Fine $500,000 if an individual, $2 million if other than individual</td>
</tr>
<tr>
<td>Hashish</td>
<td>110 kg or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>1 kg or less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Biennial Review

RTU conducts a biennial reviews of its program to:

- Determine the effectiveness of the program and implement changes as needed.
- Determine the number of drug and alcohol-related violations and fatalities that occur on the school’s campus or as part of the school’s activities, and are presorted to campus officials.
- Determine the number and type of sanctions that are imposed.
- Ensure that disciplinary sanctions are consistently enforced.

Biennial review results are made available to students and employees. Upon request, RTU will make biennial reviews available to the U.S. Department of Education and to the public, including information distributed to students and employees.
**Dismissal**
Radiological Technologies University reserves the right to dismiss any student from the program for any of the following reasons:

- Non-compliance of the rules and regulations of Radiological Technologies University
- Engagement in any illegal or criminal act
- Any conduct that brings discredit or embarrassment to Radiological Technologies University
- Failure to meet standards of satisfactory academic progress
- Failure to satisfy financial obligations to Radiological Technologies University

**Student Records**
All documentation and records pertaining to students are held in strict confidence as afforded by law. It is also an ethical policy of the Radiological Technologies University to do so. Student records will be retained indefinitely by Radiological Technologies University. Information on students is not available to anyone without one of the following:

- Written request or release signed by the student
- A court order
- An oversight agency’s requirement

**Family Educational Rights and Privacy Act**
All students enrolled at Radiological Technologies University-VT shall have the right to inspect and review their educational records, to request corrections and deletions, and to limit disclosure with the Family Educational Rights and Privacy Act of 1974. The procedure for exercising these rights is available to students upon request at the office of the Executive Director.

Student records are kept on file in an appropriate and secure location. They are confidential and are available for approved purposes only by authorized employees. In accordance with the Family Educational Rights and Privacy Act of 1974, the college will not release educational records to unauthorized persons without the prior written consent of the student or parent/legal guardian if the student is less than 18 years of age.

The Family Educational Rights and Privacy Act of 1974 was designed to protect the privacy of educational records, establish the right of students to inspect and review their educational records, and provide guidelines for correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures by the school to comply with the Act.

NOTICE: Radiological Technologies University-VT will generally release certain directory information pertaining to its students to the public. This information may include student’s name, address(es), phone number, program, dates of attendance, photographs, post-graduation employer and job title, participation in activities and recognition record, and the secondary and postsecondary educational institution attended by the student. If students prefer that any of this information may not
be released by Radiological Technologies University-VT, they may make that request in writing, and Radiological Technology University – VT will honor it.

Refer to the FERPA Policy under Consumer Information for complete details.

**Drop/ Add Period**
Courses dropped during the first week of the semester will not appear on the student’s transcript and students will not be charged tuition for those courses. Courses dropped during the second through seventh week of any semester will appear on the student’s transcript with a grade of “W”. Any course dropped after the seventh week of the semester will appear on the student’s transcript with a grade of “WF”. Tuition refunds will follow the stated refund policy of RTU.

Students may choose to add a subject to their schedule only during the first week of the semester. The addition of one or more courses may affect the tuition due.

**Withdrawals**
We hope it will not be necessary for you to withdraw; but if circumstances cause you to consider doing so, please discuss any problems with us before making that decision. We are often able to provide assistance that enables students to remain in college.
If you must withdraw, an exit interview with the Administrator or Administrative services is required. During this meeting, you will discuss tuition due, refunds or outstanding debts. Students who withdraw from class will receive an appropriate grade as outlined in the section entitled Drop/Add Period. Upon returning, students will be required to repeat the class and will be responsible for any additional expenses.

**Transcripts**
Upon request by the student, Radiological Technologies University will prepare and forward an official transcript of the student’s record. All requests must include the student’s full name, a statement requesting a transcript be issued and the address to which the student would like the transcript sent. Official transcripts will only be released if the student is in good standing with the academic office. An official transcript request form is available at [www.rtuvt.edu](http://www.rtuvt.edu). Students receive 2 free copies upon graduation. All additional copies requested are $10.00 per copy.

**Tuition and Fees**
Radiological Technologies University charges a fixed rate per credit for each degree program. Tuition is found under each Program Description and is charged by semester based on credits the student is enrolled in. The cost of textbooks and study materials are not included in the tuition and outlined below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$35.00</td>
<td>(Non Refundable)</td>
</tr>
<tr>
<td>IT Service Fee</td>
<td>$30.00</td>
<td>per semester</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$20.00</td>
<td>per semester</td>
</tr>
<tr>
<td>Textbooks</td>
<td></td>
<td>The student is responsible for securing all required textbooks unless otherwise stated</td>
</tr>
<tr>
<td>Boot Camp weeks</td>
<td></td>
<td>The student is responsible for any travel, meals, and accommodation expenses that are incurred by attending boot camps.</td>
</tr>
</tbody>
</table>

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Students in the following programs are expected to maintain student memberships with the following organizations:

**Medical Physics Program**
American Association of Physicists in Medicine $69.00 per year (directly to AAPM)

**Medical Health Physics Program**
Health Physics Society $10.00 (directly to HPS)

**Medical Dosimetry Program**
American Association of Medical Dosimetrists $60.00 per year (directly to AAMD)

**Tuition Rate Per Credit**
- MS Medical Physics Program $1,111.11 per credit
- MS Medical Health Physics Program $1,111.11 per credit
- MS Medical Dosimetry Program $1,111.11 per credit
- MS Health Physics Program $1,111.11 per credit
- Continuing Education Courses $333.33 per credit

**Tuition Discounts Available**

*Family Members of RTU Faculty*
Family members of faculty receive a 50% discount on standard program tuition. The faculty member must be in good standing with RTU. Family members are defined as a spouse or child.

*ProVision Healthcare, LLC*
RTU offers a 28.572% discount on standard program tuition to employees and volunteers of ProVision or its affiliates for graduate degrees. All RTU admissions requirements must be met for the applicable degree program.

ProVision is responsible for validating the position of prospective or current students within their organization. If the employee leaves or is dismissed from employment, or changes from full-time status, the benefit will be terminated at the end of the current academic semester.

*Cancer Treatment Services International*
RTU offers a tuition rate of $333.34 to employees and associates of CTSI. All RTU admissions requirements must be met for the applicable degree program.

*Petrone Associates, LLC*
RTU offers a 50% tuition discount for employees of Petrone Associates, LLC enrolled in the MS Medical Physics program or MS Medical Health Physics program. The prospective student must meet normal admission requirements for RTU.
FINANCIAL POLICIES
The primary responsibility for financing a college education rests with the student. Students with unpaid balances may lose current enrollment and will not be allowed to register for any subsequent terms. Transcripts and diplomas are withheld from those who have not settled their financial obligations, which may include collection fees, attorney’s fees, and court costs. Students are not fully registered, nor will they have the privilege of class attendance, participation in activities, or use of facilities until their charges are paid. A service charge of 1.5 percent, not to exceed $45.00, may be added to any balance in the student account that is more than two (2) weeks past due. Radiological Technologies University VT is not a participant in Federal or State financial aid programs.

Payment
Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a financial aid plan for those who qualify. All financial arrangements must be made before the beginning of classes. Full tuition or the first payment of a payment plan must be received no later than one week prior to the start of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. The school reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

Tuition Payment Methods
Radiological Technologies University accepts payment for tuition, course materials, equipment and other fees through cash payment, all major credit/debit cards, cashier’s check, personal check, or company check. Upon availability, Radiological Technologies University will also assist students in applying for student financial assistance in order to defray the cost of their education. At the school's discretion, a payment plan may be arranged for those who qualify. All outstanding student account balances are billed directly to the student upon graduation or termination. Failure to satisfy delinquent accounts within a reasonable time period will result in the account being submitted to a collection agency for processing and the student will not be allowed to graduate.

Payment Plans: Students are able to qualify for payment plans directly with RTU when the student is unable to qualify for student loans, or they qualify for student loans at an interest rate above 7%. Monthly payment amounts for payment plans are expected to be manageable for the student and allow for the shortest duration of payments to satisfy the financial obligation of their program. The minimum monthly payment amount is set at $500, but some students may qualify for a lower monthly payment due to financial hardship.

Radiological Technologies University Refund Policy
The University shall pay a refund to the student in the amount calculated under the refund policy specified in this section. The University must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies:

1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
   A. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
B. The student does not meet the postsecondary proprietary educational institution’s minimum admission requirements.

C. The student’s enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

D. If the student has not visited the postsecondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the instructional obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the instructional obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the instructional obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Return of Title IV (R2T4) Policy

The law specifies how Radiological Technologies University must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (semester), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. Title IV program excess funds must be returned within 45 days.
Earned and Unearned Assistance

The amount of assistance you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, RTU must get your permission before disbursing them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. RTU may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). RTU needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow RTU to keep the funds to reduce your debt at RTU.

There are some Title IV funds you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, RTU must return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

RTU must return this amount even if it didn’t keep this amount of your Title IV program funds. If RTU is not required to return all of the excess funds, you must return the remaining amount.

The Order of Returning Title IV funds:

1. Unsubsidized Direct Loan
2. Subsidized Direct Staff Loan
3. Perkins Loan
4. Direct Grad PLUS Loan
5. Direct Parent PLUS Loan
6. Pell Grant
9. FSEOG
10. TEACH Grant
11. Iraq & Afghanistan Service Grant

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Overpayment

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were
scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with RTU or the Department of Education to return the unearned grant funds.

Return of Title IV Policy and RTU Refund Policy
When you withdraw, the requirements for Title IV program funds are separate from any refund policy that RTU may have. Therefore, you may still owe funds to RTU to cover unpaid institutional charges. You may also be responsible for charges that initially had been paid by Title IV funds, where those funds were required to be returned to Title IV. If you do not already know RTU’s refund policy, you should request a copy from the Director of Administrative Services or refer to the Academic Catalog. RTU can also provide you with the requirements and procedures for officially withdrawing from school.

Questions
If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Federal VA Refund Policy:
Title 38 US Code CFR 21.4255 Refund Policy; Non-Accredited Courses for IHL/NCD

A refund of the unused portion of the tuition, fees and other charges will be made to the veteran or eligible person who fails to enter or fails to complete the course as required by Veteran Administration regulation. The refund will be within 10% (percent) of an exact pro rata refund. No more than $10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter and complete the course.

The code states that the exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

This policy will change upon accreditation of the school by an accrediting body recognized by the U.S Department of Education. The State Approving Agency will be notified accordingly.

STUDENT SERVICES

Faculty and staff work along with the individual student (as much as possible) to aid in making the duration of the program comfortable. All resources that are available to us are utilized to the fullest to assist the student in attaining his/her career goal.

Student services are available to all students, regardless of whether they reside locally. Student services are very important to the success of students, so RTU leadership ensures appropriate budgetary resources are available.

Advising
Academic: Students are encouraged to seek academic counsel from the faculty members, and Administrator - not only during registration periods but also during the academic year when problems and questions arise.
Admissions: Prospective students of the college are interviewed by Admissions Representatives to make sure their career objectives can be served by the college’s academic resources. Those persons whose objectives cannot be served by the programs of the college are advised to seek other educational institutions that offer programs more aligned to their fields of interest.

Employment: RTU graduate placement support begins the first semester the student enters the program. Students are informed of opportunities in the industry during boot camp weeks and encouraged to be active with early networking. RTU meets with every student during boot camp weeks and discusses employment opportunities and placement opportunities. Students have access to faculty to assist with résumé writing, résumé reviews, rehearsing interviews, and coaching. RTU faculty are actively engaged with students and connecting them with opportunities through professional associations and relationships. RTU is evaluating other mechanisms to increase the student’s exposure to employers. Graduate employment is very important to RTU. RTU does not guarantee employment after graduation.

Financial Assistance: Students may seek information from Administrative Services to manage financial arrangements.

Personal: Students and potential students are welcome and encouraged to seek assistance from any member of the staff or faculty regarding professional, personal, financial, and/or admissions advice when issues arise that have a negative effect on their ability to do their best work at Radiological Technologies University. When appropriate, students are referred to outside agencies or professionals for support or assistance. Through our online program students are given access to counseling services through www.wellconnectbyrsr.com. This website provides information, tools and support to address barriers to their success. Comprehensive student services are based on an individualized service. Students have access 24/7 to telephone counseling for students in crisis, assessment and students.

Orientation
A new student will receive online orientation including computer hardware and software requirements, resources available for successful completion of program requirements, as well as policies and procedures prior to the start of a program. Completion of administrative matters are also taken care of at this time. Each student will receive a written course outline no later than the first day of class.

Student Email
Students are given an RTU email with the @rtuv.edu domain. Email is provided by Microsoft®Outlook365. Student email accounts expire no later than 90 days after graduation. Upon the expiration of the student email account, no data is saved. Students who wish to save correspondence should do so prior to the expiration date.

It resources are provided for University-related purposes including support for instruction, research, administrative functions, and student use for the purpose of facilitating the successful completion of coursework. Use of the resources should be limited to these purposes, including incidental personal use.

Users are responsible for being aware of any University policies or regulations that govern the use of IT resources. Refer to RTU’s Appropriate Use Policy for IT Resources. Users must comply with all
federal and state laws and University policies. Incidental personal use must not interfere with the intended use of the IT resources or include any illegal activity.

**Books and Supplies**

Course material and resources will be provided to the students online. Required textbooks are to be obtained by the student. RTU does not have a bookstore where books and supplies may be purchased. RTU provides a textbook listing by program which provides textbook information including ISBN-13 and price. The textbook listing is available on the public website at [www.rtuvt.edu](http://www.rtuvt.edu), through the course management system, and by request to the Director of Administrative Services.

**Hours of Operation**

Administrative Offices

Monday – Friday 9:00 am – 5:00pm EST

**Contact Information**

100 E. Wayne Street, Suite 140
South Bend, IN 46601
Phone: 574.232.2408
Toll Free 877.411.7238
Fax: 574.232.2200

**Student Resource Services**

All students also have access to the Student Resource Services (SRS) website (www.wellconnectbysrs.com) for information, tools, and support to address barriers to their success. Comprehensive student services are based on an individualized service plan and include:

- Unlimited 24-7 telephone counseling response to any covered students in crisis, assessment and students needing additional support or identifying new needs/requests;
- Telephone counseling/life coaching (1-5 telephone counseling hours) from a licensed mental health professional;
- Individualized resource searches for all covered students, focused on issues that impede student success, including special adjustment needs by specific populations such as returning veterans;
- Telephone consultations for all covered students with an attorney or financial expert;
- Follow-up and outreach with the student until all issues are resolved sufficiently that the student can be successful in personal and school goals;
- Staff/faculty formal referral of students with intensive needs;
- Faculty consultation on any student concerns that would impede that student from being successful.

**PROGRAM DESCRIPTIONS**

Course numbering system descriptions

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP</td>
<td>Medical Physics</td>
</tr>
<tr>
<td>MHP</td>
<td>Medical Health Physics</td>
</tr>
<tr>
<td>HP</td>
<td>Health Physics</td>
</tr>
<tr>
<td>MD</td>
<td>Medical Dosimetry</td>
</tr>
<tr>
<td>RTT</td>
<td>Radiation Therapy</td>
</tr>
<tr>
<td>BIOL</td>
<td>Biology courses</td>
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<tr>
<td>PHY</td>
<td>Physics courses</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics</td>
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</tbody>
</table>
GRADUATE LEVEL PROGRAMS

Master of Science in Medical Physics
The Medical Physicist’s role is multi-faceted. The Medical Physicist works closely with Radiation Oncologists, Radiologists, Medical Dosimetrists, Radiation Therapists, X-ray Technicians, Nurses, and Regulators. The Medical Physicist works with radiation delivery devices, imaging devices, and the software associated with both of these units. Medical Physicists ensure that all radiation equipment is safe for patient use. The main objectives of this program are to provide education and clinical training for graduate students and to prepare them for careers in areas of diagnostic imaging, nuclear medicine, radiation therapy, and health physics.

Student Learning Outcomes
✓ Broad, fundamental technical knowledge of medical physics
✓ Broad, fundamental technical knowledge of radiation safety
✓ Written and verbal communication on medical physics issues
✓ Professional judgement and capacity to think critically in a clinical setting
✓ Practical experience in problem solving and emergencies in the radiological disciplines
✓ Ability to work independently or in a group

These student learning outcomes directly align with the program goals/objectives:
✓ Students will demonstrate clinical skills needed to serve as an entry level medical physicist or resident
✓ Students will demonstrate critical thinking and problem solving skills
✓ Students will demonstrate understanding of foundational knowledge for certification of medical physics if so desired to pursue
✓ The program will meet the needs of its students to prepare the students for furthering education, teaching opportunities, research in the field, and serving clinically.

Evening courses, weekend courses, and remote learning processes will be offered to allow the working professionals the opportunity to succeed in furthering their professional development.

Application Requirements:
✓ Letters of reference
✓ Official transcripts from all higher education institutions
✓ Personal statement letter
✓ Copies of GRE if applicable to program
✓ Copies of TOEFL or IELTS scores, if applicable
✓ On line application and fee of $35.00

Program Admission Requirements
✓ Bachelor of Science Degree or equivalent
✓ A GPA of 2.5 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.
✓ If applicant’s first language, or language of instruction, is not English, English proficiency examination scores are required. Test of English as a Foreign Language (TOEFL) minimum scores are 550 (paper-based) or 213 (computer-based) or 79 (internet-based). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score required is 53.

✓ Interview with RTU representative
✓ Personal statement
✓ Letters of References

Admission requirements will be used to evaluate the acceptance of an applicant into the program.

Program Prerequisites
✓ Calculus – 2 semesters
✓ General Physics I (calculus based)
✓ General Physics II (calculus based)

Program Recommendations
✓ Completion of the GRE
✓ Modern Physics – 1 semester
✓ Two additional upper level physics courses: Quantum Mechanics and one other such as Electricity and Magnetism, Nuclear Physics, or Thermodynamics

Program recommendations are not a requirement for admissions but must be taken prior to, or concurrently with graduate program courses.

Program Graduation Requirements
✓ Earn a cumulative program GPA of 3.0 or above on a 4.0 scale
✓ Earn a minimum of 45 program credits including earning credit for all courses listed as core courses
✓ Meet all published paperwork and competency requirements for the clinical internship, yielding a grade of “Pass”

Upon completion, the following credential will be awarded: Master of Science in Medical Physics.

Program Details
Credit hours: 45
Duration: Two years
Tuition: $50,000 (25,000 per year)
$1,111.11 per credit graduate level and program courses

Curriculum
Core Courses (39 credits required)

MP501 Radiation Dosimetry (4 credits)
MP502 Radiation Biology (3 credits)
MP503 Physics of Diagnostic Radiology (3 credits)
MP504 Physics of Nuclear Medicine (3 credits)
MP505 Physics of Radiation Oncology I (3 credits)
MP506 Physics of Radiation Oncology II (3 credits)
MP508 Radiological Instrumentation (2 credits)
MP603 Advanced Diagnostic Radiology (2 credits)
**Sample Plan of Study (4 semesters)**
Students may enroll in a maximum of 12 credits per semester. 9 credits are recommended.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiation Dosimetry</td>
<td>Radiological Instrumentation</td>
</tr>
<tr>
<td>Human Anatomy &amp; Physiology</td>
<td>Nuclear Medicine</td>
</tr>
<tr>
<td>Medical and Professional Ethics</td>
<td>Radiation Oncology I</td>
</tr>
<tr>
<td>Radiation Biology</td>
<td>Seminars</td>
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<td>Diagnostic Radiology</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Semester 4</th>
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<tbody>
<tr>
<td>Radiation Oncology II</td>
<td>Master’s Project</td>
</tr>
<tr>
<td>Advanced Diagnostic Radiology</td>
<td>Brachytherapy</td>
</tr>
<tr>
<td>Health Physics/Radiation Safety</td>
<td>Clinical Internship</td>
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<tr>
<td>Nuclear Oncology</td>
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<td></td>
<td></td>
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<tr>
<td>11cr</td>
<td>10cr</td>
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</tbody>
</table>

**Sample Plan of Study (5 semesters)**
Students may enroll in a maximum of 12 credits per semester. 9 credits are recommended.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiation Dosimetry</td>
<td>Nuclear Medicine</td>
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<tr>
<td>Human Anatomy &amp; Physiology</td>
<td>Radiation Oncology I</td>
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<tr>
<td>Medical &amp; Professional Ethics</td>
<td>Radiation Biology</td>
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<td>9cr</td>
<td>9cr</td>
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</table>
### Master of Medical Dosimetry

Radiation oncology is a health care discipline that uses ionizing radiation for the treatment of cancer and allied diseases. Radiation therapy, one of the three major modalities used in cancer management, is part of the treatment regimen for more than half of all cancer patients.

The Medical Dosimetrist is considered the leader of many Radiation Therapy Departments. The Medical Dosimetrist is actively engaged in patient imaging, simulation, and treatment planning. The Medical Dosimetrist works very closely with Physicians and Radiation Therapists. The plan that is generated will set the course of how the radiation is delivered. This plan could be the single most important component of a cancer patient’s radiation therapy course.

**Mission Statement**

The Master of Medical Dosimetry program is designed to prepare confident, patient focused, and clinically proficient entry-level or advanced medical dosimetrists that can offer support to the radiation therapy team and make a positive contribution to the healthcare field.

**Goal:** Students will be clinically proficient.

*Student Learning Outcomes:*
- ✓ Students will develop treatment plans that provide adequate target coverage while sparing normal and critical tissues.
- ✓ Students will demonstrate the ability to assist underclassmen in plan development and evaluation.
- ✓ Students will take an active role in their clinical rotations.

**Goal:** Students will demonstrate professional planning practices.

*Student Learning Outcomes:*
- ✓ Students will demonstrate knowledge of common toxicities by body site.
- ✓ Students will demonstrate a clear understanding of the effects of radiation on the human body.
- ✓ Students will evaluate plan parameters to ensure optimal patient care.

### Semester 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Radiation Oncology II</td>
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<tr>
<td>Radiological Instrumentation</td>
<td>2cr</td>
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<tr>
<td>Seminars</td>
<td>1cr</td>
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<tr>
<td>Brachytherapy</td>
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<td><strong>Total</strong></td>
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### Semester 4

<table>
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<tbody>
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<td>Health Physics/Radiation Safety</td>
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<tr>
<td>Nuclear Oncology</td>
<td>3cr</td>
</tr>
<tr>
<td>Diagnostic Radiology</td>
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<td><strong>Total</strong></td>
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</table>

### Semester 5

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Advanced Diagnostic Radiology</td>
<td>2cr</td>
</tr>
<tr>
<td>Master's Project</td>
<td>3cr</td>
</tr>
<tr>
<td>Clinical Internship</td>
<td>4cr</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9cr</td>
</tr>
</tbody>
</table>
Goal: Students will develop effective communication and leadership skills.

*Student Learning Outcomes:*
✓ Students will demonstrate proficiency in oral communications through oral examinations and presentations.
✓ Students will demonstrate proficiency in written communications through essays and research papers.
✓ Students will demonstrate an understanding of radiation oncology department management.

Goal: Students will demonstrate an understanding of the roles of the Radiation Therapist, Medical Dosimetrist, and Medical Physicist

*Student Learning Outcome:*
✓ Students will gain experience and knowledge through clinical interaction and discussions.

Goal: Students will be team oriented and exemplify professionalism.

*Student Learning Outcomes:*
✓ Students will demonstrate the ability to work and communicate in a group setting.
✓ Students will model professional and courteous behavior with faculty, staff, and peers.

Goal: Students will exercise critical thinking and problem solving skills.

*Student Learning Outcomes:*
✓ Students will discuss and evaluate complex case studies related to the field.
✓ Student will practice quality assurance by detecting and correcting plan errors.
✓ Students will demonstrate knowledge of multiple treatment planning calculation algorithms and demonstrate proper application.

**Program Requirements**
✓ Program Application Requirements
✓ Letters of references
✓ Official transcripts from all higher education institutions
✓ Personal statement letter
✓ Copies of TOEFL or IELTS scores, if applicable
✓ On line application and $35.00 application fee

**Program Admission Requirements**
✓ Bachelor of Science Degree or equivalent
✓ A GPA of 2.0 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.
✓ If applicant’s first language, or language of instruction, is not English, English proficiency examination scores are required. Test of English as a Foreign Language (TOEFL) minimum scores are 550 (paper-based) or 213 (computer-based) or 79 (internet-based). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score required is 53.
✓ Interview with RTU representative
✓ Personal statement
✓ Letters of References
✓ Applicants who are not current certified medical dosimetrists (CMDs) must have their clinical internship site identified in order to be admitted into the Medical Dosimetry program. The site must confirm an anticipated internship start date within the student’s second semester. One of the following criteria must be met to consider a clinical site identified:
  o The clinical site is one of RTU’s JRCERT recognized clinical sites
o The student provides written intent to participate by providing the Intent to Participate Form.

o Demonstrates a commitment from the clinical site by submitting the following clinical site recognition paperwork: JRCERT Form 104MD or the Training Affiliation Agreement.

Program Recommendations
✓ Human Anatomy and Physiology

Program recommendations are not a requirement for admissions but must be taken prior to program completion.

Program Graduation Requirements
✓ Earn a cumulative program GPA of 3.0 or above on a 4.0 scale
✓ Earn a minimum of 45 program credits including earning credit for all courses listed as core courses
✓ Meet all published paperwork and competency requirements for the clinical internship, yielding a grade of “Pass”

Upon completion, the following credential will be awarded: Master of Science in Medical Dosimetry

Clinical Obligations (non-CMD)
Some Clinics may require different student clinical obligations such as drug screening, immunization records, and background checks, these items are performed at the students expense. Clinics that prefer to do their own testing and verification may do so directly with the student. RTU may be asked to perform these services and provide the results to the clinic upon their request.

Due to availability of clinical sites and student schedules, travel may be necessary in order to secure an appropriate clinical site. RTU resolves to make every effort to place student in a location that is within a reasonable distance from their place of residence.

Students may propose a clinical site closer to their place of residence that is currently available. In this instance, the University prefers to receive notice 5-6 months in advance for the purpose of communicating with the clinical site and securing paperwork. Students typically start their clinical internship hours during the second semester of their program. Students are expected to serve as a liaison between the University and the clinical setting.

Should a proposed site prove unsuitable, the student may propose another site or choose from sites currently available.

Evening/weekend clinical assignments are not required or encouraged. If measures must be taken in order to ensure adequate clinical time, proposals will be considered and must be agreeable to the student, University and clinical site.

Program Details: Non-Certified Medical Dosimetrists (non-CMD)
Credit hours: 45
Program duration: Two years
Tuition: $35,000 (17,500 year)
$777.78 per credit graduate level/program courses
Curriculum

Core Courses (39 credits required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD502</td>
<td>Radiation Biology</td>
<td>3 credits</td>
</tr>
<tr>
<td>MD505</td>
<td>Radiation Oncology I</td>
<td>3 credits</td>
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<td>MD506</td>
<td>Radiation Oncology II</td>
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<tr>
<td>MP520</td>
<td>Computer Systems in Medicine</td>
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<td>MHP510</td>
<td>Health Physics and Radiation Safety</td>
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<td>MHP607</td>
<td>Radiation Oncology Department Management</td>
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<td>MHP609</td>
<td>Radiation Oncology Financials</td>
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<td>MP590</td>
<td>Medical and Professional Ethics</td>
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<td>MATH501</td>
<td>Mathematical Methods</td>
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<td>MP599</td>
<td>SeminarsA</td>
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<td>MD588</td>
<td>Clinical Treatment Planning I</td>
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<tr>
<td>MD688</td>
<td>Clinical Treatment Planning III</td>
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<td>MD690</td>
<td>Clinical Treatment Planning IV</td>
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<tr>
<td>MD695</td>
<td>Capstone</td>
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<tr>
<td>MD699</td>
<td>Clinical Internship</td>
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A Required to complete two 1-credit Seminars courses

Elective Courses (6 credits required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MD501</td>
<td>Radiation Dosimetry</td>
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<tr>
<td>MD611</td>
<td>Brachytherapy</td>
<td>3 credits</td>
</tr>
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<td>MD503</td>
<td>Diagnostic Radiology</td>
<td>3 credits</td>
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<tr>
<td>MD504</td>
<td>Nuclear Medicine</td>
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<td>MD613</td>
<td>Nuclear Oncology</td>
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<tr>
<td>MD615</td>
<td>Proton Therapy</td>
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<tr>
<td>MD630</td>
<td>Contouring, Imaging, and Special ProceduresB</td>
<td>2 credits</td>
</tr>
<tr>
<td>MD633</td>
<td>Informatics in Radiation OncologyB</td>
<td>2 credits</td>
</tr>
<tr>
<td>MD635</td>
<td>Clinical Safety and Quality AssuranceB</td>
<td>2 credits</td>
</tr>
</tbody>
</table>

B This course is required for the Practitioner Concentration. Upon completion of the first two semesters, students are eligible to take this course upon receiving satisfactory evaluation of both academic and professional performance.

Sample Plan of Study

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Treatment Planning I 2cr</td>
<td>Clinical Treatment Planning II 2cr</td>
</tr>
<tr>
<td>Radiation Oncology I 3cr</td>
<td>Radiation Oncology II 3cr</td>
</tr>
<tr>
<td>Seminars 1cr</td>
<td>Mathematical Methods 3cr</td>
</tr>
<tr>
<td>Radiation Biology 3cr</td>
<td>Health Physics/Radiation Safety 3cr</td>
</tr>
<tr>
<td>Medical &amp; Professional Ethics 1cr</td>
<td>Work on clinical internship 11cr</td>
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<tr>
<td></td>
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<tr>
<td>10cr</td>
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</tbody>
</table>
### Program Details: Current Certified Medical Dosimetrists (CMD)

Credit hours: 45  
Program duration: Two years  
Tuition: $35,000 (17,500 year)  
$777.78 per credit graduate level/program courses

### Curriculum

**Core Courses (39 credits required)**

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<tr>
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<td>Health Physics and Radiation Safety</td>
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<td>MHP607</td>
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<tr>
<td>MD611</td>
<td>Brachytherapy</td>
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<tr>
<td>MP599</td>
<td>Seminars&lt;sup&gt;A&lt;/sup&gt;</td>
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<tr>
<td>MD588</td>
<td>Clinical Treatment Planning I</td>
<td>2</td>
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<tr>
<td>MD688</td>
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<sup>A</sup>Required to complete two 1-credit Seminars courses

**Elective Courses (6 credits required)**

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<th>Course Name</th>
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<td>Nuclear Oncology</td>
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<td>MD615</td>
<td>Proton Therapy</td>
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<td>MD630</td>
<td>Contouring, Imaging, and Special Procedures&lt;sup&gt;A&lt;/sup&gt;</td>
<td>2</td>
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<tr>
<td>MD633</td>
<td>Informatics in Radiation Oncology&lt;sup&gt;B&lt;/sup&gt;</td>
<td>2</td>
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<tr>
<td>MD635</td>
<td>Clinical Safety and Quality Assurance&lt;sup&gt;B&lt;/sup&gt;</td>
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<td>MD610</td>
<td>Education and Practicum I&lt;sup&gt;C&lt;/sup&gt;</td>
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<td>MD612</td>
<td>Education and Practicum III&lt;sup&gt;C&lt;/sup&gt;</td>
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<tr>
<td>MD613</td>
<td>Education and Practicum IV&lt;sup&gt;C&lt;/sup&gt;</td>
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</table>
B This course is required for the Practitioner Concentration. Upon completion of the first two semesters, students are eligible to take this course upon receiving satisfactory evaluation of both academic and professional performance.

C Certified Medical Dosimetrists may take this course in lieu of the four Clinical Treatment Planning Courses (MD588, MD590, MD688, MD690)

Sample Plan of Study

<table>
<thead>
<tr>
<th>Semester 1</th>
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<td>Clinical Treatment Planning I 2cr</td>
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<tr>
<td>Seminars 1cr</td>
<td>Mathematical Methods 3cr</td>
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<tr>
<td>Radiation Biology 3cr</td>
<td>Health Physics/Radiation Safety 3cr</td>
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<tr>
<td>Medical &amp; Professional Ethics 1cr</td>
<td>Nuclear Oncology 3cr</td>
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<td>Clinical Treatment Planning III 2cr</td>
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<tr>
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<td>Brachytherapy 3cr</td>
</tr>
<tr>
<td>Seminars 1cr</td>
<td>Radiation Oncology Financials 2cr</td>
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<tr>
<td>Computer Systems in Medicine 2cr</td>
<td>Capstone 4cr</td>
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<tr>
<td>Nuclear Medicine 3cr</td>
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The Joint Review Committee on Education in Radiologic Technology (JRCERT)
Radiological Technologies University’s BS Medical Dosimetry and MS Medical Dosimetry programs are accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). All students are encouraged to review the JRCERT Standards for an accredited educational program in Medical Dosimetry located at www.jrcert.org/programs-faculty/jrcert-standards/.

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
www.jrcert.org
mail@jrcert.org

Master of Science in Medical Health Physics
The Medical Physicist is responsible for radiation dose calculations and the administration of radiation dose to patients through their work with linear accelerators, sealed radiation sources, and computers.

The Medical Health Physicist is responsible for radiation safety aspects necessary to ensure the safe use of ionizing and non-ionizing radiation sources. Examples of Radioactive sources professionals may be handling or exposed to include radiation units and sources in radiation therapy, X-ray machines in diagnostic radiology, sealed and unsealed radioactive sources used in nuclear medicine and biomedical research, and lasers used in surgery and other areas of the hospital.
The Medical Health Physics program is designed to help students develop skills, competencies, and aptitude to enter or enhance a career in Medical Health Physics.

**Student Learning Outcomes**
- ✓ Broad, fundamental technical knowledge of radiation medicine (radiology, nuclear medicine, radiation oncology)
- ✓ Broad, fundamental technical knowledge of radiation safety
- ✓ Written and verbal communication on medical health physics issues
- ✓ Professional judgement and capacity to think critically in a clinical setting or emergency
- ✓ Practical experience in problem solving and emergencies in the radiological disciplines
- ✓ Ability to work independently or in a group

These student learning outcomes directly align with the program goals/objectives:
- ✓ Students will demonstrate clinical skills needed to serve as an entry level medical health physicist or radiation safety officer
- ✓ Students will demonstrate critical thinking and problem solving skills
- ✓ Students will demonstrate understanding of foundational knowledge for certification of medical health physics if so desired to pursue
- ✓ The program will meet the needs of its students to prepare the students for furthering education, teaching opportunities, research in the field, and serving clinically.

**Program Requirements**
- ✓ Program Application Requirements
- ✓ Letters of references
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS scores, if applicable
- ✓ Online application and $35.00 application fee

**Program Admission Requirements**
- ✓ Bachelor of Science Degree or equivalent
- ✓ A GPA of 2.5 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.
- ✓ If applicant’s first language, or language of instruction, is not English, English proficiency examination scores are required. Test of English as a Foreign Language (TOEFL) minimum scores are 550 (paper-based) or 213 (computer-based) or 79 (internet-based). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score required is 53.
- ✓ Interview with RTU representative
- ✓ Personal statement
- ✓ Letters of References

**Program Recommendations**
- ✓ Statistics
- ✓ Human Anatomy and Physiology
- ✓ Calculus two semesters
- ✓ Completion of GRE
Program recommendations are not a requirement for admissions but must be taken prior to program completion.

**Program Graduation Requirements**

- ✓ Earn a cumulative program GPA of 3.0 or above on a 4.0 scale
- ✓ Earn a minimum of 45 program credits including earning credit for all courses listed as core courses
- ✓ Meet all published paperwork and competency requirements for the clinical internship, yielding a grade of “Pass”

Upon completion, the following credential will be awarded: Master of Science in Medical Health Physics.

**Clinical Obligations**

Some Clinics may require different student clinical obligations such as drug screening, immunization records, and background checks, these items are performed at the students expense. Clinics that prefer to do their own testing and verification may do so directly with the student. RTU may be asked to perform these services and provide the results to the clinic upon their request.

Due to availability of clinical sites and student schedules, travel may be necessary in order to secure an appropriate clinical site. RTU resolves to make every effort to place student in a location that is within a reasonable distance from their place of residence.

Students may propose a clinical site closer to their place of residence that is currently available. In this instance, the University prefers to receive notice 5-6 months in advance for the purpose of communicating with the clinical site and securing paperwork. Students typically start their clinical internship hours during the second semester of their program. Students are expected to serve as a liaison between the University and the clinical setting.

Should a proposed site prove unsuitable, the student may propose another site or choose from sites currently available.

Evening/weekend clinical assignments are not required or encouraged. If measures must be taken in order to ensure adequate clinical time, proposals will be considered and must be agreeable to the student, University and clinical site.

**Program Details**

Credit hours: 45
Duration: 24 months
Tuition: $50,000 ($25,000 per year)
$1,111.11 a credit hour for graduate level/program courses

**Curriculum**

*Core Courses (39 credits required)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MP501</td>
<td>Radiation Dosimetry</td>
<td>(4 credits)</td>
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<tr>
<td>MP502</td>
<td>Radiation Biology</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>MP503</td>
<td>Physics Diagnostic Radiology</td>
<td>(3 credits)</td>
</tr>
<tr>
<td>MP504</td>
<td>Physics Nuclear Medicine</td>
<td>(3 credits)</td>
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<tr>
<td>MP505</td>
<td>Physics Radiation Oncology I</td>
<td>(3 credits)</td>
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</tbody>
</table>
MP508 Radiological Instrumentation (2 credits)
MHP510 Health Physics and Radiation Safety (3 credits)
MHP602 Reactor Health Physics (3 credits)
MHP603 Non-Ionizing Radiation Safety (2 credits)
MHP605 Regulations and Licensing (2 credits)
MP590 Medical and Professional Ethics (1 credit)
MHP606 Environmental Health Physics (2 credits)
MP599 Seminars* (4 credits)
MP699 Clinical Internship (4 credits)

*Required to complete four 1-credit Seminars courses

**Elective Courses (6 credits required)**
MP611 Physics of Brachytherapy (3 credits)
MP613 Physics of Nuclear Oncology (3 credits)
MP615 Physics of Proton Therapy (2 credits)
MD689 Medical Dosimetry Lab (1 credit)
MP602 Advanced Radiation Biology (2 credits)
MHP601 Shielding Design (2 credits)
MP520 Computer Systems in Medicine (2 credits)
MATH501 Mathematical Methods (3 credits)
MATH502 Advanced Mathematical Methods (2 credits)

**Sample Plan of Study**

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>Seminar</td>
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<tr>
<td>Diagnostic Radiology 3cr</td>
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<tr>
<th>Semester 3</th>
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<tbody>
<tr>
<td>Seminar</td>
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<tr>
<td>Mathematical Methods 3cr</td>
<td>Regulations and Licensing 2cr</td>
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<tr>
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**Master of Science in Health Physics**

The Health Physicist is responsible for the radiation safety aspects of industrial, nuclear, or regulatory agencies. The occupation relates to safe use of ionizing and non-ionizing radiation and keeping the
levels of these radiations as low as reasonably achievable. The professionals working in this field can have careers spanning from health physicists in environmental protection agencies, to regulators for hazardous waste handling, to radiation safety officers in nuclear reactors. The Health Physics program is designed to help students develop skills, competencies, and aptitude to enter or enhance a career in Health Physics.

Student Learning Outcomes

✓ Broad, fundamental technical knowledge of health physics (health, environmental, nuclear)
✓ Broad, fundamental technical knowledge of radiation safety
✓ Broad, fundamental knowledge on the NRC guidelines and regulations
✓ Broad, fundamental knowledge of hazardous waste handling
✓ Broad, fundamental knowledge of advanced instrumentation
✓ Written and verbal communication skills on health physics issues
✓ Professional judgement and capacity to think critically in a clinical setting or emergency
✓ Practical experience in problem solving and emergencies in the radiological and nuclear disciplines
✓ Ability to work independently or in a group

These student learning outcomes directly align with the program goals/objectives:

✓ Students will demonstrate clinical skills needed to serve as an entry level medical physicist or resident
✓ Students will demonstrate critical thinking and problem solving skills
✓ Students will demonstrate understanding of foundational knowledge for certification of medical physics if so desired to pursue
✓ The program will meet the needs of its students to prepare the students for furthering education, teaching opportunities, research in the field, and serving clinically.

Evening courses, weekend courses, and remote learning processes will be offered to allow the working professionals the opportunity to succeed in furthering their professional development.

Application Requirements:

✓ Letters of reference
✓ Official transcripts from all higher education institutions
✓ Personal statement letter
✓ Copies of GRE if applicable to program
✓ Copies of TOEFL or IELTS scores, if applicable
✓ Online application and fee of $35.00

Program Admission Requirements

✓ Bachelor of Science Degree or equivalent
✓ A GPA of 2.5 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.
✓ If applicant’s first language, or language of instruction, is not English, English proficiency examination scores are required. Test of English as a Foreign Language (TOEFL) minimum scores are 550 (paper-based) or 213 (computer-based) or 79 (internet-based). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score required is 53.
✓ Interview with RTU representative
✓ Personal statement
✓ Letters of References

Admission requirements will be used to evaluate the acceptance of an applicant into the program.

Program Recommendations
✓ Statistics (upper level)
✓ Completion of the GRE
✓ Calculus I

Program recommendations are not a requirement for admissions but must be taken prior to program completion.

Program Graduation Requirements
✓ Earn a cumulative program GPA of 3.0 or above on a 4.0 scale
✓ Earn a minimum of 45 program credits including earning credit for all courses listed as core courses
✓ Meet all published paperwork and competency requirements for the clinical internship, yielding a grade of “Pass”

Upon completion, the following credential will be awarded: Master of Science in Health Physics.

Program Details
Credit hours: 45
Duration: Two years
Tuition: $50,000 (25,000 per year)
        $1,111.11 per credit graduate level and program courses

Curriculum
Core Courses (39 credits required)
HP501  Advanced Radiation Dosimetry (2 credits)
MP502  Radiation Biology (3 credits)
HP509  Advanced Radiological Instrumentation (3 credits)
MHP510 Health Physics/Radiation Safety (3 credits)
MHP602 Reactor Health Physics (3 credits)
MHP606 Environmental Health Physics (2 credits)
HP612 Advanced Environmental Health Physics (2 credits)
HP514 Radiation Emergencies (2 credits)
HP513 Hazardous Waste Handling (2 credits)
MHP605 Regulations and Licensing (2 credits)
MHP603 Non-Ionizing Radiation Safety (2 credits)
HP517 Accelerator Health Physics (1 credit)
HP518 Environmental Epidemiology (1 credit)
HP519 Public Law and Policy (1 credit)
MP599 SeminarsA (4 credits)
HP699 Internship (6 credits)

*Required to complete four 1-credit Seminar courses

Elective Courses (6 credits required)
MP503 Physics of Diagnostic Radiology (3 credits)
Sample Plan of Study

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>Radiation Biology</td>
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<td>Reactor Health Physics</td>
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<td>Health Physics/Radiation Safety</td>
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<td>Seminar</td>
<td>Internship</td>
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UNIVERSITY STRUCTURE

Board of Directors
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Assoc. Dean, School of Imaging Sciences
Acting Dean, School of Business & Informatics
Acting Assoc. Dean, School of Business & Informatics
Medical Physics Program Director
Medical Physics Imaging Program Director
Medical Dosimetry & Medical Imaging Program Director
Medical Director, Medical Dosimetry programs
Educational Coordinator, Medical Dosimetry programs
Educational Coordinator, Medical Dosimetry programs
Educational Coordinator (part-time), Medical Dosimetry programs
Educational Coordinator (part-time), Medical Dosimetry programs
Clinical Coordinator, Medical Dosimetry programs
Director of Administrative Services, Financial Aid
Director of Recruitment
Librarian
Administrative Assistant, Student Accounts
Administrative Assistant

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Jeremy Blauser, MS
Sandy Piehl, MS
Alayne Thorpe, Ph.D.
Brent Murphy, MS, MBA, DABR

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Meet Doshi, MS
Organizational Chart

Board of Directors

Program Advisory Committee and Boards

Breast D. Murphy, President and CEO

Student Council

Vice President of Academic Affairs & Academic Dean

Director of Administrative Services

Director of Recruitment

School of Physics and Radiological Sciences

School of Imaging Sciences

School of Business and Informatics

Administrative Staff

Financial Aid

Student Accounts

Program Directors

Program Directors

Program Directors

Faculty

Faculty

Faculty

Teacher’s Aids

Teacher’s Aids

Teacher’s Aids
RTU-VT COURSE CATALOG
PROGRAM DESCRIPTIONS

Course numbering system descriptions
MD Master of Medical Dosimetry core and elective courses
BIOL Biology courses
MATH Mathematics courses
MHP Medical Health Physics
HP Health Physics
MP Medical Physics
PHY Physics courses

100-299 Associate level
300-499 Bachelor level
500-699 Graduate level courses

Credit hour definition
One semester credit hour equals, at a minimum, 15 classroom hours of lecture and 30 hours of laboratory or 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: (hours of lecture/15) + (hours of lab/30) + (hours of practicum/45).

The University awards credit hours only, no clock hour to credit hour conversion is used.

*Dosimetry Program students who wish to be eligible to register for certification by the Medical Dosimetrist Certification Board (MDCB) must complete 720 internship hours as outlined by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Medical Dosimetry programs are accredited by JCERT.

GRADUATE LEVEL COURSES DESCRIPTIONS

Core and Elective Courses

MATH501
MATHEMATICAL METHODS
3 CREDITS
This course focuses on the fundamentals of statistical analysis for science. Emphasis is placed on statistic nomenclature, probability evaluation, hypothesis testing and evaluation, experimental design, regression models, and variable/data analysis.

MATH502
ADVANCED MATHEMATICAL METHODS
2 CREDITS
This course focuses advanced statistical analysis. Emphasis is placed on Multiple Data Comparisons, Clinical Regression Models, Time Series Analysis, Forecasting, Survival Analysis, Clinical Study Design, and Statistical Quality Control.
Prerequisite: Math 401
MP501/MD501
RADIATION DOSIMETRY
4 CREDITS
This course focuses on introducing radiation terminology used in radiation dosimetry. Fundamental
dose calculation theories are reviewed and an emphasis is placed on clinical and radiation safety
related dosimetry techniques.
Recommended: Calculus I and Calculus II

MP502/MD502
RADIATION BIOLOGY
3 CREDITS
This course focuses on introducing fundamental radiation biology concepts. Emphasis is placed on
radiation interactions, cell damage, cell survival curves, cell sensitivity and response, factors affecting
cell response, tissue kinetics, effects on the fetus, biological models, and radiobiological risk
assessment.

MP503 / MD503
DIAGNOSTIC RADIOLOGY
3 CREDITS
This course focuses on introducing fundamental physics in the medical imaging profession.
Fundamental concepts are applied to the system design of each imaging component presented. A
special emphasis is placed on the implementation and application of each diagnostic imaging modality.

MP504 / MD504
NUCLEAR MEDICINE
3 CREDITS
This course focuses on introducing physical principles of radioisotopes and imaging systems used in
medicine and biology. Imaging systems are discussed at length with a focus on applying universal
imaging concepts such as contrast and resolution to the Anger camera, PET and SPECT scanners.
Radiochemical therapy and other radiopharmaceuticals are discussed. Health physics and quality
control issues pertinent to nuclear medicine physics are addressed.

MP505 / MD505
RADIATION ONCOLOGY I
3 CREDITS
This course focuses on applying the fundamental radiation oncology physics concepts to specialty
procedures. Emphasis is placed on: Advanced electron beam therapy, electron arc therapy, electron
IORT, stereotactic radiosurgery, IMRT, IGRT, IMET, Robotic therapy, Tomotherapy, physics
measurement for specialty procedures using different phantoms, and comprehensive quality assurance.

MP506 / MD506
RADIATION ONCOLOGY II
3 CREDITS
This course builds upon the fundamental ideas developed in Radiation Oncology I. A wide range of
specialized topics are covered. The intent is to familiarize the student with a broad swath of special
procedures encountered in radiation oncology, and to provide in-depth understanding of the most
common of these special procedures. The course also covers the process of machine acceptance and
commissioning, the use of this data by the operator of the treatment planning system, and how the
system then uses that data to calculate doses from therapy devices. Emphasis throughout this course is placed on quality control and quality assurance.
Prerequisite: Radiation Oncology I MP505 or MD505

MP508
RADIOLOGICAL INSTRUMENTATION
2 CREDITS
This course focuses on introducing fundamental radiation measuring devices and instrumentation. Emphasis is placed on clinical use of the instrumentation in the Radiological Fields.

MP520
COMPUTER SYSTEMS IN MEDICINE
2 CREDITS
In this course, students are presented with material that will ensure a standard level of computer ability. The student is acquainted with the basics of operation of modern computers and operating systems. They learn useful features of spreadsheet and database software (OpenOffice Calc and OpenOffice Base, analogous to Microsoft Excel and Microsoft Access) as well as the OpenOffice Math equation formatting package. The student is introduced to computer programming through FORTRAN, a high-level scientific computing language, and Python, used here as a scripting language. They are given an overview of two types of numerical programming package (matrix-directed and symbolic). The last lectures of the course are spent discussing an overview of the basics of computer networking and interfacing, the HL-7 hospital information interface standard, the DICOM image transport format and the PACS image storage and transfer architecture.

MP590
MEDICAL AND PROFESSIONAL ETHICS
1 CREDIT
This course focuses areas that require an understanding of medical ethics. Emphasis will be placed on Patient Data, Patient Records, Publications, Presentations, General Professional Conduct, Medical Malpractice, and Research.

MP599
SEMINARS
1 CREDIT
The seminars course is designed to provide informational seminars on new and emerging technologies, research, and relevant topics related to Medical Physics. The student will write a number of white papers on the subjects of these seminars.

MP602
ADVANCED RADIATION BIOLOGY
2 CREDITS
This course focuses on introducing advanced radiobiological concepts and practices. Emphasis is placed on tumor kinetics, radiation biology models, experimental set-up, and radiobiological treatment planning.
Prerequisite: Radiation Biology MP502 or MD502
MP603
ADVANCED DIAGNOSTIC RADIOLOGY
2 CREDITS
This course focuses on introducing advanced principles in the medical imaging sciences. Emphasis is placed on mathematical methods used for image creation and evaluation, ultrasound imaging, advanced CT imaging, and MRI imaging.
Prerequisite: Diagnostic Radiology MP503

MP611 / MD611
BRATHYTERAPY
3 CREDITS
This course focuses on introducing fundamental radiation physics and safety of Brachytherapy. Special emphasis is placed on both LDR and HDR Brachytherapy.

MP613 / MD613
NUCLEAR ONCOLOGY
3 CREDITS
This course introduces the new emerging field of Nuclear Oncology. Topics covered include: liver microsphere treatment imaging and treatment, I-131 thyroid ablation, and high dose I-131 thyroid ablation, Sr-89 treatment, and new experimental isotopes.

MP615 / MD615
PROTON THERAPY
2 CREDITS
This course gives the student a background in the fundamental science underlying proton and heavy ion therapy. The radiological physics of these particles is treated first to give the student background necessary for the remainder of the course. The remainder of the course emphasizes the unique challenges faced and opportunities made possible in the use of these types of treatments; these points are presented in contrast with standard x-ray and electron therapy.

MD588
CLINICAL TREATMENT PLANNING I
2 CREDITS
The ability to create a workable treatment plan is the fundamental responsibility of the medical dosimetrist, and is a skill that a medical physicist must keep well in practice. To give the student some experience in treatment plan creation, this course asks the student to create a series of deliverable treatment plans in the form of labs pertaining to each body site. The student will be competent in every aspect of the treatment plan, including common prescriptions and target volumes, dose constraints to critical structures, and plan evaluation.

Certified Medical Dosimetrists may take Education and Practicum I (MD610) in lieu of this course.

MD590
CLINICAL TREATMENT PLANNING II
2 CREDITS
This course focuses on applying the fundamentals of 2D-3D treatment planning concepts to include an anatomical and biological overview of multiple cancer types. An emphasis is placed on understanding basic site specific radiation treatment planning techniques and different cancer treatment options. Site specific cancer overview may include epidemiological statistics, anatomy, pathology, clinical...
presentation, routes of spread, diagnostic studies, staging, prognostic factors, and treatment toxicity. CT anatomy and multiple imaging modalities will accompany treatment planning lab exercises.

Prerequisite: Clinical Treatment Planning I (MD588)
Certified Medical Dosimetrists may take Education and Practicum II (MD611) in lieu of this course.

MD688
CLINICAL TREATMENT PLANNING III
2 CREDITS
This course focuses on applying the fundamentals of 3D and IMRT treatment planning concepts to include image guidance with an anatomical and biological overview of multiple cancer types. An emphasis is placed on understanding basic site specific radiation treatment planning techniques and different cancer treatment options. Site specific cancer overview may include epidemiological statistics, anatomy, pathology, clinical presentation, routes of spread, diagnostic studies, staging, prognostic factors, and treatment toxicity. Special procedures including Stereotactic Radiosurgery (STS), Stereotactic Body Radiation (SBRT) and Hyperthermia will be discussed in relation to planning and treatment delivery. Specialized radiation therapy equipment (Tomotherapy, Gamma Knife and CyberKnife) used to deliver special procedures will be evaluated and compared to traditional linear accelerator treatments. CT anatomy and multiple imaging modalities will accompany treatment planning lab exercises.

Prerequisite: Clinical Treatment Planning II (MD590)
Certified Medical Dosimetrists may take Education and Practicum III (MD612) in lieu of this course.

MD690
CLINICAL TREATMENT PLANNING IV
2 CREDITS
This course focuses on applying the fundamentals of IMRT, VMAT, and Brachytherapy treatment planning concepts to include an anatomical and biological overview of multiple cancer types. An emphasis is placed on understanding advanced radiation treatment planning techniques and comparison between static and volumetric intensity modulated treatment plans. Additional emphasis will be given to HDR/LDR brachytherapy treatment planning. Site specific cancer overview may include epidemiological statistics, anatomy, pathology, clinical presentation, routes of spread, diagnostic studies, staging, prognostic factors, and treatment toxicity. Special procedures including Proton Therapy, Heavy Charged Particle Therapy and Radioisotope Therapy will be discussed in relation to general theory, planning techniques and treatment delivery. CT anatomy and multiple imaging modalities will accompany treatment planning lab exercises.

Prerequisite: Clinical Treatment Planning III (MD688)
Certified Medical Dosimetrists may take Education and Practicum IV (MD613) in lieu of this course.

MD610
EDUCATION AND PRACTICUM I
2 CREDITS
Education and Practicum I is offered to those students who have passed the Certified Medical Dosimetrist (CMD) board exam given by the Medical Dosimetry Certification Board (MDCB). This class will offer alternative assignments dealing with current and experimental special radiation therapy procedures such as: Cyberknife, Tomotherapy, Particle Therapy, Stereotactic Radiosurgery, and Brachytherapy. This course will provide an introduction to clinical research. Students are expected to prepare clinical or research presentations. The student will present projects to faculty and peers during university meetings. Students are also encouraged to present their clinical research during local, regional, or national professional society meetings. In addition, students will gain experience in
dosimetry planning lab instruction and leadership development skills. These classes will progress in increasing complexity from I-IV.
Prerequisite: Anatomy I semester

MD611
EDUCATION AND PRACTICUM II
2 CREDITS
Education and Practicum II is offered to those students who have passed the Certified Medical Dosimetrist (CMD) board exam given by the Medical Dosimetry Certification Board (MDCB). This course follows in sequence the Education and Practicum I course and expands on leadership and lab instruction. This class will offer alternative assignments dealing with current and experimental special radiation therapy procedures such as: Cyberknife, Tomotherapy, Particle Therapy, Stereotactic Radiosurgery, and Brachytherapy. This course will provide an introduction to clinical research. Students are expected to prepare clinical or research presentations. The student will present projects to faculty and peers during university meetings. Students are also encouraged to present their clinical research during local, regional, and national professional society meetings. These classes will progress in increasing complexity from I-IV.
Prerequisite: Education and Practicum I (MD610)

MD612
EDUCATION AND PRACTICUM III
2 CREDITS
Education and Practicum III is offered to those students who have passed the Certified Medical Dosimetrist (CMD) board exam given by the Medical Dosimetry Certification Board (MDCB). This course follows in sequence the Education and Practicum II course and expands on clinical case studies and presentation skills. This class will offer alternative assignments dealing with current and experimental special radiation therapy procedures such as: Cyberknife, Tomotherapy, Particle therapy, Stereotactic Radiosurgery, and Brachytherapy. This course will provide an introduction to clinical research. Students are expected to prepare clinical or research presentations. The student will present projects to faculty and peers during university meetings. Students are also encouraged to present their clinical research during local, regional, and national professional society meetings. In addition, students will gain experience in dosimetry planning lab instruction and leadership skills. These classes will progress in increasing complexity from I-IV.
Prerequisite: Education and Practicum II (MD611)

MD613
EDUCATION AND PRACTICUM IV
2 CREDITS
Education and Practicum IV is offered to those students who have passed the Certified Medical Dosimetrist (CMD) board exam given by the Medical Dosimetry Certification Board (MDCB). This course follows in sequence the Education and Practicum III course and expands on clinical case study presentations and lab instruction. This class will offer alternative assignments dealing with current and experimental special radiation therapy procedures such as: Cyberknife, Tomotherapy, Particle Therapy, Stereotactic Radiosurgery, and Brachytherapy. This course will provide an introduction to clinical research. Students are expected to prepare clinical or research presentations. The student will present projects to faculty and peers during university meetings. Students are also encouraged to present their clinical research during local, regional, and national professional society meetings. Students will gain experience in dosimetry planning lab instruction and leadership skills. These classes will progress in increasing complexity from I-IV.
Prerequisite: Education and Practicum III (MD612)

MP699 / MD699
CLINICAL INTERNSHIP
4 CREDITS
The internship is designed to give the student laboratory/clinical instruction in specific areas of medical physics or dosimetry practice. The student keeps a daily journal of their progress on each of the course competencies, to include not only assigned calculations and discussions but also relevant notes and observations on clinical practice.

MHP510
HEALTH PHYSICS AND RADIATION SAFETY
3 CREDITS
This course focuses on introducing physical principles of radioisotopes and imaging systems used in medicine and biology. Imaging systems are discussed at length with a focus on applying universal imaging concepts such as contrast and resolution to the Anger camera, PET and SPECT scanners. Radiochemical therapy and other radiopharmaceuticals are discussed. Health physics and quality control issues pertinent to nuclear medicine physics are addressed.
Prerequisites: MP504 and MP505; must be taken after or concurrently with MP503

MHP601
SHEILDING DESIGN
2 CREDITS
This course focuses on technical aspects of Radiation Shielding fundamentals. Emphasis is placed on facility shielding for radiation devices to include: x-ray units, CT units, HDR Brachytherapy units, and therapy treatment units.

MHP602
REACTOR HEALTH PHYSICS
3 CREDITS
This course focuses on technical aspects of reactor health physics. Emphasis is placed on reactor operation, reactor waste, reactor processes, and establishment of the Health Physics Program.

MHP603
NON-IONIZING RADIATION SAFETY
2 CREDITS
This course focuses on introducing fundamental concepts and safety with non-ionizing radiation sources. Emphasis will be placed on sources of the non-ionizing radiation, interaction with humans and biological effects within the body. Pertinent studies will be discussed and Exposure limits by international bodies will be referred.

MHP605
REGULATIONS AND LICENSING
2 CREDITS
This course focuses on the regulatory agencies, the respective regulations, and licensing of radiation devices. Emphasis is placed on learning the working regulations of the NRC, EPA, DOT, and other respective guidelines.
MHP606
ENVIRONMENTAL HEALTH PHYSICS
2 CREDITS
This course focuses on technical aspects of environmental health physics. Emphasis is placed on radon evaluation, environmental monitoring and techniques, dose assessment from water, air, gas, and food, dose and risk assessment.

MHP607
RADIATION ONCOLOGY DEPARTMENT MANAGEMENT
2 CREDITS
This course focuses on management techniques for medical professionals in the radiation oncology field. Emphasis is placed general management techniques and managing radiation oncology professionals. Implementation of a New Cancer Center is also discussed.

MHP609
RADIATION ONCOLOGY FINANCIALS
2 CREDITS
This course focuses on the financial aspects of a Radiation Oncology Department. Emphasis is placed and technical and professional billing, budget development, contract evaluation, and program start-up cost.

HP501
ADVANCED RADIATION DOSIMETRY
This course provides a broad overview of topics in radiation dosimetry for health physicists.

HP509
ADVANCED RADIOLOGICAL INSTRUMENTATION
This course is an extension of the Radiological Instrumentation course. Students will learn more in-depth neutron detection methods, solid state detectors, and Gel Dosimetry. Discussions will be extended to calorimetry and chemical dosimetry. Linear and Logic Pulse Functions and multichannel pulse analysis will be studied.

HP612
ADVANCED ENVIRONMENTAL HEALTH PHYSICS
This course discusses Environmental Health Physics using a case study approach. There will be a comprehensive comparison between health and hazard risk assessment as well as a discussion on principles and calculations to understand the concept of environmental health physics.

HP514
RADIATION EMERGENCIES
This course discusses the methods and current requirements to be followed in radiation emergencies.

HP513
HAZARDOUS WASTE HANDLING
This course covers the appropriate ways of handling radioactive and hazardous waste as well as health and safety related to hazardous waste workers. Licensing and Regulations requirements in reference to the handling of radioactive materials will also be discussed.
HP517
ACCELERATOR HEALTH PHYSICS
Students will learn about principles of the different types of accelerators. This will be followed by radiation monitoring and shielding of high energy electron and proton accelerators. Students will also be exposed to challenges of personal dosimetry and environmental monitoring.

HP518
ENVIRONMENTAL EPIDEMIOLOGY
This course will discuss the environmental epidemiology studies. The discussion will also incorporate ionizing radiation effects, electromagnetic fields and cancer risk and health effects from environmental noise exposure. Students will also learn about statistical issues in the design and analysis of epidemiological studies.

HP519
PUBLIC LAW AND POLICY
This course will detail public health and protection of individual’s rights. Students will also learn about global health law and public health governance. There will also be a discussion on public health strategies and medical countermeasures of epidemic diseases.

HP699
CLINICAL INTERNSHIP
6 CREDITS
The internship is designed to give the student laboratory/professional experience in health physics. The student keeps a daily journal of their progress on each of the course competencies, to include not only assigned calculations and discussions but also relevant notes and observations.

HP611
ADVANCED REACTOR MEDICINE
This course will be an in-depth discussion on dose reduction methods, decommissioning criteria, and management of low level and mixed waste. The class will review risk management and safety related issues with nuclear reactors. Discussions on pertinent NUREG reports and NRC reports will be encouraged.
Faculty and Staff
Faculty members are selected on the basis of professional experience, expertise in teaching theoretical and applied subjects, research and case study supervision capabilities, involvement in community and professional affairs, and leadership and role model capabilities essential to student advancement and professional growth.

Faculty Listing

Brent Murphy, MS, DABR  
MS Medical Physics from the University of Wisconsin  
Area of specialization-Medical Physics  
Program Chair-Medical Physics, Medical Dosimetry

Scott Dube, MS, DABR  
MS Radiological Sciences from the University of Colorado  
Area of specialization –Medical Physics

Steve Goetsch, Ph.D.  
Ph.D. University of Wisconsin  
Area of specialization-Medical Physics

Carl Helrich, Ph.D.  
Ph.D. Northwestern University  
Area of specialization-Physics

Michael Stabin, Ph.D., CHP  
Ph.D. University of Tennessee  
Area of specialization-Nuclear Engineering

Wanpeng Tan, Ph.D.  
Ph.D. Michigan State University  
Area of specialization-Physics

Liliana Braescu, Ph.D.  
Ph.D. West University of Timisoara  
Area of specialization-Mathematics

David Phebus, MS, CMD  
MS Radiological Technologies University  
Area of specialization-Medical Dosimetry

Manuel Arreola, Ph.D., DABR  
Ph.D. University of Florida  
Area of specialization-Diagnostic Medical Physics

Renat Letfullin, Ph.D.  
Ph.D. Saratov State  
Area of specialization-Physics and Nanotechnology

John Lowden, MS, DABR, CMD  
MS Purdue University  
Area of specialization-Medical Physic

Nichole LaMaster, D.C.  
BS Indiana University  
D.C. Logan College of Chiropractic  
Area of specialization-Human Anatomy & Physiology
David Trump, Ph.D.  
Ph.D. DePauw University  
Area of specialization-Medicinal Chemistry

Mellonie Brown, Ed.S., CMD, R.T.(T.)  
Ed.S. Liberty University  
M.E.T. Boise State University  
BS Medical University of South Carolina  
BS Erskine College  
Area of Specialization-Radiation Therapy and Dosimetry

David Good, MS, DABR  
MS Duke University  
Area of specialization-Medical Physics

Nadeem Khan, MS, DABR  
MS University of Toledo  
Area of specialization-Medical Physics

Micah Hamanaka, Ph.D.  
Ph.D. Northwestern University  
MS University of Notre Dame  
Area of specialization-Biomedical Engineering

Hugh Gerard, CMD, R.T.(R)(T)  
B.A. Indiana University  
A.S. Radiation Therapy  
A.S. Radiography  
Area of specialization-Radiation Therapy and Dosimetry

James Wheeler, M.D., Ph.D.  
M.D. University of Kansas School of Medicine  
Ph.D. University of Notre Dame  
B.A. St. Mary of the Plains College  
Area of specialization-Radiation Oncology

Jasmin Miller, DBA, CNMT  
Ph.D. Keiser University  
MS Keiser University  
BS Nuclear Medicine  
Area of specialization-Nuclear Medicine

Isabel Breen, Ph.D., R.T.(N)  
Ph.D. Keiser University  
MS Kennesaw State University  
BS Portland State University  
Area of specialization-Nuclear Medicine

Benjamin Robison, MS, DABR  
MS University of Tennessee  
BS Maryville College  
Area of specialization-Medical Physics

Samantha Hedrick, Ph.D., DABR  
Ph.D. University of Missouri-Columbia  
MS University of Missouri-Columbia  
BS Missouri University of Science and Technology  
Area of specialization-Medical Physics
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Simmons, BS, CMD, RT(R)(T)</td>
<td>BS Southern Illinois University Area of specialization-Radiation Therapy &amp; Medical Dosimetry</td>
</tr>
<tr>
<td>Brent Murphy, MS, MBA, DABR</td>
<td>President, CEO, CFO Acting Dean, School of Business &amp; Informatics</td>
</tr>
<tr>
<td>Renat Letfullin, Ph.D.</td>
<td>Vice President of Academic Affairs &amp; Academic Dean; Dean, School of Physics and Radiological Sciences</td>
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<tr>
<td>Steve Goetsch, Ph.D., DABMP</td>
<td>Assoc. Dean, School of Physics and Radiological Sciences</td>
</tr>
<tr>
<td>Mellonie Brown-Zacarias, Ed.S., CMD, R.T.(T.)</td>
<td>Dean, School of Imaging Sciences Medical Dosimetry &amp; Medical Imaging Program Director</td>
</tr>
<tr>
<td>Jasmin Miller, Ph.D.</td>
<td>Assoc. Dean, School of Imaging Sciences</td>
</tr>
<tr>
<td>Dave Phebus II, MS, CMD, R.T.(T.)</td>
<td>Acting Assoc. Dean, School of Business &amp; Informatics; Educational Coordinator (part-time), Medical Dosimetry programs</td>
</tr>
<tr>
<td>Scott Dube, MS, DABR</td>
<td>Medical Physics Program Director</td>
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<td>Manuel Arreola, Ph.D., DABR</td>
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</tr>
<tr>
<td>James Wheeler, MD, Ph.D.</td>
<td>Medical Director, Medical Dosimetry programs</td>
</tr>
<tr>
<td>Crystal Stancell, BS, CMD</td>
<td>Educational Coordinator, Medical Dosimetry programs</td>
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<tr>
<td>Thomas Costantino, MS, CMD</td>
<td>Educational Coordinator, Medical Dosimetry programs</td>
</tr>
<tr>
<td>Kayla Brown, MS, CMD</td>
<td>Clinical Coordinator, Medical Dosimetry programs</td>
</tr>
<tr>
<td>Elizabeth Datema, BS</td>
<td>Director of Administrative Services, Financial Aid</td>
</tr>
<tr>
<td>Linda Murphy, MSL</td>
<td>Director of Recruitment</td>
</tr>
<tr>
<td>Barbara Gordon, MLS</td>
<td>Librarian</td>
</tr>
<tr>
<td>Debra Merley</td>
<td>Administrative Assistant, Student Accounts</td>
</tr>
<tr>
<td>Tammy Orta</td>
<td>Administrative Assistant</td>
</tr>
</tbody>
</table>

**Professional Services**

**Accounting:** Steven A. Goldberg, CPA & Cullar & Associates PC

**Legal:** Taft Stettinius & Hollister, LLP
Legal control of the organization is through the primary membership of the limited liability corporation which is controlled by Brent D. Murphy. Brent Murphy is the sole member.