ACADEMIC CATALOG

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2026/2027

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A Word from the Founder

John Patrick University of Health and Applied Sciences (JPU) is committed to the success of its students. Radiological Technologies University VT (RTU) opened its doors in 2009 with a focus on the Radiological Sciences and those supporting disciplines that surround it. Since University leadership has always had the goal of expanding beyond the radiologic science disciplines, RTU became John Patrick University of Health and Applied Sciences (JPU) as of August 5, 2019.

The University utilizes a blended learning environment for many degree programs 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 seventeen degree and certificate programs under the following four schools:

1. School of Physics and Radiological Sciences
2. School of Medical Imaging Sciences
3. School of Business and Informatics
4. School of Integrative and Functional Medicine

The School of Physics and Radiological Sciences currently offers the following programs:

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

The School of Business and Informatics currently offers the following program:

- ✓ Bachelor of Science in Radiologic Science
- ✓ Master of Science in Healthcare Administration with Executive, Oncology, Radiology, and Memory Care specializations

The School of Medical Imaging Sciences currently offers the following programs:

- ✓ Bachelor of Science in Medical Imaging with specializations in Computed Tomography, Magnetic Resonance Imaging, and Nuclear Medicine
- ✓ Bachelor of Science in Diagnostic Medical Sonography
- ✓ Associate of Science in Radiologic Technology
- ✓ Associate of Science in Diagnostic Medical Sonography

The School of Integrative and Functional Medicine currently offers the following programs:

- ✓ Master of Science in Integrative and Functional Medicine
- ✓ Graduate Certificate in Nutrigenomics
- ✓ Graduate Certificate in Nutrition Oncology
- ✓ Bachelor of Science in Integrative Health and Lifestyle Medicine

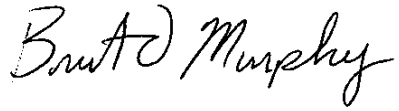
Each of these Schools operate very closely with each other, recognizing the synergy that can be created.

JPU 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. JPU'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. JPU 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 JPU family.

With passion,



Brent Murphy, MS, MBA, DABR

Mission Statement

John Patrick University of Health and Applied Sciences 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:
The Indiana Commission for Higher Education/
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206

Accrediting Commission of Career Schools and Colleges

John Patrick University of Health and Applied Sciences 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

UNDERGRADUATE PROGRAM ACADEMIC CATALOG

2026 – 2027 Academic Calendar

FALL 2026

Semester Start	September 7, 2026
Labor Day	September 7, 2026
Break	November 23-27, 2026
Thanksgiving Day	November 26-27, 2026
Semester End	December 21, 2026

Boot Camp Dates: Refer to the Academic Calendar for Boot Camp dates published for your program at https://jpu.edu

SPRING 2027

Semester Start	January 11, 2027
Martin Luther King Jr. Day	January 18, 2027
Break	March 29-April 2, 2027
Semester End	April 26, 2027

Boot Camp Dates: Refer to the Academic Calendar for Boot Camp dates published for your program at https://jpu.edu

SUMMER 2027

Semester Start	May 3, 2027
Memorial Day	May 31, 2027
Juneteenth	June 18, 2027
Independence Day Observed	July 2, 2027
Break	July 19-23, 2027
Semester End	August 16, 2027

Boot Camp Dates: Refer to the Academic Calendar for Boot Camp dates published for your program at https://jpu.edu

FALL 2027

Semester Start	September 6, 2027
Labor Day	September 6, 2027
Break	November 22-26, 2027
Thanksgiving Day	November 25-26, 2027
Semester End	December 20, 2027

Boot Camp Dates: Refer to the Academic Calendar for Boot Camp dates published for your program at https://jpu.edu

Teaching Methodology

Most programs at JPU are designed to be completed in four semesters at a full-time status, which can be a duration of two years if the student attends fall/spring semesters or a shorter period of time if the student attends fall/spring/summer semesters. All semesters are 16 weeks with 15 weeks of content. 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) 16-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.

The Clinical Internship (for programs that require one) is designed to be completed through a host site arranged by the University with input from the student. Specific clinical internship requirements vary by program, but in all cases involve competencies that students must complete/observe.

Information on required textbooks and course materials are provided prior to the start of each 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.

JPU's student information system and course management system are 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. 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 JPU 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 JPU is promoted to make sure there is no ambiguity.

Boot camp is scheduled during the fall, spring and summer semesters. Boot camp is not required for programs that are offered entirely through distance education. Boot camps are designed to allow students to meet and work together in a classroom setting or clinical setting both with each other and the instructors. Boot camp includes events such as: lectures, student project presentations, tours, lab sessions for some courses, visiting lecturers, study sessions, and review sessions.

Hybrid Programs
Boot camp is scheduled each semester and is mandatory for hybrid program students. Students are required to attend boot camp each semester they are enrolled in didactic instruction. Locations for in-person instruction are announced in advance. Students must attend in-person instruction where it is scheduled. Travel expenses associated with attending boot camp in-person are the responsibility of the student.

JPU awards credit based on attendance, homework and project submissions, and assessments. Undergraduate program courses require a minimum grade of 70% (C) in order to receive credit. Graduate program courses require a minimum grade of 80% (B) in order to receive credit. Some exceptions apply based on the program. Specific course requirements for successful completion our outlined in each course syllabus.

Hardware and Software Required by the Student

- ✓ A desktop or laptop computer with either a Windows or macOS operating system (Excludes Chromebooks)
- ✓ A smartphone with internet connectivity
- ✓ Dedicated (wired connection preferred) high-speed internet access
- ✓ Ability to stream MP4 videos
- ✓ Ability to read and create pdf files
- ✓ Microsoft® Office. New versions of Microsoft® Office are available to each student through their student email account through Microsoft® Office365
- ✓ Personal Email account
- ✓ Access to a scanner
- ✓ Access to a printer
- ✓ Access to a webcam, microphone and speaker (no headphones when taking tests)

Non-Discrimination Policy

John Patrick University of Health and Applied Sciences 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

JPU offers both hybrid and fully distance education programs. Hybrid programs offer a 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.

JPU'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.

Classes requiring the use of treatment planning software have access to computers with treatment planning software through remote connections.

Facilities and Services for Students with Disabilities

John Patrick University of Health and Applied Sciences 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 through the Learning Accommodation Request Form located at https://jpu.edu/student-resources/. Documentation can also be mailed to 100 E. Wayne Street, Suite 140 South Bend, IN 46601.

JPU 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

Associate of Science in Radiologic Technology	60 credits
Associate of Science in Diagnostic Medical Sonography	69 credits
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)
Bachelor of Science in Medical Imaging	60 credits (120[B] total)
Bachelor of Science in Diagnostic Medical Sonography	60 credits (120[B] total)
Bachelor of Science in Integrative Health and Lifestyle Medicine	60 credits(120[B] total)

[A] Total credits awarded for BS degree upon successful completion. 20 technical/occupational (100-200 level) credits and 36 general education (100-200 level) 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. 30 technical/occupational (100-200 level) credits and 30 general education (100-200 level) 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 John Patrick University of Health and Applied Sciences is 15-25 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 John Patrick University of Health and Applied Sciences 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.

JPU reviews all available information collected during the admissions process in order to determine an admissions decision. Statistical information and demographic characteristics collected by JPU during the admission process is not considered when making an admission decision. If an applicant has previously applied to JPU or they are a former student of JPU, documentation from their prior application/enrollment may also be used when determining an admission decision. Please note: If information already on file from prior enrollment or information collected during the admissions process is inconsistent with JPU's Academic Integrity Policy, the admissions team reserves the right to make an expedited decision to deny admission in accordance with JPU's Admissions Policy for Applicant Conduct.

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 pre-requisites and/or additional documentation is 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 by the U.S. Department of Education. The accepted applicant for Bachelors level programs must possess an Associate's Degree from an accredited or approved institution by the U.S. Department of Education.

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

Applicants whose first language is not English or language of the instruction is not English must submit an official report of 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
John Patrick University of Health and Applied Sciences provides an application through their website. Applications can also be provided via email or fax upon request.

1) After the application is submitted, the applicant will receive a request to complete JPU's online learning self-assessment.
2) After all required materials for the application 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
   - ✓ Copies of TOEFL or IELTS scores, if applicable
   - ✓ Online application
   - ✓ Online learning self-assessment
   - ✓ Entrance Exam (for programs that require an entrance exam)
3) After the applicant is notified, interviews will be scheduled with admissions members within the program via phone conference.
4) Course selection, registration, and financing will take place during advising and registration sessions.
5) For degree programs requiring a clinical internship, preference is given to applicants who have a written commitment from a clinical site.

For Associate's degree programs, first-time higher education seeking applicants must submit an official high school transcript showing a diploma awarded, or official documentation of the recognized equivalent to a high school diploma.

If there is a suspicion that the documentation for high school completion is not trustworthy, JPU will determine the validity of the document by:

1. Contacting the school to authenticate the record; and
2. Contacting the relevant department or agency for the state in which the school resides to confirm that the school is authorized/recognized as a provider of secondary school education.

Admissions representatives consider many different sources of information throughout the application process to determine an applicant's ability to be success in the program and in the profession upon graduation.

JPU reserves the right to deny admission to an applicant prior to scheduling an admissions interview if the applicant does not meet minimum admissions requirements or if admission representatives lack confidence in the applicant's ability to be successful in the program based on information collected during the application process.

Admission Requirements and Recommendations
UNDERGRADUATE PROGRAMS

Please note: The completion of educational programs in the Health and Applied Science fields, as well as future employment in those fields, is dependent upon a review of industry standards of ethical behavior and background checks. If any of the following have already occurred or occur during your

program of study, you may be ineligible to successfully complete these programs or gain employment in a related field after program completion:

- Fraud or deceptive practices, subversion, scope-of-practice violations, being unfit to practice, improper management of patient records
- A misdemeanor or felony charge or conviction
- Violation of state, federal, or regulatory rules
- Violation of JPU's academic integrity standards (plagiarism, unprofessional behavior, etc.
- Failure to report violations or errors

Program Application Requirements differ by program. Refer to Program-Specific information for Admissions requirements. At a minimum, program application requirements include:

- ✓ Three letters of reference
- ✓ Curriculum Vitae/Résumé
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS scores, if applicable
- ✓ Online application and non-refundable application fee
- ✓ Online learning self-assessment

Any student who does not have prior higher education experience must submit an official high school transcript showing an awarded diploma, or official documentation of the recognized equivalent to a high school diploma.

Credit for Experiential Learning
John Patrick University of Health and Applied Sciences does not grant any credit for prior experiential learning.

Transfer of Credit
John Patrick University of Health and Applied Sciences may accept any course work successfully completed at other educational institutions accredited by an accrediting agency recognized by the U.S. Department of Education if it comparably meets John Patrick University of Health and Applied Sciences 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 JPU graduate program. JPU 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 John Patrick University of Health and Applied Sciences 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.

For certificate and degree programs at the graduate level, credits earned through departmental exams and credits accepted for transfer may not exceed 50% of the credits required to award the credential.

Transferability of credit from John Patrick University into other educational institutions is subject to the policies and procedures of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Process for Transfer of Credit

All students applying for admission to John Patrick University of Health and Applied Sciences must arrange to have original transcripts sent to John Patrick University of Health and Applied Sciences 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 an evaluation of international transcripts or U.S. equivalency by a provider approved by the National Association of Credential Evaluation Services (NACES) such as World Education Services.

Students desiring to request transfer credits must fill out and submit a Transfer Credit Request Form along with the requested supporting documentation. Students can request the Transfer Credit Request Form by emailing info@Jpu.edu. In order for outside credits to be approved, the course must be comparable in course level, course content, and number of credit hours.

The President, Director of Education, relevant Dean or Program Director or faculty will review the request and make a decision. The Director of Recruitment and Admissions will notify the student of the decision within 30 days.

Departmental Exams

Students have the option to take departmental exams to be awarded course credit. When a student requests to take a departmental exam, program leadership will review each request on a case-by-case basis to determine if the student is reasonably likely to successfully pass the exam based on previous experience. Departmental exams are not available for all courses. Credit may be awarded if the student's examination scores meet published satisfactory guidelines outlined on each exam that demonstrate satisfactory proficiency in the course learning objectives. In order to be eligible for a departmental exam, the student must have submitted a complete application. Each departmental exam may be written, oral, or both and may be an adopted, standardized exam from outside the University or developed by the University. Effective January 1, 2025, the maximum number of course credits that may be approved through Departmental Exams is 50% of the required program credits. A fee of $80.00 is required for each exam. The fee must be paid prior to scheduling the exam. Exams provided by the University may require a proctor. If a proctor is required, a fee will apply for the use of the online proctoring service. This fee is paid by the student directly to the proctoring service. No refund is given if the student does not earn a satisfactory score to receive course credit.

For certificate and degree programs at the undergraduate level, credits earned through departmental exams and credits accepted for transfer may not exceed 75% of the credits required to award the credential.

John Patrick University awards credit for College-Level Examination Program (CLEP) exams provided the minimum score achieved is 50. JPU awards credit for General Education AP course exams with a minimum score of 4. JPU's recipient code to receive scores is 8046.

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.

A	(4.0 Pts)	Excellent
B	(3.0 Pts)	Good

C	(2.0 Pts)	Satisfactory
D	(0 Pts)	Failing
F	(0 Pts)	Failing
P	(4.0 Pts)	Passed (Pass/Fail Option)
WF	(0 Pts)	Withdrawn – Failing

Some exceptions apply based on the program. Specific course requirements for successful completion our outlined in each course syllabus.

Repeated Courses

Repeated courses are counted in the John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences credit is reported in terms of semester hours, whether earned during a 16-week semester or a summer session.

ACADEMIC POLICIES

Curricular Changes

John Patrick University of Health and Applied Sciences 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 and fees will not affect a student already in attendance or enrolled.

Administrative Hold

The following administrative hold statuses are applicable to all students if the following criteria are not met. Any student who does not resolve their Administrative Hold Status within 90 days of being placed on Administrative Hold will be withdrawn from John Patrick University.

Criteria	Hold Status
The student has a past due balance on their account. Administrative hold does not apply to students if they are eligible for financial aid and have financial aid pending or if the student is in good standing with their established payment plan. A student is not in good standing with their established payment plan if they have failed to make two scheduled payments.	The student is prevented from registering and/or enrolling in courses. If it is the student's last semester, they are prevented from receiving their diploma and may be prevented from receiving their transcript. If the student is currently enrolled, they may lose access to their Canvas account. If the student is accumulating hours in a clinical setting, the student may not be able to continue to accumulate hours until the administrative hold is resolved.

Criteria	Hold Status
For all students accumulating hours in a clinical setting for their program, they must be in good standing with submitting documentation as required by their program clinical requirements.	The student is prevented from accumulating hours in a clinical setting until the administrative hold is resolved.

Criteria	Hold Status
For students enrolled in a program requiring a clinical placement component, the student fails to comply with required clinical obligations for their enrolled program.	If the student is currently accumulating hours in the clinical setting, they are prevented from accumulating hours. If the student is not currently accumulating hours in the clinical setting, the student is prevented from enrolling in courses.

Administrative Probation

Students may be placed on administrative probation for failure to comply with policies and procedures required by their program. This may include academic integrity violations, unprofessional behavior, non-compliance with submitting requested documentation by the due dates assigned, etc. Any student placed on administrative probation is at risk for dismissal from the program if continued non-compliance is documented after being placed on administrative probation.

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 Director of Education, 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
John Patrick University of Health and Applied Sciences 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 for Undergraduate Programs

- ✓ 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 2.0.

- ✓ 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.

- ✓ Successfully complete the program Capstone or culminating course during the first attempt.

- ✓ For programs that require the accumulation hours in a clinical setting, the student must successfully complete any Track or Preceptor Evaluation required in the applicable program curriculum during the first attempt.

- ✓ The Radiologic Technology program requires the following courses to be successfully completed during the first attempt: Introduction to Imaging Principles (RTE115), Radiation Physics (RTE214), Principles of Radiographic Exposure (RTE215), Radiographic Procedures I (RTE110), Radiographic Procedures II (RTE210), and Radiographic Procedures III (RTE212).

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 President, relevant Program Director, Director of Education, or other designated person with possible dismissal from the program, if the student does not prevail upon appeal. The student will be notified in writing (1) that he/she has been placed on Financial Aid Suspension 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.

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.

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 JPU are required to have all prior college transcripts evaluated for transfer credits. All credit hours accepted by JPU 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 two (2) 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. The minimum required completion rate is 67%. The completion rate is determined by taking the total amount of earned credits and dividing it by the total number of credits that have been attempted. For example, if a student enrolled in a total of 30 credits and failed 6 credits and withdrew from 2 credits, their completion rate would be 73%. This is calculated by taking 22 credits earned divided by 30 attempted credits.
Students can re-establish satisfactory academic standing by repeating a course or courses they have previously failed. When students repeat a failed course, 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

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 upon request to the Director of Administrative Services. 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 JPU 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 JPU have agreed to a success plan to allow the student to meet minimum standards within a fixes 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 JPU 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 Director of Administrative Services.

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. The minimum required completion rate is 67%. The completion rate is determined by taking the total amount of earned credits and dividing it by the total number of credits that have been attempted. For example, if a student enrolled in a total of 30 credits and failed 6 credits and withdrew from 2 credits, their completion rate would be 73%. This is calculated by taking 22 credits earned divided by 30 attempted credits.

Students can re-establish satisfactory academic standing by repeating a course or courses they have previously failed. When students repeat a failed course, 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

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 by submitting a Program Extension Request Form. Extensions may be granted under the following conditions: the 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 JPU. Program students will meet at least yearly with an JPU staff member/faculty member 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 Program Director, President, or Director of Education to complete the appropriate documentation. The new program may 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 John Patrick University of Health and Applied Sciences. 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.

Ways to Connect

Call JPU Administrative Staff at 574-232-2408
Email info@jpu.edu
Click on Student Resources from the course menu of any of your classes within JPU's Learning Management System

Advising
Academic: Students are encouraged to seek academic advice from the faculty and/or members of leadership with their program of study - 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: JPU graduate placement support begins the first semester the student enters the program. Students are informed of opportunities in the industry and encouraged to be active with early networking. JPU 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. JPU faculty are actively engaged with students and connecting them with opportunities through professional associations and relationships. JPU is evaluating other mechanisms to increase the student's exposure to employers. Graduate employment is very important to JPU.

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 John Patrick University of Health and Applied Sciences. 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.WellConnectForYou.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 WellConnect by Student Resource Services (SRS) website (www.WellConnectForYou.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.

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

Contact Information:
Student Access Code: Available through your student account
Phone: 866-640-4777
Online: WellConnectForYou.com
App: Search for GetWellConnectEd

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 and scheduled synchronous class activities. 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 Policy
Students are expected to attend all classes, regularly check for announcements and schedule updates, and participate in course discussion forums where available. Course material is organized on a weekly basis. Students are able to view the lectures and retrieve course content at any time of day. When attending weekly discussions via online meeting software, students must have their cameras on in order to promote an interactive and engaging environment. Students are expected to behave and dress as if they are attending class in a traditional classroom setting (appropriate attire, sitting upright, securing an area free of distractions, etc.)

Weekly discussions using video conferencing software are mandatory. In order to be counted present, students must come to each meeting 1) with their camera on 2) in a quiet environment with minimal distractions and 3) conduct themselves in a professional manner (behavior, dress, posture, etc.). Students are expected to be prepared to ask questions from the assigned lecture/reading to help with their understanding of the material. Students who join a meeting greater than 10 minutes after it starts will be counted absent. Students who leave a meeting greater than 10 minutes before it ends will be counted absent.

Situations may occur where a student is unable attend a mandatory meeting. If you must miss a meeting, your attendance can be updated from absent to present by having your absence excused. To have an absence excused, you must:

(1) view the recorded meeting and then submit an Attendance Update Request Form by going to https://jpu.edu/student-resources no later than 7 calendar days after the missed weekly discussion occurs. Include documentation supporting the reason for the absence.

Documentation submitted through the Attendance Update Request Form to have an absence excused will be evaluated on a case-by-case basis. Examples of acceptable reasons to have an absence excused include death in the family, personal illness/injury or illness/injury of a dependent family member requiring a Doctor's care, power outages due to weather-related events, or an assigned Clinical Internship/Clinical Practice schedule that conflicts a scheduled class meeting time. Course weekly meetings are scheduled based on Eastern Standard Time (EST) zone. Students who live in a time zone other than EST who provide work schedule documentation that prevents them from attending weekly meetings in EST meet requirements to have absences excused.

Students are allowed a maximum of two unexcused absences per course, per semester. Students who accumulate three or more unexcused absences in a course for the semester will be given a failing grade for the course.

- Example 1: A student will show zero absences for a course if they miss two mandatory meetings, but complete the process (noted above) to have their absences excused.
- Example 2: A student will show two absences for a course if they miss four mandatory meetings and qualify to have two of the absences excused.
- Example 3: A student will show three absences for a course if they miss four mandatory meetings, and qualify to have one of the four absences excused. The student would receive a failing grade for the course due to receiving three unexcused absences.

Refer to each course syllabus for specific attendance requirements. Specific requirements for weekly discussion attendance may vary by syllabus. You are required to adhere to the policy outlined in your course syllabus.

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 JPU 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. JPU's course management system tracks the student's activities. This student activity log is used to verify class attendance.

Boot Camp Attendance/Absences

For students enrolled in hybrid programs, attendance at boot camp is mandatory for all boot camp sessions required by the applicable program. Details on the boot camp schedule is outlined for each program. Due to the nature of required in-person attendance during specific dates, emergencies can

occur (personal emergencies, health emergencies, travel and weather complications, etc.). Absences during boot camp, regardless of the reason, must be made-up during a future scheduled boot camp event in order for the student to meet attendance requirements to graduate.

Any student who does not complete mandatory attendance during boot camp must reach out to their Program Director via email as soon as possible. JPU evaluates each situation on a case-by-case basis. Once the situation has been evaluated, JPU program leadership will outline the requirements the student must complete in order to make-up the missed boot camp.

Academic Integrity Policy

Academic Integrity is a foundational concept of professional behavior and JPU takes such matters very seriously. In general, if you have to ask if behavior would violate the integrity policy, it probably does. JPU is committed to educate, implement, support, and enforce sound academic and professional integrity.

Examples of Cheating

- ✓ Submitting work you did not do
- ✓ Copying all or part of someone else's work and submitting it as your own
- ✓ Not properly citing sources you use in assignment submissions
- ✓ Copying answer keys and distributing them to other students or online
- ✓ Using resources like books and notes during closed book, proctored assessments

If academic dishonesty is suspected, the information will be documented and brought to the appropriate faculty member, Program Director, or 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 academic dishonesty is validated during the investigation process, the individual or individuals involved will be notified of any action JPU chooses to take. Typically, a first offense will result in the individual or individuals receiving probationary status. Depending on the severity, a student will be dismissed from the program.

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 by emailing info@jpu.edu or calling 574-232-2408 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

John Patrick University of Health and Applied Sciences 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

John Patrick University of Health and Applied Sciences makes an effort to prevent and detect copyright infringement as well as respond promptly to copyright infringement claims. John Patrick University of Health and Applied Sciences 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.

John Patrick University of Health and Applied Sciences will respond promptly to legitimate copyright infringement notices and operate within the requirements of the Digital Millennium Copyright Act.

John Patrick University of Health and Applied Sciences 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
John Patrick University of Health and Applied Sciences will periodically review this policy to evaluate its effectiveness and provide relevant and necessary information to assist in preventing copyright infringement.

Communication Policy
John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences.

Appropriate Use Policy for IT Resources
John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences 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 initiate a formal grievance by submitting a Formal Grievance Form or contacting the Director of Administrative Services by emailing info@jpu.edu or calling 574-232-2408 within thirty (30) days from the date the grievance occurred.

Second Step-Information regarding the grievance will be reviewed by personnel within the Academic Affairs Department to determine appropriate next steps based on the nature of the grievance. Information can include, but not be limited to, any narrative and supporting documentation submitted by the aggrieved part and any documentation provided by any other individuals noted in the Formal Grievance Form.

Third Step-A member of the Academic Affairs Department will contact the aggrieved party to discuss the facts of the grievance and a proposed resolution within 10 business days after the Formal Grievance Form is submitted.

Fourth Step-If the grievance is not resolved after completion of the third step, a Grievance Committee will be assembled by a member of the Academic Affairs Department within 3 business days to review all information pertinent to the grievance. If the Grievance Committee members deem it appropriate, a hearing will be scheduled with the aggrieved party to discuss the grievance.

If a Grievance Committee Hearing is Not Deemed Appropriate
The Grievance Committee will meet and discuss all pertinent information submitted regarding the grievance within 5 business days after the Grievance Committee is assembled. A minimum of two people (one member must be a Grievance Committee member) will schedule a meeting with the aggrieved party to discuss the grievance and the Committee's decision within 48 hours of the Committee's review of the information presented. The Grievance Committee's decision is final.

If a Grievance Committee Hearing is Deemed Appropriate
The time of the meeting will be communicated in writing to all parties no later than 3 business days after the Grievance Committee is assembled. The committee will consist of a member from the Academic Affairs Department as well as at least two 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 Grievance Committee's decision is 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 emailing studentquestions@jpu.edu or calling 574-232-2408 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. Before submitting an allegation, the individual must first attempt to resolve the complaint directly with JPU by following JPU'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
Email: mail@jrcert.org

The Allegations Reporting Form is located at 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.

NC-SARA Complaint Resolution Policies and Procedures

JPU is a member institution of NC-SARA, which is the National Council for State Authorization Reciprocity Agreements. The following process for resolving complaints is taken from the NC-SARA Policy Manual (version 25.2):

a. Complaints against an institution operating under SARA policies go first through the institution's own procedures for resolution of grievances. Allegations of criminal offenses or alleged violations of a state's general-purpose laws may be made directly to the relevant state agencies.

b. Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the SARA institution's home state.

c. If a person bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the SARA State Portal Entity in the home state of the institution against which the complaint has been lodged. That SARA State Portal Entity shall notify the SARA State Portal Entity of the state in which the student is located of receipt of that appealed complaint. The resolution of the complaint by the institution's home state SARA State Portal Entity, through SARA complaint resolution process, will be final, except f or complaints that fall under the provision "g" below.

d. While the final resolution of the complaint rests with the SARA State Portal Entity in the home state of the institution against which the complaint has been lodged, the SARA State Portal Entity in the complainant's location state may assist as needed. The final disposition of a complaint resolved by the home state shall be communicated to the SARA State Portal Entity in the state where the student lived at the time of the incident leading to the complaint, if known.

e. While final resolution of complaints (for purposes of adjudication of the complaint and enforcement of any resultant remedies ore redress) resides in certain cases with institutions (complaints about grades or student conduct violations), or more generally with the relevant institution's home state SARA State Portal Entity (all other complaints), the regional compact(s) administering SARA may consider a disputed complaint as a "case file" if concerns are raised against a SARA member state with regard to whether that state is abiding by SARA policies, as promulgated in the *SARA Policy Manual*. The regional compact may review such institutional concerns in determining whether a state under its SARA purview is abiding by SARA policies. Similarly, a complaint "case file" may also be reviewed by NC-SARA in

considering whether a regional compact is ensuring that its SARA member states are abiding by the SARA policies required for their membership in SARA.

f. SARA State Portal Entities shall report quarterly to NC-SARA the number and disposition of appealed complaints that are not resolved at the institutional level. NC-SARA shall make that information publicly available on its website. Such data will create transparency and can be used in determining whether a regional compact is ensuring that its SARA member states and those states' institutions are abiding by the policies required for state membership and institutional participation in SARA.

g. Nothing in the *SARA Policy Manual* precludes a state from using its laws of general application to pursue action against an institution that violates those laws.

The Indiana SARA Student Complaint Process can be retrieved from https://nc-sara.org/wp-content/uploads/2025/06/Indiana-SARA-Student-Complaints-Process.pdf.

The student must submit a formal written complaint using the Indiana Commission for Higher Education (ICHE) student complaint form. The institution will receive a copy of the student complaint and must submit to the ICHE a written response. The ICHE will then work with the State Portal Entity in which the student resides to render a decision. The link to the student complaint process and form is https://www.in.gov/che/2744.htm

A link to the SARA Policy Manual is located at https://nc-sara.org/category/resources/sara-policy-manual/

Anti-Hazing and Bullying Policy
JPU is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff and visitors. In addition, JPU 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, John Patrick University of Health and Applied Sciences (JPU) 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
JPU 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 JPU, regardless of any action that may be taken by civil or criminal authorities.

JPU 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. JPU will respond to all reports of prohibited conduct. JPU 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 JPU staff, faculty, students, graduates, visitors, applicants for admission, applicants for employment, and third party servicers and affiliates of the University. JPU reserves the right to investigate any incident reported, whether it occurs on campus, or off-campus during any official function.

Reporting a Violation
JPU 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@Jpu.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: 833-765-8526
Website: https://rtuvt.ethicspoint.com

The information you provide will be sent to JPU 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. JPU strongly encourages reporting of serious and continuing occurrences of crimes or threats to the South Bend Police Department.

JPU 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 the JPU by reaching out to studentquestions@jpu.edu or calling 574-232-2408.

JPU 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.WellConnectForYou.com.

Investigation and Disciplinary Process
When a report of prohibited conduct is received, JPU 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 JPU.

JPU 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 JPU 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
JPU 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. JPU 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 program completion 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 JPU 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 using the Pregnancy Declaration Form. 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.
    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. JPU assigns a dosimeter to each student prior to entering their clinical setting.
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 annually. The annual total effective dose equivalent for the whole body is 100 mrem. If a student's radiation exposure reading exceeds (30 mrem) on a single quarterly 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 on how to avoid further exposure.
G. Notification: Students in the clinical setting have access to their readings at any time through a secure username and password. Students receive notifications monthly telling them to review their reading or contact the clinical coordinator. Correspondence to students monthly also includes informing them of the trigger dose of 30 mrem and the procedure to follow if their reading exceeds the trigger dose on a single reading. Annual reports reviewed by the University RSO are provided to the student within 30 school days after being reviewed. Students receive the report through their University student account through a secured username and password. No personal information will be visible to individuals other than the one named on the report.

Student Clinical Compensation and Hours Requirement Policy

Students entering the clinical setting for their internship may earn no more than ten (10) hours per day.

Competency requirements, minimum hours requirements, and clinical clearance documentation requirements are outlined in the Clinical Guidance documentation for each program requiring a clinical internship.

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. JPU 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.

JPU 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 JPU.

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 JPU that on JPU premises, affiliated clinical sites, or at other JPU 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 JPU 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 JPU 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.

JPU recognizes that substance abuse is a major problem that affects students, families, education, and communities. JPU 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, JPU 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 JPU owned, leased, or controlled property, while operating JPU owned, leased, or controlled equipment or vehicles, or at JPU 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 John Patrick University of Health and Applied Sciences
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 JPU 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 respirator 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 air, 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 JPU. 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.

JPU 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 JPU and student property when the organization has a reasonable suspicion that this policy has been violated. JPU 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.

JPU 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 JPU.

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. JPU encourages students with drug and/or alcohol abuse problems to seek counseling and treatment.

This policy is in compliance with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989, P.L. 101-226 20 U.S.C.'s 114 5g Higher Education Act of 1965, Section 1213.

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.
JPU is committed to helping students who seek assistance and further recognize and ensure 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 Access Code: Available through your student account
Phone: 866-640-4777
Online: WellConnectForYou.com
App: Search for GetWellConnectEd

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

Alcoholics Anonymous	Support for people who want to Achieve sobriety	www.alcoholics-anonymous.org
Al-Anon Family Group	Support and help for families and Friends of problem drinkers	www.al-anon.alateen.org
Narcotics Anonymous	Support in a recovery environment For people who abuse substances	www.na.org
Substance Abuse and Mental Health Services Administration	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."	www.samhsa.gov/

Drug Law Violations—Eligibility for Title IV Funding

For the protection and welfare of all students and employees, JPU 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 JPU 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 Director of Education 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:

Federal Trafficking Penalties

<table>
<tr><th>DRUG/SCHEDULE</th><th>QUANTITY</th><th>PENALTIES</th><th>QUANTITY</th><th>PENALTIES</th></tr>
<tr><td>Cocaine (Schedule II)</td><td>500 – 4999 gms mixture</td><td rowspan="4">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. Fine of not more than $2 million if an individual, $5</td><td>5 kgs or more mixture</td><td rowspan="4">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. 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>50 gms or more mixture</td></tr>
<tr><td>Fentanyl (Schedule II)</td><td>40 - 399 gms mixture</td><td>400 gms or more mixture</td></tr>
<tr><td>Fentanyl Analogue (Schedule I)</td><td>10 - 99 gms mixture</td><td>100 gms or more mixture</td></tr>
</table>

<table>
<tr><td>Heroin (Schedule I)</td><td>100 - 999 gms mixture</td><td rowspan="4">million if not an individual.

Second Offense: 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 rowspan="4">Second Offense:

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.

2 or More Prior Offenses: Life Imprisonment</td></tr>
<tr><td>LSD (Schedule I)</td><td>1 – 9 gms mixture</td><td>10 gms or more mixture</td></tr>
<tr><td>Methamphetamine (Schedule II)</td><td>5 – 49 gms pure or 50 – 499 gms mixture</td><td>50 gms or more pure or 500 gms or more mixture</td></tr>
<tr><td>PCP (Schedule II)</td><td>10 – 99 gms pure or 100 – 999 gms mixture</td><td>100 gm or more pure or 1 kg or more mixture</td></tr>
<tr><td colspan="5">PENALTIES</td></tr>
<tr><td>Other schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)</td><td>Any amount</td><td colspan="3" rowspan="2">First Offense: 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

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></tr>
<tr><td>Flunitrazepam (Schedule IV)</td><td>1 gm or more</td></tr>
<tr><td>Other Schedule III drugs</td><td>Any amount</td><td colspan="3" rowspan="2">First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual.

Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td></tr>
<tr><td>Flunitrazepam (Schedule IV)</td><td>30 to 999 mgs</td></tr>
<tr><td>All other Schedule IV drugs</td><td>Any amount</td><td colspan="3" rowspan="2">First Offense: Not more than 3 years. Fine not more than $250,000 if an individual, $1 million if not an individual.

Second Offense: Not more than 6 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td></tr>
<tr><td>Flunitrazepam (Schedule IV)</td><td>Less than 30 mgs</td></tr>
<tr><td>All Schedule V drugs</td><td>Any amount</td><td colspan="3">First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.

Second Offense: Not more than 2 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual</td></tr>
</table>

Federal Trafficking Penalties – Marijuana

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

Biennial Review

JPU 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, JPU will make biennial reviews available to the U.S. Department of Education and to the public, including information distributed to students and employees.

Dismissal
John Patrick University of Health and Applied Sciences reserves the right to dismiss any student from the program for any of the following reasons:

- ✓ Non-compliance of the rules and regulations of John Patrick University of Health and Applied Sciences
- ✓ Engagement in any illegal or criminal act
- ✓ Any conduct that brings discredit or embarrassment to John Patrick University of Health and Applied Sciences
- ✓ Failure to make satisfactory academic progress
- ✓ Failure to satisfy financial obligations to John Patrick University of Health and Applied Sciences

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 John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences 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: John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences, they may make that request in writing, and John Patrick University of Health and Applied Sciences 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 eleventh week of any semester will appear on the student's transcript with a grade of "W". Any course dropped after the eleventh week of the semester will appear on the student's transcript with a grade of "F". Tuition refunds will follow the stated refund policy of JPU.

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.

Federal student aid is based on the percentage of time you are enrolled for the semester. 12 credits or more is considered full-time enrollment for undergraduate students. 9 credits or more is considered full-time enrollment for graduate students. Withdrawing from the University will cancel you financial aid for future semesters. If you are a re-entering student, please contact the Financial Aid office to request consideration for reinstatement of your aid. Students who withdraw at any point during the semester will have their aid adjusted according to the Federal Return of Title IV formula. Tuition and fees will be adjusted according to the Institutional Refund Policy

Official Withdrawal
An action taken by the student to discontinue enrollment in a course or courses during weeks 2 through 10. The student must contact the Director of Administrative Services via email, campus messaging system, phone, or in-person. The student may be responsible for all or part of tuition based on the percentage of the course or courses they attended. Withdrawn courses are noted on the transcript as a "W". JPU determines the date of withdrawal as the date the student contacts the school with the request (ex. the date the email is sent, the date a message is sent through the campus messaging system, the date the student calls the school, etc.).

Unofficial Withdrawal
Students who stop attending all of their classes without officially withdrawing are considered to be unofficially withdrawn. The Withdrawal Date is the student's last date of attendance, as determined by

the Instructor or other means of attendance tracking. The last date of attendance will be determined by the last day the student attended a live session for their course(s), or submitted an assignment, whichever occurs later. The Date of Determination occurs no later than 14 consecutive calendar days from the last date of attendance and is the date JPU determines the student has unofficially withdrawn. JPU uses the Withdrawal Date to determine the percent of the term the student attended. Federal Aid received during the semester will be subject to the federal return calculation. The Withdrawal Date is the date used to determine the percent of the term the student attended for the purposes of the calculation. JPU will return any funds due no later than 45 days after the Date of Determination.

Transcripts

Upon written request by the student through submitting an Official Transcript Request Form, John Patrick University of Health and Applied Sciences 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. The fee to request official transcripts is $10.00 per transcript. Official transcripts are sent within two weeks of the date the request was received.

Tuition and Fees

John Patrick University of Health and Applied Sciences 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.

Application Fee	$125.00	(Non Refundable)
IT Service Fee	$70.00	per semester
Library Fee	$30.00	per semester
RTE Technology Fee	$150.00	per semester for students enrolled in Radiologic Technology.
Medical Imaging Technology Fee	$325.00	per semester for students enrolled in Computed Tomography, or Magnetic Resonance Imaging
Medical Imaging Technology Fee	$450.00	per semester for students enrolled in Diagnostic Medical Sonography
Textbooks	The student is responsible for securing all required textbooks unless otherwise stated	
Boot Camp (for hybrid programs only)	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)

Online Proctoring
Many tests in classes require a proctor. Students are directed to use Respondus LockDown Browser and Monitor, which integrates with JPU's learning management system. There is no direct fee to the student to use this proctoring service.

Tuition Rate Per Credit

AS Radiologic Technology Program	$800.00 per credit
AS Diagnostic Medical Sonography Program	$800.00 per credit
BS Medical Dosimetry Program	$750.00 per credit
BS Radiation Therapy Program	$750.00 per credit
BS Radiologic Science Program	$640.00 per credit
BS Medical Imaging Program	$640.00 per credit
BS Diagnostic Medical Sonography Program	$640.00 per credit
BS Integrative Health and Lifestyle Medicine	$416.67 per credit
Continuing Education Courses[A]	$533.34 per credit
Integrative and Functional Medicine Continuing Education Courses[B]	$515.00 per credit

[A] These Continuing education courses are not within the JPU's scope of accredited programs. These courses are not vocational in nature and do not lead to initial employment. Continuing Education courses are designed to satisfy degree or certificate program prerequisites, assist in providing foundational knowledge relating to degree or certificate programs, or to assist individuals in achieving eligibility for licensures they may seek. An official transcript is provided upon completion. Course Descriptions are available in the Undergraduate Course Catalog.

[B] These courses are included in JPU's scope of institutional accreditation. These courses are not vocational in nature and do not lead to initial employment. An official transcript is provided upon completion. Course Descriptions are available in the Undergraduate Course Catalog.

Tuition Discounts Available
Any student who qualifies for more than one discount will have the single greatest discount applied to their tuition rate.

JPU Faculty
JPU Faculty receive a 100% tuition discount. Family members of faculty receive a 50% tuition discount on standard program tuition. The faculty member must be in good standing with JPU. Family members are defined as spouse or child. All JPU admissions requirements must be met for the applicable program.

JPU Staff
Members of JPU Staff receive a 100% tuition discount. Family members of JPU staff receive a 50% tuition discount on standard program tuition. The staff member must be in good standing with JPU.

Family members are defined as spouse, child, and extended family (limited to Aunt, Uncle, Cousin, Niece/Nephew). All JPU admissions requirements must be met for the applicable program.

JPU Teaching Assistants
JPU Teaching Assistants receive a 70% tuition discount. The Teaching Assistant must be in good standing with JPU. All JPU admissions requirements must be met for the applicable program.

JPU Alumni
JPU alumni enrolled at JPU Summer 2025 semester or earlier qualify for a 50% tuition discount. JPU alumni enrolled at JPU Fall 2025 or later qualify for a 20% tuition discount. All JPU admissions requirements must be met for the applicable program. Family members of JPU alumni receive a 30% tuition discount. Family members are defined as a spouse or child.

JPU Clinical Internship Preceptor
Individuals currently serving as a clinical internship preceptor for JPU programs qualify for a 50% tuition discount. Family members of preceptors are entitled to a 20% tuition discount. Family member is defined as spouse and child. All JPU admissions requirements must be met for the applicable program.

Continuing Education Discount
JPU values its relationships with its stakeholders and offers continuing education students any published preferred/discounted tuition rate they would qualify for if they were a degree or certificate seeking student. Any student who qualifies for more than one discount will have the single greatest discount applied to their tuition rate. Tuition discounts offered to family members of the qualifying student do not apply under this policy.

Additional tuition discounts and scholarships available through preferred partnerships are available by visiting https://jpu.edu/tuition-discounts-avaiable for all tuition discounts available.

Residents of California
The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did no choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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 for payment of the tuition costs in full per term, 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 advised of the Administrative Hold policy (refer to

"Administrative Hold" under Academic Policies in this Catalog) 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
John Patrick University of Health and Applied Sciences accepts payment for tuition, course materials, equipment and other fees through cash payment, credit/debit cards (MasterCard, Discover, Visa, and American Express) cashier's check, personal check, company check, ACH, or Wire Transfer.

Credit/Debit Cards
Payers who choose to pay with a credit/debit card will be charged a non-refundable service charge per transaction of 2.9% of the payment amount by the third party vendor, Stripe. For example, a $500 payment with a credit card will be assessed a $14.50 convenience fee by the Stripe service. All costs for choosing to pay with a Debit/Credit card must be assumed by the Payer. JPU does not receive, nor will it underwrite, any portion of the service charge. If you choose to pay with a credit card, the convenience fee charge by Stripe is in addition to the interest rate charged by the credit card company. Note: the transaction fee is determined by the third party servicer, Stripe, and is subject to change.

ACH
The Stripe service has an option to enter bank information (routing and account number) to have funds pulled directly from your bank account. This option does not carry a convenience fee.

Wire Transfer
JPU charges a $15.00 fee for payments submitted via wire transfer.

Upon availability, John Patrick University of Health and Applied Sciences will also assist students in applying for student financial assistance in order to defray the cost of their education. Failure to satisfy unpaid balances by the due date will result in the student being placed on Administrative Hold unless the student is in good standing with their established payment plan. Please refer to the Administrative Hold policies in this Catalog. Unpaid balances that have not been resolved after multiple attempts to collect will be submitted to a collection agency for processing and the student will remain on Administrative Hold until the account balance has been paid in full.

Payment Plans: Students may establish a payment plan directly with JPU when the student is ineligible for federal student aid programs or private student loans or when student loans plus other funding sources do not fully cover the semester tuition. 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. Exceptions may be granted if the student has an Estimated Family Contribution (EFC) value of zero (0) on their most recent FAFSA (Free Application for Federal Student Aid). Students who establish a payment plan with JPU but are not in good standing with their payment plan will be placed on Administrative Hold. Please refer to the Administrative Hold policies in this Catalog.

John Patrick University of Health and Applied Sciences 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 institutional student contract or enrollment agreement within six (6) business days after signing.
   B. The student does not meet the postsecondary 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 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 educational 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 John Patrick University of Health and Applied Sciences 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.

The percentage of the payment period the student has earned is calculated by determining the number of calendar days in the payment period the student attended and dividing that number of days by the total number of calendar days in the term. Breaks in the semester greater than 5 consecutive calendar days are not included in the total number of calendar days in the term. For example: if the term start date is May 8, 2023 and the term end date is August 21, 2023, the number of days in the term is 106. If the student has a determined withdrawal date of June 21, 2023, the school will determine the number of days attended through June 21, which is 45 days. 45 days divided by 106 days is 42.5%.

Any student who has a Title IV credit balance on their account at the time of their withdrawal will have the credit balance issued to them as soon as possible, but not to exceed 14 days after the calculation of a R2T4.

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, JPU 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. JPU 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). JPU 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 JPU to keep the funds to reduce your debt at JPU.

Any post-withdrawal disbursements received will be applied to your student account first, to reduce your balance owed to the school. If a credit balance is created from the disbursement, the credit balance will be issued to the student as soon as possible, not to exceed 14 days from the date of disbursement.

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, JPU 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.

JPU must return this amount even if it didn't keep this amount of your Title IV program funds. If JPU 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.

Timelines for Post-Withdrawal Disbursements

A post-withdrawal disbursement of Pell grant funds must be disbursed within 45 days of the date of the school's date of determination.

A post-withdrawal disbursement of loan funds must be offered to the student within 30 days of the date of the school's date of determination that the student has withdrawn. If post-withdrawal loan funds are offered the student, the student has at least 14 days from the date of the offer to respond to accept or decline funds.

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 JPU or the Department of Education to return the unearned grant funds.

Return of Title IV Policy and JPU Refund Policy

When you withdraw, the requirements for Title IV program funds are separate from any refund policy that JPU may have. Therefore, you may still owe funds to JPU 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 JPU's refund policy, you should request a copy from the Director of Administrative Services or refer to the Academic Catalog. JPU 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.

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.

Federal student aid is based on the percentage of time you are enrolled for the semester. 12 credits or more is considered full-time enrollment for undergraduate students. 9 credits or more is considered full-time enrollment for graduate students. Withdrawing from the University will cancel you financial aid for future semesters. If you are a re-entering student, please contact the Financial Aid office to request consideration for reinstatement of your aid. Students who withdraw at any point during the semester will have their aid adjusted according to the Federal Return of Title IV formula. Tuition and fees will be adjusted according to the Institutional Refund Policy

Official Withdrawal
An action taken by the student to discontinue enrollment in a course or courses during weeks 2 through 10. The student must contact the Director of Administrative Services via email, campus messaging system, phone, or in-person. The student may be responsible for all or part of tuition based on the percentage of the course or courses they attended. Withdrawn courses are noted on the transcript as a "W". JPU determines the date of withdrawal as the date the student contacts the school with the request (ex. the date the email is sent, the date a message is sent through the campus messaging system, the date the student calls the school, etc.).

Unofficial Withdrawal
Students who stop attending all of their classes without officially withdrawing are considered to be unofficially withdrawn. The Withdrawal Date is the student's last date of attendance, as determined by the Instructor or other means of attendance tracking. The last date of attendance will be determined by the last day the student attended a live session for their course(s), or submitted an assignment, whichever occurs later. The Date of Determination occurs no later than 14 consecutive calendar days from the last date of attendance and is the date JPU determines the student has unofficially withdrawn. JPU uses the Withdrawal Date to determine the percent of the term the student attended. Federal Aid received during the semester will be subject to the federal return calculation. The Withdrawal Date is the date used to determine the percent of the term the student attended for the purposes of the calculation. JPU will return any funds due no later than 45 days after the Date of Determination.

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.

Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code

Covered individuals (any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill® benefits)* are permitted to participate in the course of education during the period beginning on the date on which the individual provides to JPU a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

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

JPU will not impose a penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to JPU due to the delayed disbursement funding from VA under Chapter 31 or 33.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at http://www.benefits.va.gov/gibill.

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 JPU leadership ensures appropriate budgetary resources are available.

Ways to Connect

Call JPU Administrative Staff at 574-232-2408
Email info@jpu.edu
Click on Student Resources from the course menu of any of your classes within JPU's Learning Management System

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: JPU 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. JPU 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. JPU faculty are actively engaged with students and connecting them with opportunities through professional associations and relationships. JPU is evaluating other mechanisms to increase the student's exposure to employers. Graduate employment is very important to JPU. JPU 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 John Patrick University of Health and Applied Sciences. 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.WellConnectForYou.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.

Program Effectiveness Data: John Patrick University makes program effectiveness data available to the general public through its web address located at https://jpu.edu.

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 JPU email with the @JPU.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 JPU'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 us 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. JPU does not have a bookstore where books and supplies may be purchased. JPU 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.jpu.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 888.578.4968
Fax: 574.232.2200

Student Resource Services
All students also have access to the WellConnect by Student Resource Service (SRS) website (www.WellConnectForYou.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.

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

Contact Information:
Student Access Code: Available through your student account
Phone: 866-640-4777
Online: WellConnectForYou.com
App: Search for GetWellConnectEd

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
RTE	Radiologic Technology
MR	Magnetic Resonance Imaging (MRI)
CT	Computed Tomography (CT)
LM	Lifestyle Medicine
NUT	Nutrition
SCI	Science
SOC	Social Science
HUM	Humanities
BIOL	Biology
PHY	Physics
MATH	Mathematics

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

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 semester 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 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 an entry-level position 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 Bachelor of Science and Master of Science in the Medical Dosimetry program are designed to prepare confident, patient-focused, and clinically proficient medical dosimetrists who, as valuable members of the radiation oncology team, continue to connect conceptual theory to clinical application as lifelong learners in their chosen field.

Goal: **Students will demonstrate clinical competency consistent with program expectations.**
Student Learning Outcomes:

- ✓ Students will create clinically valid treatment plans based on clinical assessment of student's treatment planning aptitude.
- ✓ Students will evaluate clinically valid treatment plans based on didactic assessment of student's comprehension of clinical tasks.

Goal: **Students will demonstrate effective communication skills in the classroom and in the clinical setting**.
Student Learning Outcomes:

- ✓ Students will demonstrate effective written and oral communication skills in the classroom.
- ✓ Students will demonstrate effective communication skills in the clinical setting.

Goal: **Students will demonstrate critical thinking and problem-solving skills during the program**.
Student Learning Outcomes:

- ✓ Students will evaluate the relative quality of complex treatment plans.
- ✓ Students will demonstrate the ability to recognize an unacceptable plan to create a clinically valid one.

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 $125.00 application fee
- ✓ Online learning self-assessment

Program Admission Requirements

JPU offers two plans of study to earn the BS degree in Medical Dosimetry:

- JRCERT-Accredited program: this route is for candidates seeking to meet eligibility requirements to sit for the Certified Medical Dosimetrist Certification (CMD) exam administered by the Medical Dosimetrist Certification Board (MDCB).
- Non-JRCERT Accredited Program: This route is for current CMDs who wish to earn a bachelors degree in Medical Dosimetry.

JRCERT-Accredited Route Admissions Requirements

- ✓ Associate's degree (Associate's degree in a science related field preferred)
  - 26 Core credits required to be accepted for transfer (CMD Route). 20 core credits required to be accepted for transfer (non-CMD Route)
  - *30 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 2.5 (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 JPU representative
- ✓ Personal statement
- ✓ Three Letters of Reference
- ✓ Online learning self-assessment
- ✓ 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:
  - The clinical site is one of JPU's JRCERT recognized clinical sites
  - The student provides written intent to participate by submitting the Intent to Participate Form.
  - Demonstrates a commitment from the clinical site by submitting the following clinical site recognition paperwork: JRCERT Form 104MD or the Training Affiliation Agreement.

*General Education requirements are not required for admission but must be complete prior to program completion.

Non-JRCERT Accredited Route Admissions Requirements

- ✓ Associate's degree (Associate's degree in a science related field preferred)
  - 30 Core credits required to be accepted for transfer (CMD Route). 20 core credits required to be accepted for transfer (non-CMD Route)

- *30 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 2.5 (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.
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- ✓ Personal statement
- ✓ Three Letters of Reference
- ✓ Online learning self-assessment
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  - The clinical site is one of JPU's JRCERT recognized clinical sites
  - The student provides written intent to participate by submitting the Intent to Participate Form.
  - Demonstrates a commitment from the clinical site by submitting the following clinical site recognition paperwork: JRCERT Form 104MD or the Training Affiliation Agreement.

*General Education requirements are not required for admission but must be complete prior to program completion.

MATH190 Placement Test

Procedure
Email info@jpu.edu one week prior to when you would like to take the test. JPU will send an invitation to you through its learning management system, Canvas, to provide access to complete the test. The test must be proctored by an online proctoring service provided through Canvas. The fee to complete the MATH190 Placement test is $80.00.

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 grade of 90% in the Capstone course (MD495)
- ✓ 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 a grade of "Pass"

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

Clinical Obligations (JRCERT-Accredited Route)

Clinical Clearance Screening

JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement

JPU is responsible for assigning a clinical site to each student enrolled in the Medical Dosimetry programs. Medical Dosimetry program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment. If a clinical site desires to accept a student for placement but it is not currently a recognized JRCERT clinical site for JPU's Medical Dosimetry programs, the clinical site must submit all required paperwork for JPU to seek recognition from JRCERT prior to accepting the clinical site assignment request.

If a student is not granted admission into the Medical Dosimetry program but wishes to enroll in Medical Dosimetry courses as a non-degree seeking student, they may enroll in Medical Dosimetry courses approved by JPU for no more than three consecutive semesters if their ultimate goal is to gain acceptance into the Medical Dosimetry program. Students who do not gain admittance into the Medical Dosimetry program after attending as a non-degree seeking student for three consecutive semesters must repeat the admissions interview process. JPU resolves to make every effort to place student in a location that is within a reasonable distance from their place of residence. Due to

availability of clinical sites and student schedules, temporary relocation may be necessary to secure an appropriate clinical site.

Compensation and Hours Requirement
Enrolled students are eligible to begin clinical rotations after completing their first semester, provided the student is in academic and administrative good standing with the University. Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. A minimum of 720 hours is required for the clinical internship. Students are not eligible to begin the clinical internship hours until after successful completion of the first semester.

Any hours spent beyond the 10-hour maximum per day will not count toward the 720-hour requirement. The student is not entitled to compensation or extra credit of any kind.

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.

Clinical Internship Completion Policy
The Medical Dosimetry program requires prompt completion of the clinical internship concurrently with didactic instruction as outlined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Students are required to submit their internship journal including all required paperwork outlined in the *Clinical Guidance for Students* document no later than thirty (30) days after completion of the 720 hours. If the student has not submitted the required journal documentation within the stated time frame, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Tuition for the clinical internship is charged during the last semester of didactic instruction. Failure to complete the internship hours or submit the clinical journal within the timeframe outlined in this policy will result in tuition for the clinical internship being charged to the student's account each semester the student is enrolled in the clinical internship after didactic instruction is complete.

Students who are unable to start their internship during the second semester of the program or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the clinical internship after didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on

Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Clinical Obligations (Non-JRCERT Accredited Route)

Clinical Clearance Screening
JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement
JPU is responsible for assigning a clinical site to each student enrolled in the Medical Dosimetry programs. Medical Dosimetry program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment. If a clinical site desires to accept a student for placement, the clinical site must submit all required paperwork for JPU to ensure the site meets all requirements prior to accepting the clinical site assignment request.

If a student is not granted admission into the Medical Dosimetry program but wishes to enroll in Medical Dosimetry courses as a non-degree seeking student, they may enroll in Medical Dosimetry courses approved by JPU for no more than three consecutive semesters if their ultimate goal is to gain acceptance into the Medical Dosimetry program. Students who do not gain admittance into the Medical Dosimetry program after attending as a non-degree seeking student for three consecutive semesters must repeat the admissions interview process. JPU resolves to make every effort to place student in a location that is within a reasonable distance from their place of residence. Due to availability of clinical sites and student schedules, temporary relocation may be necessary to secure an appropriate clinical site.

Compensation and Hours Requirement
Enrolled students are eligible to begin clinical rotations after completing their first semester, provided the student is in academic and administrative good standing with the University. Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. A minimum of 180 hours is required for the clinical internship. Students are not eligible to begin the clinical internship hours until after successful completion of the first semester.

Any hours spent beyond the 10-hour maximum per day will not count toward the 180-hour requirement. The student is not entitled to compensation or extra credit of any kind.

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.

Capstone Course (MD497) Completion Policy
The Medical Dosimetry program requires prompt completion of the Capstone course (MD497) clinical component concurrently with didactic instruction.

Students are required to submit their internship journal including all required paperwork outlined in the *Clinical Guidance for Students* document no later than thirty (30) days after completion of the 180 hours. If the student has not submitted the required journal documentation within the stated time frame, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Failure to complete the internship hours or submit the clinical journal within the timeframe outlined in this policy will result in tuition for the Capstone course being charged to the student's account each semester the student is enrolled in the course after all other didactic instruction is complete.

Students who are unable to start their clinical competencies during the second semester of the program or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the Capstone course after all other didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

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

Certification
John Patrick University offers two plans of study to earn a Bachelor of Science in Medical Dosimetry. Candidates seeking to meet eligibility requirements to sit for the Certified Medical Dosimetrist exam administered by the Medical Dosimetrist Certification Board (MDCB) complete the JRCERT-accredited Medical Dosimetry program plan of study. The other plan of study is for current Certified Medical Dosimetrists (CMDs) who wish to earn their baccalaureate degree in Medical Dosimetry. Current CMDs who enroll in the BS Medical Dosimetry program complete a non-JRCERT accredited program plan of study.

Graduates of JPU's JRCERT-Accredited program 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 John Patrick University of Health and Applied Sciences 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.

John Patrick University of Health and Applied Sciences' 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/.

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

Program Details: JRCERT-Accredited Route
Required Credit hours: 120*
Program Duration: 2 years (67 weeks)
Program Tuition: $48,000 ($750 per credit)

Curriculum
Core Courses (64/120 credits required)*

Transfer	General Education Credits*	(30 credits)
Transfer	Core Credits*	(26 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	Treatment Planning Lab I	(4 credits)
MD321	Treatment Planning Lab II	(4 credits)
MD420	Treatment Planning Lab III	(4 credits)
MD421	Treatment Planning Lab IV	(4 credits)
MD495	Capstone	(3 credits)
MD499	Clinical Internship	(4 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 Planning[A]	(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

Semester 1	
Treatment Planning I	3cr
Treatment Planning Lab I	4cr
Radiation Therapy I	3cr
Radiation Biology	3cr
Human Anatomy & Physiology	4cr
	17cr

Semester 2	
Treatment Planning II	3cr
Treatment Planning Lab II	4cr
Radiation Therapy II	3cr
Brachytherapy	3cr
Imaging Anatomy	3cr
Medical and Professional Ethics	1cr
	17cr

Semester 3	
Treatment Planning III	3cr
Treatment Planning Lab III	4cr
Radiation Dosimetry	3cr
Health Physics/Radiation Safety	3cr
Introduction to Imaging	3cr
	16cr

Semester 4	
Treatment Planning IV	3cr
Treatment Planning Lab IV	4cr
Capstone	3cr
Clinical Internship	4cr
	14cr

Program Details: Non-JRCERT Accredited Route
Required Credit hours: 120*
Program Duration: 2 years (67 weeks)
Program Tuition: 48,000 ($750 per credit)

Curriculum
Core Courses (60/120 credits required)*

Transfer	General Education Credits*	(30 credits)
Transfer	Core Credits*	(30 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	Treatment Planning Lab I	(4 credits)
MD321	Treatment Planning Lab II	(4 credits)
MD420	Treatment Planning Lab III	(4 credits)
MD421	Treatment Planning Lab 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 Planning[A]	(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

Semester 1	
Treatment Planning I	3cr
Treatment Planning Lab I	4cr
Radiation Therapy I	3cr
Radiation Biology	3cr
Human Anatomy & Physiology	4cr
	17cr

Semester 2	
Treatment Planning II	3cr
Treatment Planning Lab II	4cr
Radiation Therapy II	3cr
Medical and Professional Ethics	1cr
Imaging Anatomy	3cr
	14cr

Semester 3	
Treatment Planning III	3cr
Treatment Planning Lab III	4cr
Health Physics/Radiation Safety	3cr
Brachytherapy	3cr
Introduction to Imaging	3cr
	16cr

Semester 4	
Treatment Planning IV	3cr
Treatment Planning Lab IV	4cr
Radiation Dosimetry	3cr
Capstone	3cr
	13cr

This program is a hybrid program, which requires Boot Camp each semester. Students are required to attend boot camp each semester they are enrolled in didactic instruction. Locations for in-person instruction are announced in advance. Students must attend in-person instruction where it is scheduled. Travel expenses associated with attending boot camp in-person are the responsibility of the student.

Refer to the Academic Calendar located at https://jpu.edu for program-specific boot camp dates.

Bachelor of Science in Radiation Therapy

The radiation therapy 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 delivery, and quality assurance through intensive classroom and clinical education under the supervision of educated, experienced, and credentialed Radiation Therapists, Medical Dosimetrists, 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. A minimum of 768 clinical hours are required.

JPU's Bachelor of Science in Radiation Therapy program is approved as a Therapeutic Radiologic Technology School by the California Department of Public Health: Radiologic Health Branch (CDPH-RHB). This approval provides an opportunity for students to be assigned to a clinical site located in the State of California. If a student chooses to rotate at a site located in the State of California, the student is required to complete a minimum of 1,500 clinical hours, as required by the RHB. According to RHB requirements, students may not begin their clinical rotation at a site located in the State of California until the site has been approved as a site associated with JPU's approved program.

This program complies with all sections within the California Code of Regulations Title 17 pertaining to Approved Therapeutic Radiologic Technology Schools.

Clinical Obligations: Non-Licensed Track

Clinical Clearance Screening
JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement
JPU is responsible for assigning a clinical site to each student enrolled in the Radiation Therapy programs. Radiation Therapy program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment.

If a student is not granted admission into the Radiation Therapy program but wishes to enroll in Radiation Therapy courses as a non-degree seeking student, they may enroll in selected Radiation

Therapy courses approved by JPU at a part-time status for no more than three consecutive semesters if their ultimate goal is to gain acceptance into the Radiation Therapy program. Students who do not gain admittance into the Radiation Therapy program after attending as a non-degree seeking student for three consecutive semesters must repeat the admissions interview process.

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

Compensation and Hours Requirement
Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. A minimum of 768 hours is required for the clinical internship. Students are not eligible to begin the clinical internship hours until after successful completion of their second semester.

Any hours spent beyond the 10-hour maximum per day will not count toward the 768-hour requirement. The student is not entitled to compensation or extra credit of any kind.

Any student who chooses to rotate at a site located in the State of California is required to complete a minimum of 1,500 clinical hours, as required by the RHB. According to RHB requirements, students may not begin their clinical rotation at a site located in the State of California until the site has been approved as a site associated with JPU's approved program.

This program complies with all sections within the California Code of Regulations Title 17 pertaining to Approved Therapeutic Radiologic Technology Schools.

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.

Clinical Internship Completion Policy
The Radiation Therapy program requires prompt completion of the clinical internship concurrently with didactic instruction.

Students are required to submit their internship journal including all required paperwork outlined in the *Clinical Guidance for Students* document no later than thirty (30) days after completion of the 768 hours. If the student has not submitted the required journal documentation within the stated time frame, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Failure to complete the internship hours or submit the clinical journal within the timeframe outlined in this policy will result in tuition for the clinical internship being charged to the student's account each semester the student is enrolled in the clinical internship after didactic instruction is complete.

Students who are unable to start their internship during the third semester of the program or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the clinical internship after didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Certification
Graduates are encouraged 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 at the entry or intermediate-level 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
- ✓ On line application and $125.00 application fee
- ✓ Online learning self-assessment

Program Admission Requirements

- ✓ Associate's Degree (Associate of Science degree preferred)
  - 30 technical/occupational (100-200 level) credits required to be accepted for transfer.
  - 30 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.
- ✓ The student must pass the MATH190 Placement Test or complete the MATH190 course
- ✓ Interview with JPU representative
- ✓ Personal statement
- ✓ Three Letters of Reference
- ✓ Online learning self-assessment

Program Prerequisites (Effective for applicants on or after January 1, 2025)

- ✓ Medical Terminology*

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

MATH190 Placement Test

Procedure

Email info@jpu.edu one week prior to when you would like to take the test. JPU will send an invitation to you through its learning management system, Canvas, to provide access to complete the test. The test must be proctored by an online proctoring service provided through Canvas. The fee to complete the MATH190 Placement Test is $80.00.

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 grade of 79.5% in the following courses
  - Orientation to Radiation Therapy (RTT300) (Non-licensed track only)
  - Clinical Oncology I (RTT301)
  - Clinical Oncology II (RTT311)
  - Principles and Practices of Radiation Therapy I (RTT305)
  - Principles and Practices of Radiation Therapy II (RTT306)
  - Physics and Treatment Planning (RTT410)
  - Physics and QA in Radiation Therapy (RTT414)
- ✓ Earn a minimum grade of 85% in the Research Methods and Capstone course (RTT435)
- ✓ 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 a grade of "Pass"

Upon completion, the following credential will be awarded: Bachelor of Science in Radiation Therapy.

Program Details

Required Credit hours: 124
Program Duration: 2 years (67 weeks)
Program Tuition: $48,000 ($750 per credit)

Curriculum

Core Courses (64/124 credits required)*

All Students

Transfer	General Education Credits	(30 credits)
Transfer	Core Credits	(30 credits)
RS300	Orientation to Advanced Modalities	(1 credit)
RS306	Patient Care in Advanced Modalities	(3 credits)
BIOL352	Imaging and Sectional Anatomy	(4 credits)
MI310	Pathophysiology	(3 credits)
RTT312	Radiation Physics	(3 credits)
RS390	Ethics and Law for Advanced Modalities	(3 credits)
RTT302	Radiation Biology and Protection	(3 credits)
MI330	Leadership and Communication	(3 credits)
RS314	Pharmacology	(3 credits)
RTT305	Principles and Practices of Radiation Therapy I	(3 credits)
RTT306	Principles and Practices of Radiation Therapy II	(3 credits)
RTT410	Physics and Treatment Planning	(2 credits)
RTT301	Clinical Oncology I	(3 credits)
RTT311	Clinical Oncology II	(3 credits)
RTT414	Physics and QA in Radiation Therapy	(2 credits)
RTT403	Professional Practice	(1 credit)
RTT435	Research Methods and Capstone	(2 credits)

Courses to be taken only by non-licensed Radiation Therapists

RTT300	Orientation to Radiation Therapy	(1 credit)
RS316	Professionalism and Workplace Experience	(2 credits)
RTT320	Clinical Orientation*	(3 credits)
RTT420	Clinical Practice I*	(5 credits)
RTT421	Clinical Practice II*	(8 credits)

Courses to be taken only by licensed Radiation Therapists

RS404	Communication and Information Management	(3 credits)
RS316	Professionalism and Workplace Experience	(2 credits)
RS318	Productivity and Assessment in Radiation Sciences	(3 credits)
RTT400	Advanced Radiation Therapy Techniques	(3 credits)
RTT431	Advanced Patient Care in Oncologic Medicine	(3 credits)
RTT436	Special Procedures in Dosimetry	(3 credits)
RTT440	Clinical Quality Improvement and Accreditation	(2 credits)

*There are a total of 768 hours required in the clinical setting. RTT320 consists of 192 clinical hours (approximately 16 hours per week for 12 weeks), RTT420 and RTT421 consist of 288 clinical hours (approximately 24 hours per week for 12 weeks).

Sample Plan of Study for Non-Licensed Radiation Therapists

Semester 1	
Patient Care in Advanced Modalities	3
Imaging and Sectional Anatomy	4
Orientation to Radiation Therapy	1
Orientation to Advanced Modalities	1
Radiation Physics	3
Professional & Workplace Experience	2
Radiation Biology and Protection	2
	17cr

Semester 2	
Pathophysiology	3
Prin. & Practices of Radiation Therapy I	3
Clinical Oncology I	3
Physics and Treatment Planning	2
Clinical Orientation	3
Ethics & Law for Advanced Modalities	3
	17cr

Semester 3	
Pharmacology	3
Prin. & Practices of Radiation Therapy II	3
Clinical Oncology II	3
Physics and QA in Radiation Therapy	2
Clinical Practice I	5
	16cr

Semester 4	
Professional Practice	1
Leadership and Communication	3
Research Methods and Capstone	2
Clinical Practice II	8
	17cr

Sample Plan of Study for Licensed Radiation Therapists

Semester 1	
Orientation to Advanced Modalities	1
Patient Care in Advanced Modalities	3
Imaging and Sectional Anatomy	4
Leadership and Communication	3
Radiation Physics	3
	14cr

Semester 2	
Pathophysiology	3
Ethics & Law for Advanced Modalities	3
Radiation Biology & Protection	3
Pharmacology	3
Professional & Workplace Experience	2
	14cr

Semester 3	
Communication and Information Mgmt.	3
Prin/Prac of Radiation Therapy I	3
Clinical Oncology I	3
Physics and QA in Radiation Therapy	2
Adv. Radiation Therapy Techniques	3
Adv. Patient Care in Oncologic Med.	3
Professional Practice	1
	18cr

Semester 4	
Prin/Prac of Radiation Therapy II	3
Clinical Oncology II	3
Physics and Treatment Planning	2
Research Methods and Capstone	2
Prod. & Assess. In Radiation Sciences	3
Special Procedures in Dosimetry	3
Clinical QI and Accreditation	2
	18cr

This program is a hybrid program, which requires Boot Camp each semester. Students are required to attend boot camp each semester they are enrolled in didactic instruction. Locations for in-person instruction are announced in advance. Students must attend in-person instruction where it is scheduled. Travel expenses associated with attending boot camp in-person are the responsibility of the student. Refer to the Academic Calendar located at https://jpu.edu for program-specific boot camp dates.

Bachelor of Science in Radiologic Science

This fully online program is for the radiologic science professional whose goal is to move into an entry-level leadership position in their 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 can be completed in 16 months. This program is delivered entirely through distance education.

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 ensures 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
- ✓ Online application and $125.00 application fee
- ✓ Online learning self-assessment

Program Admission Requirements

- ✓ Associate's Degree
  - 30 technical/occupational (100-200 level) credits required to be accepted for transfer.
  - 30 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
  - 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 JPU.
- ✓ 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 JPU representative
- ✓ Personal statement
- ✓ Three Letters of Reference
- ✓ Online learning self-assessment

Program Graduation Requirements

- ✓ Earn a cumulative program GPA of 2.0 or above on a 4.0 scale.
- ✓ Earn a minimum of 60 program credits including earning credit for all courses listed as core Courses

Upon completion, the following credential will be awarded: Bachelor of Science in Radiologic Science.

Program Details

Required Credit hours: 60 (120*)
Program Duration: 2 years (67 weeks)
Program Tuition: $38,400
Rate per Credit: $640

*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)

Transfer	General Education Credits	(30 credits)
Transfer	Technical/Occupational Credits	(30 credits)
RS300	Orientation to Advanced Modalities	(1 credit)
RS306	Patient Care in Advanced Modalities	(3 credits)
BIOL352	Imaging and Sectional Anatomy	(4 credits)
MI310	Pathophysiology	(3 credits)
RS312	Radiation Physics	(3 credits)
RS390	Ethics and Law for Advanced Modalities	(3 credits)
RS302	Radiation Biology and Protection	(3 credits)
MI330	Leadership and Communication	(3 credits)
RS314	Pharmacology	(3 credits)
RS316	Professionalism and Workplace Experience	(2 credits)
RS400	Orientation to Leadership	(1 credit)
RS402	Human Resource Management	(3 credits)
RS406	Generational Leadership	(2 credits)
RS408	Conflict Resolution	(2 credits)
RS410	Billing, Coding and Accreditation	(3 credits)
RS412	Virtual Leadership Practicum	(3 credits)
RS418	Fiscal and Budgetary Management	(3 credits)
RS420	Professional Leadership Practice	(3 credits)
RS422	Operational and Organizational Theories	(3 credits)
RS424	Research Methods and Capstone	(3 credits)
RS404	Communication and Information Management	(3 credits)
RS318	Productivity and Assessment in Radiation Sciences	(3 credits)

Sample Plan of Study

Semester 1	
Orientation to Advanced Modalities	1
Patient Care in Advanced Modalities	3
Imaging and Sectional Anatomy	4
Leadership and Communication	3
Radiation Physics	3
	14cr

Semester 2	
Pathophysiology	3
Ethics & Law for Advanced Modalities	3
Radiation Biology and Protection	3
Pharmacology	3
Professional & Workplace Experience	2
	14cr

Semester 3	
Orientation to Leadership	1
Communication and Information Mgmt.	3
Human Resource Management	3
Prod. & Assess. In Radiation Sciences	3
Fiscal and Budgetary Mgmt.	3
Operational & Organizational Theories	3
	16cr

Semester 4	
Generational Leadership	2
Conflict Resolution	2
Billing, Coding and Accreditation	3
Virtual Leadership Practicum	3
Professional Leadership Practice	3
Research Methods and Capstone	3
	16cr

Bachelor of Science in Medical Imaging

The BS in Medical Imaging prepares students to practice competently and effectively as entry-level medical imaging professionals in diverse healthcare environments. The academic and clinical foundation in the curriculum develops graduates with professional flexibility and adaptability to assume prominent roles and responsibilities after graduation in both career and scholarly pursuits.

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

1. Obtain a level of clinical competence appropriate for an entry-level medical imaging professional.
2. Possess critical thinking skills to adapt to changing clinical environments and patient needs.
3. Exhibit professionalism through consistent ethical behavior.
4. Demonstrate communication skills for effective communication with patients, families, and other healthcare providers.

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes.

Program Application Requirements

- ✓ 3 letters of reference
- ✓ Curriculum Vitae/Résumé
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS scores, if applicable
- ✓ Application
- ✓ $125.00 application fee (non-refundable)
- ✓ Online learning self-assessment

Program Admission Requirements (all specializations)

- ✓ Associate's Degree (Associate of Science degree preferred)
  - 30 technical/occupational (100-200 level) credits required to be accepted for transfer.
  - 30 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
  - 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 JPU.
- ✓ 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 JPU representative
- ✓ Personal statement
- ✓ Three Letters of Reference
- ✓ Online learning self-assessment

Program Prerequisites (all specializations)

- ✓ Human Anatomy and Physiology I
- ✓ Human Anatomy and Physiology II
- ✓ Algebra
- ✓ Oral communication course
- ✓ Written communication course

Program Prerequisites (Nuclear Medicine specialization)

- ✓ General Physics I
- ✓ Chemistry

Program Graduation Requirements

- ✓ Earn a cumulative program GPA of 2.0 or above on a 4.0 scale
- ✓ Earn a minimum of 60 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 of the core and required specialization courses, the following credential will be awarded:

- ✓ Bachelor of Science in Medical Imaging with Specialization in Magnetic Resonance Imaging
- ✓ Bachelor of Science in Medical Imaging with Specialization in Computed Tomography
- ✓ Bachelor of Science in Medical Imaging with Specialization in Nuclear Medicine

Clinical Obligations

Clinical Clearance Screening

JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement

JPU is responsible for assigning a clinical site to each student enrolled in the program. Program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment.

If a student is not granted admission into the program but wishes to enroll in technical/occupational courses as a non-degree seeking student, they may enroll in selected courses approved by JPU at a part-time status for no more than three consecutive semesters if their ultimate goal is to gain acceptance into the program. Students who do not gain admittance into the program after attending as a non-degree seeking student for three consecutive semesters must repeat the admissions interview process.

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

Compensation and Hours Requirement
Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. Students are not eligible to begin the clinical internship hours until after successful completion of their second semester.

Any hours spent beyond the 10-hour maximum per day will not count toward any applicable hours requirement. The student is not entitled to compensation or extra credit of any kind.

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.

Clinical Internship Completion Policy
The program requires prompt completion of the clinical internship concurrently with didactic instruction.

Students are required to submit all required documentation outlined in the *Clinical Guidance Document* for the program no later than thirty (30) days after completion of the hours. If the student has not submitted the required documentation within the stated time frame, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Failure to complete the internship hours or submit the required documentation within the timeframe outlined in this policy will result in tuition for the clinical internship being charged to the student's account each semester the student is enrolled in the clinical internship after didactic instruction is complete.

Students who are unable to start their internship within their scheduled timeframe or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the clinical internship after didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site

assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Program Details
Required Credit hours: 60 (120*)
Program Duration: 2 years (67 weeks)
Program Tuition: $38,400
Rate per Credit: $640

*30 (100-200 level) technical/occupational credits will be accepted for transfer and 30 (100-200 level) 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 (36 credits required)

Transfer	General Education Credits	(30 credits)
Transfer	Technical/Occupational Credits	(30 credits)
RS300	Orientation to Advanced Modalities	(1 credit)
RS306	Patient Care in Advanced Modalities	(3 credits)
BIOL352	Imaging and Sectional Anatomy	(4 credits)
MI310	Pathophysiology	(3 credits)
RS312	Radiation Physics	(3 credits)
RS390	Ethics and Law for Advanced Modalities	(3 credits)
RS302	Radiation Biology and Protection	(3 credits)
MI330	Leadership and Communication	(3 credits)
RS314	Pharmacology	(3 credits)
RS316	Professionalism and Workplace Experience	(2 credits)
RS403	Professional Practice	(1 credit)
RS435	Research Methods and Capstone	(2 credits)
RS420	Clinical Practice I (240 hours)	(5 credits)

Nuclear Medicine Specialization (24 credits required)

NM400	Orientation to Nuclear Medicine	(1 credit)
NM406	Diagnostic and Therapeutic Procedures I	(2 credits)
NM407	Diagnostic and Therapeutic Procedures II	(2 credits)
NM408	Instrumentation, QC, and QA	(3 credits)
NM414	Radiopharmacy and Pharmacology	(3 credits)
NM424	Radiation Safety in Nuclear Medicine	(2 credits)
NM421	Clinical Practice II (495 hours)	(11 credits)

Computed Tomography Specialization (24 credits required)

RS404	Communication and Information Management	(3 credits)
RS318	Productivity and Assessment in Radiation Sciences	(3 credits)
CT400	Orientation to Computed Tomography	(1 credit)
CT406	CT Procedures	(4 credits)
CT408	CT Instrumentation and Imaging Physics	(4 credits)

CT412	CT Anatomy and Pathology Correlation	(3 credits)
CT414	Planar and Volumetric Post-Processing	(3 credits)
CT416	Advanced Techniques in CT	(3 credits)

Magnetic Resonance Imaging Specialization (24 credits required)

RS404	Communication and Information Management	(3 credits)
RS318	Productivity and Assessment in Radiation Sciences	(3 credits)
MR400	Orientation to MRI	(1 credit)
MR406	MRI Procedures	(4 credits)
MR408	MRI Instrumentation, Imaging Physics, and Safety	(4 credits)
MR412	MRI Anatomy and Pathology Correlation	(3 credits)
MR414	Pulse Sequences, Image Formation and Contrast	(3 credits)
MR416	Advanced Techniques in MRI	(3 credits)

Sample Plan of Study: Nuclear Medicine Specialization

Semester 1	
Orientation to Advanced Modalities	1cr
Patient Care in Advanced Modalities	3cr
Imaging and Sectional Anatomy	4cr
Radiation Physics	3cr
Leadership and Communication	3cr
	14cr

Semester 2	
Pathophysiology	3cr
Ethics and Law for Advanced Modalities	3cr
Radiation Biology and Protection	3cr
Pharmacology	3cr
Professionalism and Workplace Experience	2cr
	14cr

Semester 3	
Orientation to Nuclear Medicine	1cr
Diagnostic and Therapeutic Procedures I	2cr
Instrumentation, QC, and QA	3cr
Radiation Safety in Nuclear Medicine	2cr
Radiopharmacy and Pharmacology	3cr
Clinical Practice I	5cr
	16cr

Semester 4	
Diagnostic and Therapeutic Procedures II	2cr
Professional Practice	1cr
Research Methods and Capstone	2cr
Clinical Practice II	11cr
	16cr

Sample Plan of Study: Computed Tomography Specialization

Semester 1	
Orientation to Advanced Modalities	1cr
Patient Care in Advanced Modalities	3cr
Imaging and Sectional Anatomy	4cr
Radiation Physics	3cr
Leadership and Communication	3cr
	14cr

Semester 2	
Pathophysiology	3cr
Ethics and Law for Advanced Modalities	3cr
Radiation Biology and Protection	3cr
Pharmacology	3cr
Professionalism and Workplace Experience	2cr
	14cr

Semester 3	
Orientation to Computed Tomography	1cr
CT Procedures	4cr
CT Anatomy and Pathology Correlation	3cr
CT Instrumentation and Imaging Physics	4cr
Planar and Volumetric Post-Processing	3cr
	15cr

Semester 4	
Communication and Information Mgmt.	3cr
Productivity & Assessment in Radiation Sciences	3cr
Advanced Techniques in CT	3cr
Professional Practice	1cr
Research Methods and Capstone	2cr
Clinical Practice I	5cr
	17cr

Sample Plan of Study: Magnetic Resonance Imaging Specialization

Semester 1	
Orientation to Advanced Modalities	1cr
Patient Care in Advanced Modalities	3cr
Imaging and Sectional Anatomy	4cr
Radiation Physics	3cr
Leadership and Communication	3cr
	14cr

Semester 2	
Pathophysiology	3cr
Ethics and Law for Advanced Modalities	3cr
Radiation Biology and Protection	3cr
Pharmacology	3cr
Professionalism and Workplace Experience	2cr
	14cr

Semester 3	
Orientation to MRI	1cr
MRI Procedures	4cr
MRI Instrumentation, Imaging Physics and Safety	4cr
MRI Anatomy and Pathology Correlation	3cr
Pulse Sequences, Imaging Formation and Contrast	3cr
	15cr

Semester 4	
Communication and Information Mgmt.	3cr
Productivity & Assessment in Radiation Sciences	3cr
Advanced Techniques in MRI	3cr
Professional Practice	1cr
Research Methods and Capstone	2cr
Clinical Practice I	5cr
	17cr

This program is a hybrid program, which requires Boot Camp. Students are required to attend boot camp as scheduled. Locations for in-person instruction are announced in advance. Students must attend in-person instruction where it is scheduled. Travel expenses associated with attending boot camp in-person are the responsibility of the student. Boot Camp requirements are outlined below per specialization:

Magnetic Resonance Imaging
Two boot camp sessions are required for program completion. Your required boot camp dates are determined by your course schedule:

First boot camp: A Saturday and Sunday (typically in one of the last two weeks of the semester) during the semester in which the student is enrolled in MRI Procedures (MR406) and Pulse Sequences, Image Formation, and Contrast (MR414).

Second Boot camp: A Saturday and Sunday (typically in one of the last two weeks of the semester) during the semester in which the Student is enrolled in Research Methods and Capstone (RS435).

Nuclear Medicine
Three boot camp sessions are required for program completion. Your required boot camp dates are determined by your course schedule:

First boot camp: Three days (Fri-Sun or Sat-Mon) your first semester.

Second boot camp: Three days (Fri-Sun or Sat-Mon) your second semester.

Second Boot camp: Three days (Fri-Sun or Sat-Mon) in which the semester in which the student is enrolled in the Research Methods and Capstone course (NM435).

Computed Tomography
Two boot camp sessions are required for program completion. Your required boot camp dates are determined by your course schedule:

First boot camp: A Saturday and Sunday (typically in one of the last two weeks of the semester) during the semester in which the student is enrolled in Orientation to Computed Tomography (CT400) and CT Instrumentation and Imaging Physics (CT408).

Second Boot camp: A Saturday and Sunday (typically in one of the last two weeks of the semester) during the semester in which the Student is enrolled in Research Methods and Capstone (RS435).

Refer to the Academic Calendar located at https://jpu.edu for program-specific boot camp dates.

Associate of Science in Diagnostic Medical Sonography

The Diagnostic Medical Sonography program prepares students to practice competently and effectively as entry-level sonographers in diverse healthcare environments. Sonography is a rewarding career in healthcare, where the sonographer plays a critical role in helping healthcare providers diagnose and treat medical conditions.

This program requires an externship, where the student is placed in the clinical setting for college credit. During the externship, students will work under the supervision of licensed sonographers in healthcare settings such as hospitals, clinics, or imaging centers. This practical experience provides students with valuable hands-on training and the opportunity to apply their knowledge and skills in a real-world setting.

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

1. To prepare graduates to meet the demands of the healthcare industry by providing them with the skills, knowledge, and competencies required for entry-level sonography positions.
2. Prepare students for certification and licensure exams.
3. Prepare students to perform ultrasound examinations accurately, efficiently, and safely.
4. Develop students' critical thinking and problem-solving skills to make sound clinical decisions and communicate findings effectively to healthcare providers
5. Foster professionalism, ethical behavior, and effective communication skills among students
6. Provide opportunities for students to engage in research and continuing education to stay up-to-date with advances in the field of sonography

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes.

Program Application Requirements

- ✓ 3 letters of reference
- ✓ Curriculum Vitae/Résumé
- ✓ Official High School Diploma. If applicable, official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS scores, if applicable
- ✓ Application
- ✓ $125.00 application fee (non-refundable)
- ✓ Entrance Exam
- ✓ Online learning self-assessment

Program Admission Requirements (all specializations)

- ✓ Minimum of a High School Diploma with a GPA of 2.5 (on a 4.0 scale). A 3.0 or higher (on a 4.0 scale) is preferred.[A]
- ✓ 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 a JPU representative
- ✓ Personal statement
- ✓ Three Letters of Reference
- ✓ Online learning self-assessment
- ✓ A minimum score of 80% on the entrance exam

[A]Applicants who do not meet the minimum GPA requirement may be offered enrollment as a continuing education student (non-degree seeking student) if they have a cumulative GPA of at least 2.0. Students admitted as a continuing education student will be reconsidered for program acceptance if they receive a cumulative GPA of at least 2.5 when completing the following four courses during their first semester of enrollment: Human Anatomy & Physiology (BIOL152), Descriptive Physics (PHY150), Medical Terminology (SCI115), and Patient Care and Professionalism in Sonography (US103). These four courses constitute a total of 9 credits.

Program Graduation Requirements

- ✓ Earn a cumulative program GPA of 2.0 or above on a 4.0 scale
- ✓ Earn a minimum of 69 program credits
- ✓ Meet all published paperwork and competency requirements for the clinical externship, yielding a grade of "Pass"

Upon completion of the core and required specialization courses, the following credential will be awarded:

- ✓ Associate of Science in Diagnostic Medical Sonography

Clinical Obligations

Clinical Clearance Screening

JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement

JPU is responsible for assigning a clinical site to each student enrolled in the program. Program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment.

If a student is not granted admission into the program but wishes to enroll in technical/occupational courses as a non-degree seeking student, they may enroll in selected courses approved by JPU at a part-time status for no more than three consecutive semesters if their ultimate goal is to gain acceptance into the program. Students who do not gain admittance into the program after attending as a non-degree seeking student for three consecutive semesters must repeat the admissions interview process.

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

Compensation and Hours Requirement

Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. Students are not eligible to begin the clinical internship hours until after successful completion of their second semester.

Any hours spent beyond the 10-hour maximum per day will not count toward any applicable hours requirement. The student is not entitled to compensation or extra credit of any kind.

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.

Clinical Internship Completion Policy
The program requires prompt completion of the clinical internship concurrently with didactic instruction.

Students are required to submit all required documentation outlined in the *Clinical Guidance Document* for the program no later than thirty (30) days after completion of the hours. If the student has not submitted the required documentation within the stated time frame, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Failure to complete the internship hours or submit the required documentation within the timeframe outlined in this policy will result in tuition for the clinical internship being charged to the student's account each semester the student is enrolled in the clinical internship after didactic instruction is complete.

Students who are unable to start their internship within their scheduled timeframe or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the clinical internship after didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Program Details
Required Credit hours: 69
Program Duration: 2 years (84 weeks)
Program Tuition: $55,200
Rate per Credit: $800

Curriculum
General Education Courses (18 credits required)

BIOL150	Human Anatomy & Physiology I	(3 credits)
MATH105	Algebra I	(3 credits)
HUM109	English Composition	(3 credits)
PHY150	Descriptive Physics	(3 credits)

HUM111	Fundamentals of Public Speaking	(3 credits)
SOC105	Introduction to Psychology[A]	(3 credits)
SOC107	Introduction to Sociology[A]	(3 credits)

[A] One course from the Social Science (SOC) category must be selected.

Technical/Occupational Courses (51 credits required)

SCI115	Medical Terminology	(1 credit)
RTE120	Medical Ethics and Law	(1 credit)
US101	Sonographic Exploration	(2 credits)
US103	Patient Care & Professionalism in Sonography	(2 credits)
US105	Ultrasound Physics	(3 credits)
US122	Abdomen Ultrasound I	(2 credits)
US124	Superficial & Small Parts Ultrasound I	(2 credits)
US130	Gynecological Ultrasound	(2 credits)
US132	OB Ultrasound I	(2 credits)
US160	Vascular Ultrasound I	(2 credits)
US224	Superficial & Small Parts Ultrasound II	(2 credits)
US230	OB Ultrasound II	(2 credits)
US223	Pediatric Ultrasound	(2 credits)
US240	Ultrasound Board Review	(2 credits)
US234	Advanced OBGYN Imaging	(2 credits)
US191	Clinical Preparation	(1.5 credits)
US193	Clinical Externship A[B]	(10.5 credits)
US291	Clinical Externship B[B]	(10 credits)
US195	Clinical Externship A[C]	(7 credits)
US197	Clinical Externship B[C]	(6.5 credits)
US297	Clinical Externship C[C]	(7 credits)

Clinical Externship courses total 20.5 credits (a minimum of 900 hours). Students typically begin competency completion in the clinical setting during the fourth semester of the program.
The specific schedule is determined between the Program Director, Clinical Coordinator, Clinical Site Preceptor, and the Student. Students select Route 1 (5-semester plan of study) or Route 2 (6-semester plan of study).

[B]Route 1: Clinical Externship A (US193) with 455 hours and Clinical Externship B (US291) with 445 hours
[C]Route 2: Clinical Externship A (US195), Clinical Externship B (US197), and Clinical Externship C (US297) with 300 hours each.

Sample Plan of Study – Route 1

Semester 1	
Anatomy & Physiology I	3cr
Medical Terminology	1cr
Algebra I	3cr
Descriptive Physics	3cr
Patient Care & Professionalism in Sonography	2cr
	12cr

Semester 2	
Medical Ethics and Law	1cr
English Composition	3cr
Introduction to Psychology	3cr
Sonographic Exploration	2cr
Ultrasound Physics	3cr
	12cr

Semester 3	
Abdomen Ultrasound I	2cr
Superficial & Small Parts Ultrasound I	2cr
Gynecological Ultrasound	2cr
OB Ultrasound I	2cr
Vascular Ultrasound I	2cr
Clinical Preparation	1.5
	11.5cr

Semester 4	
Pediatric Ultrasound	2cr
Superficial & Small Parts Ultrasound II	2cr
OB Ultrasound II	2cr
Clinical Externship A	10.5cr
	16.5cr

Semester 5	
Fundamentals of Public Speaking	3cr
Advanced OBGYN Imaging	2cr
Clinical Externship B	10cr
Ultrasound Board Review	2cr
	17cr

Sample Plan of Study – Route 2

Semester 1	
Anatomy & Physiology I	3cr
Medical Terminology	1cr
Algebra I	3cr
Descriptive Physics	3cr
Patient Care & Professionalism in Sonography	2cr
	12cr

Semester 2	
Medical Ethics and Law	1cr
English Composition	3cr
Introduction to Psychology	3cr
Sonographic Exploration	2cr
Ultrasound Physics	3cr
	12cr

Semester 3	
Fundamentals of Public Speaking	3cr
Superficial & Small Parts Ultrasound I	2cr
Gynecological Ultrasound	2cr
Abdomen Ultrasound I	2cr
Clinical Preparation	1.5cr
	10.5cr

Semester 4	
Vascular Ultrasound I	2cr
OB Ultrasound I	2cr
Clinical Externship A	7cr
	11cr

Semester 5	
Pediatric Ultrasound	2cr
OB Ultrasound II	2cr
Superficial and Small Parts II	2cr
Clinical Externship B	6.5cr
	12.5cr

Semester 6	
Ultrasound Board Review	2cr
Advanced OBGYN Imaging	2cr
Clinical Externship C	7cr
	11cr

The AS Diagnostic Medical Sonography (DMS) program is a hybrid program, meaning both online and in-person instruction (boot camp) is required. The DMS program requires three boot camp

sessions. Students must attend in-person for 3 days (Saturday-Monday) the second weekend of the semester in semesters 2, 3, and 4. The location of boot camp will be disclosed in advance. Students are responsible for all travel expenses associated with attending boot camp.

Refer to the Academic Calendar located at https://jpu.edu for program-specific boot camp dates.

Bachelor of Science in Diagnostic Medical Sonography

The Diagnostic Medical Sonography program prepares students to practice competently and effectively as entry-level sonographers in diverse healthcare environments. Sonography is a rewarding career in healthcare, where the sonographer plays a critical role in helping healthcare providers diagnose and treat medical conditions.

This program requires an externship, where the student is placed in the clinical setting for college credit. During the externship, students will work under the supervision of licensed sonographers in healthcare settings such as hospitals, clinics, or imaging centers. This practical experience provides students with valuable hands-on training and the opportunity to apply their knowledge and skills in a real-world setting.

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

1. To prepare graduates to meet the demands of the healthcare industry by providing them with the skills, knowledge, and competencies required for entry-level sonography positions.
2. Prepare students for certification and licensure exams.
3. Prepare students to perform ultrasound examinations accurately, efficiently, and safely.
4. Develop students' critical thinking and problem-solving skills to make sound clinical decisions and communicate findings effectively to healthcare providers
5. Foster professionalism, ethical behavior, and effective communication skills among students
6. Provide opportunities for students to engage in research and continuing education to stay up-to-date with advances in the field of sonography

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes.

Program Application Requirements

- ✓ Three letters of reference
- ✓ Curriculum Vitae/Résumé
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS scores, if applicable
- ✓ Online application and $125.00 non-refundable application fee
- ✓ Online learning self-assessment

Program Admission Requirements

- Associates degree in a science related field
    - 30 100-200 level Technical/Occupational credits will be accepted for transfer

- 30 general education credits required to be accepted for transfer. There must be at least one course from each of the following categories listed below. Among the 30 required credits, at least one oral communication course, one written communication course, and one mathematics course must be a 300-400 level course.
    - Humanities
    - Social Sciences
    - Sciences
    - Mathematics
- 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 650 (paper-based) or 963 (computer-based) or 115 (internet-based) or 633 (ITP). The International English Language Testing System (IELTS) minimum score required is 6.5. The PTE Academic minimum score is 53.
- Personal statement
- Three Letters of Reference
- $125.00 application fee (non-refundable)
- Interview with JPU representative
- Online learning self-assessment
- Program Prerequisites*
- Human Anatomy and Physiology
- Algebra I
- Descriptive Physics
- Medical Terminology

*Students may gain admission into the program if one or more program prerequisites are not met. The student must complete any needed prerequisites prior to program completion. Students may enroll in any needed prerequisite courses concurrently with program courses.

Program Prerequisites*

- ✓ Human Anatomy & Physiology
- ✓ Algebra I
- ✓ Descriptive Physics
- ✓ Medical Terminology
- ✓ Medical Ethics and Law

*Students may gain admission into the program if program prerequisites are not met. The student may complete any needed prerequisite courses concurrently with program courses.

Program Graduation Requirements

- ✓ Earn a cumulative program GPA of 2.0 or above on a 4.0 scale
- ✓ Earn a minimum of 60 program credits
- ✓ Meet all published paperwork and competency requirements for the clinical internship, yielding a grade of "Pass"

Upon completion of the core and required specialization courses, the following credential will be awarded:

- ✓ Bachelor of Science in Diagnostic Medical Sonography

Clinical Obligations

Clinical Clearance Screening
JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement
JPU is responsible for assigning a clinical site to each student enrolled in the program. Program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment.

If a student is not granted admission into the program but wishes to enroll in technical/occupational courses as a non-degree seeking student, they may enroll in selected courses approved by JPU at a part-time status for no more than three consecutive semesters if their ultimate goal is to gain acceptance into the program. Students who do not gain admittance into the program after attending as a non-degree seeking student for three consecutive semesters must repeat the admissions interview process.

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

Compensation and Hours Requirement
Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. Students are not eligible to begin the clinical internship hours until after successful completion of their second semester.

Any hours spent beyond the 10-hour maximum per day will not count toward any applicable hours requirement. The student is not entitled to compensation or extra credit of any kind.

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.

Clinical Internship Completion Policy
The program requires prompt completion of the clinical internship concurrently with didactic instruction.

Students are required to submit all required documentation outlined in the *Clinical Guidance Document* for the program no later than thirty (30) days after completion of the hours. If the student has not submitted the required documentation within the stated time frame, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Failure to complete the internship hours or submit the required documentation within the timeframe outlined in this policy will result in tuition for the clinical internship being charged to the student's account each semester the student is enrolled in the clinical internship after didactic instruction is complete.

Students who are unable to start their internship within their scheduled timeframe or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the clinical internship after didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Program Details
Required Credit hours: 60 (120*)
Program Duration: 2 years (84 weeks)
Program Tuition: $38,400
Rate per Credit: $640

Curriculum
Core Courses (60 credits required)

Transfer	General Education credits[A]	(30 credits)
Transfer	Technical/Occupational credits[B]	(30 credits)
RS300	Orientation to Advanced Modalities	(1 credit)
RS390	Ethics and Law for Advanced Modalities	(3 credits)
US301	Sonographic Exploration	(2 credits)
US303	Patient Care & Professionalism in Sonography	(2 credits)
US305	Ultrasound Physics	(4 credits)
US360	Vascular Ultrasound I	(2 credits)
US322	Abdomen Ultrasound I	(2 credits)
US324	Superficial & Small Parts Ultrasound I	(2 credits)
US330	Gynecological Ultrasound	(2 credits)
US332	OB Ultrasound I	(2 credits)
US422	Abdomen Ultrasound II	(2 credits)

US424	Superficial & Small Parts Ultrasound II	(2 credits)
US430	OB Ultrasound II	(2 credits)
US423	Pediatric Ultrasound	(2 credits)
US434	Advanced OBGYN Imaging	(2 credits)
US410	Ultrasound Board Review	(2 credits)
US450	Special Procedures in Ultrasound: Interventional Techniques and Advanced Applications	(2 credits)
US480	Sonography Capstone	(2 credits)
US391	Clinical Preparation	(1 credit)
US393	Clinical Externship A	(7 credits)
US491	Clinical Externship B	(7 credits)
US493	Clinical Externship C	(7 credits)

Clinical Externship courses total 21 credits (a minimum of 900 hours). Students typically begin competency completion in the clinical setting during the third semester of the program. The specific schedule is determined between the Program Director, Clinical Coordinator, Clinical Site Preceptor, and the Student. Clinical Externship courses consist of a minimum of 300 hours in an assigned clinical setting.

[A] 30 general education credits are required for transfer with at least one course from each of the following categories: Social Science, Science, Mathematics, and Humanities. Among the 30 transfer credits required, at least one oral communication course, one written communication course, and one mathematics course must be a 300-400 level course. Students who do not meet this requirement upon enrollment at John Patrick University may enroll in the needed course or courses concurrently with BS Diagnostic Medical Sonography program courses.

[B] 30 100-200 level technical/occupational credits are required for transfer from a related degree program in radiologic science or radiologic technology. Students who do not meet the 30-credit minimum upon enrollment at John Patrick University may enroll in the needed course or courses concurrently with BS Diagnostic Medical Sonography program courses.

Sample Plan of Study

Semester 1	
Orientation to Advanced Modalities	1cr
Ethics and Law for Advanced Modalities	3cr
Patient Care & Professionalism in Sonography	2cr
Ultrasound Physics	4cr
Sonographic Exploration	2cr
	12cr

Semester 2	
Vascular Ultrasound I	2cr
Abdomen Ultrasound I	2cr
Gynecological Ultrasound	2cr
Superficial & Small Parts Ultrasound I	2cr
OB Ultrasound I	2cr
Clinical Preparation	1cr
	11cr

Semester 3	
OB Ultrasound II	2cr
Abdomen Ultrasound II	2cr
Superficial & Small Parts Ultrasound II	2cr
Clinical Externship A	7cr
	13cr

Semester 4	
Advanced OBGYN Imaging	2cr
Pediatric Ultrasound	2cr
Clinical Externship B	7cr
	11cr

Semester 5	
Ultrasound Board Review	2cr
Sonography Capstone	2cr
Clinical Externship C	7cr
Career Development for Aspiring Ultrasound Leaders	2cr
	13cr

The BS Diagnostic Medical Sonography (DMS) program is a hybrid program, meaning both online and in-person instruction (boot camp) is required. The DMS program requires three boot camp sessions. Students must attend in-person for 3 days (Saturday-Monday) the second weekend of the semester in semesters 2, 3, and 4. The location of boot camp will be disclosed in advance. Students are responsible for all travel expenses associated with attending boot camp.

Refer to the Academic Calendar located at https://jpu.edu for program-specific boot camp dates.

Bachelor of Science in Integrative Health and Lifestyle Medicine

This program focuses on the holistic interconnectedness of physical, psychological, social, spiritual, and environmental well-being and integrates aspects of alternative, complementary, and conventional medicine to alleviate illness and promote, maintain, and optimize wellness. This program of study prepares individuals to assume entry-level roles as health/wellness professionals in private business and industry, community organizations, and healthcare settings. This program is a fully online program.

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

- ✓ Students will display effective management and communication skills, both verbal and written
- ✓ Students will demonstrate critical thinking and problem-solving skills
- ✓ Students will demonstrate professional work standards
- ✓ Students will acquire the professional tools and experience for entry-level Integrative Wellness positions
- ✓ Students will be able to evaluate, analyze, and synthesize information to become more skillful at creating solutions in a career environment
- ✓ Students will apply lifestyle and nutritional assessment techniques into multiple health practices
- ✓ Students will understand sensory analysis in a scientific discipline
- ✓ Students will understand the role genetics and nutraceutical science plays in nutrition.
- ✓ Students will understand and apply integrative nutrition therapies and practices into clinical nutrition.
- ✓ Students will apply nutritional psychology theory into the healing process.
- ✓ Students will apply ethical and professional care and practices into nutrition and health.
- ✓ Students will utilize the principles of general, organic, and biochemistry.
- ✓ Students will integrate realistic techniques that bridge the gap between wanting to be fit and living a fit lifestyle.
- ✓ Students will display knowledge of the history and philosophy of yoga.
- ✓ Students will apply information on the health, culture, food, and nutrition habits of the most common ethnic and racial groups living in the United States.

- ✓ Students will be able to discuss motivation for drug use, the social implications of drug use, legal ramifications and factors affecting how drugs interact with the human body.
- ✓ Students will apply principles of psychopharmacology, commonly prescribed psychotropic drugs for adults, and psychotropic medications prescribed to children.
- ✓ Students will demonstrate foundational understanding of the structure and function of the nervous system and its relationship to typical and disordered human behavior.

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes. Additionally, the program provides graduates with knowledge and skills to advance in the fields of integrative science and practice.

Program Application Requirements

- ✓ Three letters of reference
- ✓ Curriculum Vitae/Résumé
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS scores, if applicable
- ✓ Online application and $125.00 non-refundable application fee
- ✓ Online learning self-assessment

Program Admission Requirements

- ✓ Associate's Degree (Associate of Science degree preferred)
  - 30 technical/occupational (100-200 level) credits required to be accepted for transfer.
  - 30 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 2.5 (on a 4.0 scale) for the last degree earned. A 3.0 or higher (on a 4.0 scale) is preferred.[A]
- ✓ 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 JPU representatives
- ✓ Personal statement
- ✓ Letters of References
- ✓ Online learning self-assessment

[A]Applicants who do not meet the minimum GPA requirement may be offered enrollment as a continuing education student (non-degree seeking) if they have a cumulative GPA of at least 2.0. Students admitted as a continuing education student will be reconsidered for program acceptance if they receive a cumulative GPA of at least 2.5 when completing the following three courses during their first semester of enrollment: Anatomy & Physiology (LM402), Sociology of Health (LM403), and General, Organic, and Biochemistry (LM400). These three courses constitute a total of 9 credits.

Program Graduation Requirements

- ✓ Earn a cumulative program GPA of 2.0 or above on a 4.0 scale
- ✓ Earn a minimum of 60 program credits

Upon completion of the required program curriculum, the following credential will be awarded: Bachelor of Science in Integrative Health and Lifestyle Medicine.

Program Details

Required Credit hours: 60
Program Duration: 2 years (67 weeks)
Program Tuition: $25,000
Rate per Credit: $416.67

Curriculum

Transfer	General Education Credits	(30 credits)
Transfer	Technical/Occupational Credits	(30 credits)
LM300	Stress Management Coaching	(3 credits)
LM301	Drug, Alcohol and Addiction Counseling	(3 credits)
LM400	General, Organic and Biochemistry	(3 credits)
LM401	Health Promotion & Education	(3 credits)
LM402	Anatomy & Physiology	(3 credits)
LM403	Sociology of Health	(3 credits)
LM404	Health Coaching	(3 credits)
LM405	Fitness & Wellness Coaching	(3 credits)
LM406	Integrative Psychopharmacology	(3 credits)
LM407	Behavioral Neuroscience	(3 credits)
NUT300	Nutrition Education & Counseling	(3 credits)
NUT301	Clinical Nutrition	(3 credits)
NUT302	Nutrition Therapy & Pathophysiology	(3 credits)
NUT303	Mind-Body Medicine	(3 credits)
NUT304	Food & Culture	(3 credits)
NUT305	Ethics	(3 credits)
NUT400	Healthcare Nutrition	(3 credits)
NUT401	Sports Nutrition	(3 credits)
NUT402	Nutrition & Human Metabolism	(3 credits)
NUT403	Cannabinoid Medical Science Foundations	(3 credits)

Sample Plan of Study (4 semesters)

Semester 1	
Ethics	3cr
Anatomy & Physiology	3cr
Sociology of Health	3cr
Integrative Psychopharmacology	3cr
Food and Culture	3cr
	15cr

Semester 2	
General, Organic, and Biochemistry	3cr
Behavioral Neuroscience	3cr
Nutrition Therapy and Pathophysiology	3cr
Healthcare Nutrition	3cr
Nutrition & Human Metabolism	3cr
	15cr

Semester 3	
Cannabinoid Medical Science Foundations	3cr
Sports Nutrition	3cr
Mind-Body Medicine	3cr
Stress Management Coaching	3cr
Health Coaching	3cr
	15cr

Semester 4	
Health Promotion and Education	3cr
Drug, Alcohol and Addiction Counseling	3cr
Clinical Nutrition	3cr
Nutrition Education & Counseling	3cr
Fitness & Wellness Coaching	3cr
	15cr

Sample Plan of Study (6 semesters)

Semester 1	
Anatomy & Physiology	3cr
Sociology of Health	3cr
General, Organic, and Biochemistry	3cr
	9cr

Semester 2	
Food & Culture	3cr
Clinical Nutrition	3cr
Mind-Body Medicine	3cr
	9cr

Semester 3	
Behavioral Neuroscience	3cr
Healthcare Nutrition	3cr
Nutrition Therapy and Pathophysiology	3cr
Ethics	3cr
	12cr

Semester 4	
Nutrition & Human Metabolism	3cr
Health Promotion & Education	3cr
Cannabinoid Medical Science Foundations	3cr
	9cr

Semester 5	
Health Coaching	3cr
Sports Nutrition	3cr
Integrative Psychopharmacology	3cr
	9cr

Semester 6	
Stress Management Coaching	3cr
Drug, Alcohol and Addiction Counseling	3cr
Fitness & Wellness Coaching	3cr
Nutrition Education & Counseling	3cr
	12cr

Associate of Science in Radiologic Technology

Mission Statement
The Associate of Science in Radiologic Technology is designed to prepare students for entry-level positions in radiologic technology. The program is structured to provide students with basic concepts and competencies to work as a radiologic technologist in the healthcare environment. This is accomplished through didactic education in patient care, radiographic procedures, medical ethics and law, radiation biology, as well as radiation safety and protection. In addition, students learn mastery of the required skill sets during their structured clinical rotations in the clinical setting.

Goal: **Students will be clinically competent.**
Student Learning Outcomes:
- ✓ Students will apply positioning skills.
- ✓ Students will demonstrate appropriate use of equipment.
- ✓ Students will utilize radiation protection.
- ✓ Students will select technical factors.

Goal: **Students will demonstrate communication skills.**
Student Learning Outcomes:
- ✓ Students will demonstrate written communication skills.
- ✓ Students will demonstrate oral communication skills.

Goal: **Students will develop critical thinking skills.**
Student Learning Outcomes:
- ✓ Students will adapt standard procedures for non-routine patients.
- ✓ Students will critique images to determine diagnostic quality.

Goal: **Students will grow and develop professionally.**
Student Learning Outcomes:
- ✓ Students will demonstrate professional behavior.
- ✓ Students will understand the importance of obtaining membership in professional organizations and obtaining certifications for advanced modalities.

JPU's Associate of Science in Radiologic Technology program is approved as a Diagnostic Radiologic Technology School by the California Department of Public Health: Radiologic Health Branch (CDPH-RHB). This approval provides an opportunity for students to be assigned to a clinical site located in the State of California. If a student chooses to rotate at a site located in the State of California, the student is required to complete a minimum of 1,850 clinical hours, as required by the RHB. According to RHB requirements, students may not begin their clinical rotation at a site located in the State of California until the site has been approved as a site associated with JPU's approved program.

This program complies with all sections within the California Code of Regulations Title 17 pertaining to Approved Therapeutic Radiologic Technology Schools.

The fulfilment of our mission and goals through an integrated curriculum ensures students attain the following learning outcomes:
- ✓ Students will display effective management and communication skills, both verbal and written
- ✓ Students will demonstrate critical thinking and problem-solving skills
- ✓ Students will demonstrate the ability to prioritize safety and patient care

- ✓ Students will demonstrate professional work standards
- ✓ Students will acquire the professional tools and experience for an entry level position in radiologic technology

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes.

Program Application Requirements

- ✓ 3 letters of reference
- ✓ Curriculum Vitae/Résumé
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS scores, if applicable
- ✓ Application
- ✓ Entrance Exam
- ✓ $125.00 application fee (non-refundable)
- ✓ Online learning self-assessment

Program Admission Requirements

- ✓ High School Diploma or Higher Education credits or degree with a GPA of 2.5 (on a 4.0 scale) A 3.0 or higher (on a 4.0 scale) is preferred.[A]
- ✓ 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 JPU representative
- ✓ Personal statement
- ✓ Three Letters of Reference
- ✓ An Entrance Exam with a minimum score of 80% is required for applicants who have not earned a degree within five (5) years of applying to JPU.[B]
- ✓ Online learning self-assessment

[A]Applicants who do not meet the minimum GPA requirement may be offered enrollment as a continuing education student (non-degree seeking student) if they have a cumulative GPA of at least 2.0. Students admitted as a continuing education student will be reconsidered for program acceptance if they receive a cumulative GPA of at least 2.5 when completing the following three courses during their first semester of enrollment: Human Anatomy and Physiology I (BIOL150), Patient Care in Radiologic Sciences (RTE100), and Introduction to Imaging Principles (RTE115). These three courses constitute a total of 5 credits.

[B] Applicants who do not achieve a passing score may still be considered for admission into the University as a continuing education student (non-degree seeking student) if their cumulative GPA earned from college-level coursework is at least a 2.5 on a 4.0 scale and their entrance exam score is in the range of 76-79%. Applicants admitted into the University as a continuing education student will be reconsidered for program acceptance if they receive a cumulative GPA of at least 2.5 when completing the following three courses during the first semester of enrollment: Human Anatomy & Physiology (BIOL150), Patient Care in Radiologic Sciences (RTE100), and Introduction to Imaging Principles (RTE115). These three courses constitute a total of 5 credits.

Program Graduation Requirements

- ✓ Earn a cumulative program GPA of 2.0 or above on a 4.0 scale
- ✓ Earn a minimum of 60 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 of the core and required specialization courses, the following credential will be awarded: Associate of Science in Radiologic Technology.

Clinical Obligations

Clinical Clearance Screening

JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records, CPR Training, and Physical Exam. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement

JPU is responsible for assigning a clinical site to each student enrolled in the Radiologic Technology program. Radiologic Technology program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment.

If a student is not granted admission into the Radiologic Technology program but wishes to enroll in Radiologic Technology courses as a non-degree seeking student, they may enroll in selected Radiologic Technology courses approved by JPU at a part-time status for no more than one semester if their ultimate goal is to gain acceptance into the Radiologic Technology program. Students who do not gain admittance into the Radiologic Technology program after attending one semester must repeat the application process.

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

Compensation and Hours Requirement

Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. The clinical requirements are competency-based with a minimum of 360 hours required. Students are eligible for placement in a clinical setting, but are not eligible to begin completing competencies in a clinical setting until after successful completion of Midpoint Clinical Summative Assessment. Students who fail to meet the Midpoint Clinical Summative Assessment minimum passing score of 75 after two attempts will be dismissed from the program.

Any hours spent beyond the 10-hour maximum per day will not count toward the minim hour requirement. The student is not entitled to compensation or extra credit of any kind.

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.

Students who choose to be placed in Clinical sites located in New York or California must will be subject to higher minimum clinical hour requirements based on state regulations. Students who choose to accumulate hours and competencies at a clinical site located in the State of California to complete requirements for clinical requirements are required to accumulate a minimum of 1,850 hours. Students who choose to accumulate hours at a clinical site located in the State of New York must accumulate a minimum of 1,200 hours.

Clinical Internship Completion Policy
The Radiologic Technology program requires prompt completion of the clinical internship concurrently with didactic instruction.

Students are required to submit all required documentation outlined in the *Clinical Internship Handbook* document no later than thirty (30) days after completion of the competencies. If the student has not submitted the required documentation within the stated time frame, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Failure to complete the internship hours or competencies within the timeframe outlined in this policy will result in tuition for the clinical internship being charged to the student's account each semester the student is enrolled in the clinical internship after didactic instruction is complete.

Students who are unable to start their internship during the third semester of the program or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the clinical internship after didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Certification

Graduates are encouraged to attain licensure as a registered radiologic technologist demonstrated through successful completion of the American Registry of Radiologic Technologists (ARRT)

examination in radiologic technology. Graduates are eligible to take the ARRT examination in Radiologic Technology since ACCSC is recognized by the ARRT. The Radiologic Technology program was designed to meet competency requirements outlined by the ARRT.

Program Details
Required Credit hours: 60
Program Duration: 2 years (67 weeks)
Program Tuition: $48,000
Rate per Credit: $800

Curriculum (60 credits required)

General Education Courses (30 credits required)

BIOL150	Human Anatomy & Physiology I*	(3 credits)
BIOL155	Human Anatomy & Physiology II*	(3 credits)
SCI120	Nutrition	(3 credits)
SCI122	Chemistry	(3 credits)
MATH103	Introduction to College Math	(3 credits)
MATH105	Algebra I	(3 credits)
MATH106	Algebra II	(3 credits)
MATH190	Applied Mathematics	(3 credits)
SOC105	Introduction to Sociology	(3 credits)
SOC107	Introduction to Psychology	(3 credits)
HUM109	English Composition*	(3 credits)
HUM111	Fundamentals of Public Speaking*	(3 credits)
HUM113	Information Systems/Computer Science*	(3 credits)

*Notes a required course. The student must complete at least one course from each category: Science (SCI), Social Science (SOC), Humanities (HUM), and Mathematics (MATH).

Technical/Occupational Courses (30 credits required)

SCI115	Medical Terminology	(1 credit)
RTE100	Patient Care in Radiologic Sciences	(1 credit)
RTE110	Radiographic Procedures I	(2 credits)
RTE210	Radiographic Procedures II	(3 credits)
RTE212	Radiographic Procedures III	(3 credits)
RTE120	Medical Ethics and Law	(1 credit)
RTE214	Radiation Physics	(1 credit)
RTE215	Principles of Radiographic Exposure	(2 credits)
RTE115	Introduction to Imaging Principles	(1 credit)
RTE216	Digital Imaging	(1 credit)
RTE220	Advanced Modalities	(1 credit)
RTE218	Radiation Biology and Protection	(2 credits)
RTE222	Radiography Review and Capstone	(3 credits)
RTE150	Clinical Practice I*	(4 credits)
RTE250	Clinical Practice II*	(4 credits)

*Students are eligible to begin competencies after all prerequisite requirements are met, including successful completion of prerequisite courses and successful completion of the Midpoint Clinical Summative Assessment. The Clinical Practice

courses are competency-based. The specific schedule is determined between the Program Director, Clinical Site Preceptor, and the Student.

Sample Plan of Study

Semester 1	
Anatomy & Physiology I	3cr
Introduction to College Math	3cr
Medical Terminology	1cr
English Composition	3cr
Introduction to Imaging Principles	1cr
Patient Care in Radiologic Sciences	1cr
Nutrition	3cr
	15cr

Semester 2	
Anatomy & Physiology II	3cr
Applied Mathematics	3cr
Fundamentals of Public Speaking	3cr
Radiographic Procedures I	2cr
Radiation Physics	1cr
Medical Ethics and Law	1cr
	13cr

Semester 3	
Introduction to Sociology	3cr
Information Systems/Computer Science	3cr
Radiographic Procedures II	3cr
Advanced Modalities	1cr
Principles of Radiographic Exposure	2cr
Clinical Practice I	4cr
	16cr

Semester 4	
Introduction to Psychology	3cr
Radiographic Procedures III	3cr
Digital Imaging	1cr
Radiation Biology and Protection	2cr
Radiography Review and Capstone	3cr
Clinical Practice II	4cr
	16cr

This program is a hybrid program, which requires Boot Camp each semester. Students are required to attend boot camp each semester they are enrolled in didactic instruction. Locations for in-person instruction are announced in advance. Students must attend in-person instruction where it is scheduled. Travel expenses associated with attending boot camp in-person are the responsibility of the student.

Refer to the Academic Calendar located at https://jpu.edu for program-specific boot camp dates.

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Michael Bowman, BS, RT(T)	Clinical Coordinator, Radiation Therapy
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James Wheeler, MD, Ph.D.	Medical Director, Medical Dosimetry programs
Jennifer Phebus, BS, CMD	Clinical Coordinator Director, Medical Dosimetry programs
Lillian Groth, MS, CMD	Clinical Coordinator (full-time), Medical Dosimetry programs
Michael Mast, MS, CMD, RT(T)	Clinical Coordinator (part-time), Medical Dosimetry programs
Hugh Gerard, BS, CMD, RT(R)(T)	Clinical Coordinator (part-time), Medical Dosimetry programs
Christopher Amaloo, MS, CMD	Clinical Coordinator (part-time), Medical Dosimetry programs
Kayla Brown, MS, CMD	Educational Coordinator, Medical Dosimetry programs

School of Imaging Sciences

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Graziella Sestito, BS, RT(R)	Acting Program Director, Radiologic Technology
Deon Durrant, Ph.D., RT(R)(MR)	National Director of Clinical Education, Radiologic Technology
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Gabrielle Bortolot, BS, RDMS	Assistant Program Director, Diagnostic Medical Sonography
Jade Coulter, AAS, RDMS	National Sonography Clinical Coordinator & Asst. Program Director
Breanne Auditore, RDMS	Assistant Sonography Clinical Coordinator
Joe Cianci, MSA, RT(R)(CT)	Program Director, Medical Imaging: CT
John Posh, BS, RT(R)(MR)	Program Director, Medical Imaging: MRI
Jasmin Miller, DBA, CNMT	Program Director, Medical Imaging: Nuclear Medicine
Robert Blosser, MBA, CNMT	Assistant Clinical Coordinator, Nuclear Medicine
Allison Freitag, BS, RT(R)(MR)	National Clinical Coordinator and Business Development Director, MRI
Krista Harriger, BS, RT(R)(MR)(CT)	Clinical Coordinator, MRI
Judy Wince, BS, RT(R)	Clinical Coordinator, Radiologic Technology

Stephen Weisenreider, BFA, RT(R)	Clinical Coordinator, Radiologic Technology
Patrick Foster, BS, RT(R)(M)	Clinical Coordinator, Medical Imaging
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School of Integrative and Functional Medicine	
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Janice Newell Bissex, MS, RDN	Program Director, Cannabinoid Medical Sciences concentration
Valentin Prisecaru, MS	Program Director, Precision Medicine and Bioinformatics concentration
Carina Hopen, MD, DIPABLM	Program Director, Alzheimer's, Dementia, and Memory Care concentration
Laura Tanzini, DrPH, LMFT, BCPC, BCIM	Program Director, Lifestyle Medicine concentration
Ewa Frankel, Ph.D.	Associate Program Director, BS Integrative Health and Lifestyle Medicine

Administrative Team

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Theresa Pucci	Director of Radiologic Technology Operations & Student Success
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Christina Timms	Administrative Assistant, Admissions
Samuel Holt	Administrative Assistant, Admissions
Christine Forsyth	Administrative Assistant, Admissions
Amanda Aboulleit	Admissions Operations Manager
Angelina DeVito	Administrative Assistant, Admissions
Dana DeLeon	Administrative Assistant, Admissions
Maritza Guzman	Student Success Officer
Carmela Fiorica	Business Development Administrative Assistant
Nancy Mungo	Business Development Administrative Assistant

Faculty
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. JPU is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, veteran status, or any other legally protected status. A listing of faculty members is provided in the Appendices following the Academic Catalog. Faculty organized by School are published on the public website located at https://jpu.edu/about-rtu-vt/meet-the-faculty/

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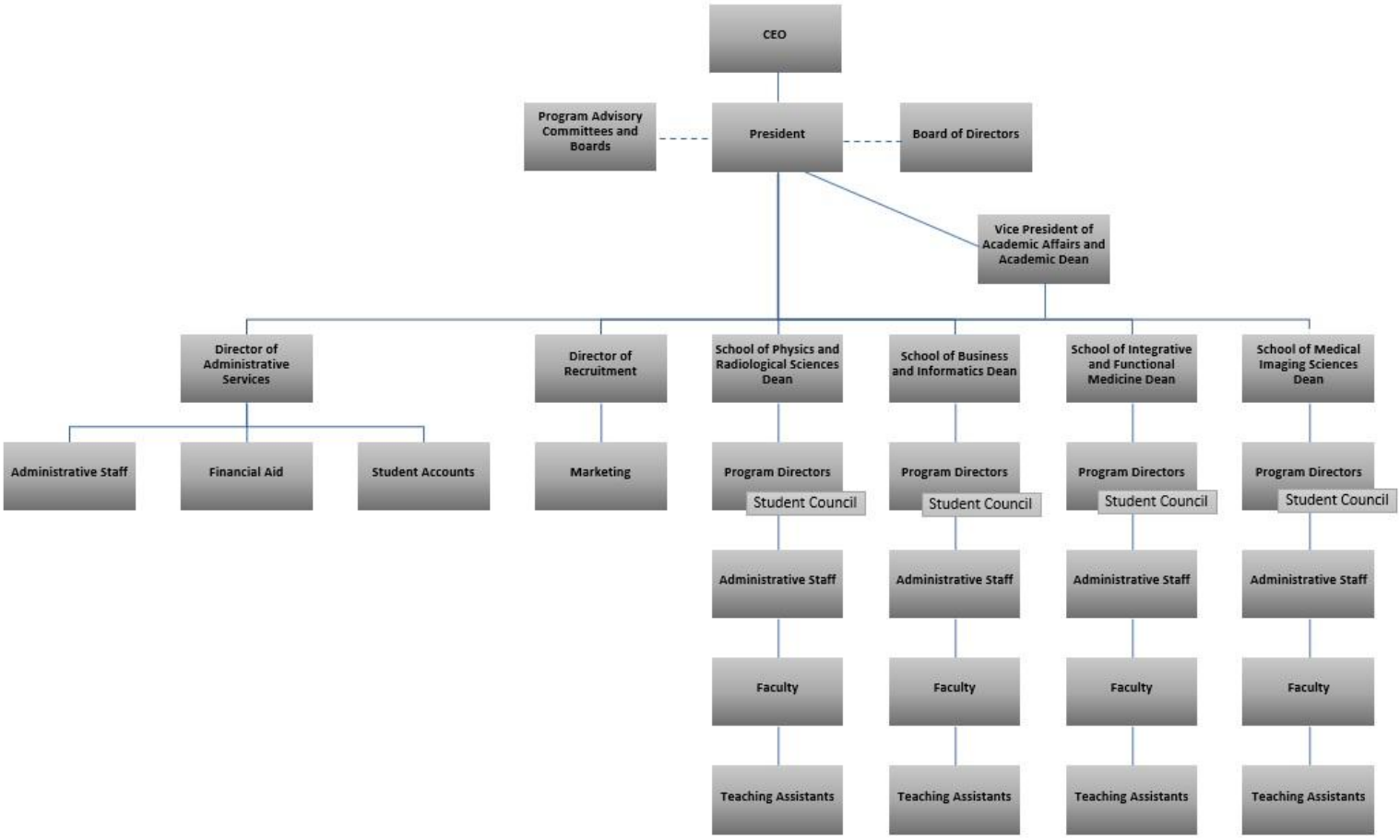
Organizational Chart



JOHN PATRICK UNIVERSITY OF HEALTH AND APPLIED SCIENCES
UNDERGRADUATE COURSE CATALOG

Course Numbering System Descriptions

BIOL	Biology
CT	Computed Tomography (CT)
HUM	Humanities
LM	Lifestyle Medicine
MATH	Mathematics
MD	Medical Dosimetry
MHP	Medical Health Physics
MI	Medical Imaging
MR	Magnetic Resonance Imaging (MRI)
NUT	Nutrition
PHY	Physics
RS	Radiologic Science
RTE	Radiologic Technology
RTT	Radiation Therapy
SCI	Science
SOC	Social Science
US	Sonography

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 semester 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 COURSE DESCRIPTIONS

BIOL150
ANATOMY & PHYSIOLOGY I
3 CREDITS
This course will give the student an overview of human anatomy and physiology using a body systems approach. Topics included are anatomical and directional terminology and the study of various body systems, emphasizing the skeletal system. This course is aimed at an audience of non-physician medical professionals.

BIOL152
HUMAN ANATOMY & PHYSIOLOGY I
3 CREDITS
This course provides 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 a 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.

BIOL155
ANATOMY & PHYSIOLOGY II
3 CREDITS
This course is a continuation of Human Anatomy and Physiology concepts and focuses heavily on pathologies and/or physiological effects of radiation and commonly imaged/treated conditions.
Prerequisite: Anatomy & Physiology I (BIOL150) and Introduction to Imaging Principles (RTE115)

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.

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.

CT400
ORIENTATION TO COMPUTED TOMOGRAPHY
1 CREDIT
This course provides the student with an introduction to the functions and basic procedures of computed tomography imaging as it is used in the healthcare setting. Basic CT instrumentation and clinical terms will be introduced.

CT406
CT PROCEDURES
4 CREDITS
This course will provide an understanding of clinical procedures in computed tomography. In addition, this course will also provide the student with an introduction to quality assurance procedures in computed tomography.

CT408
CT INSTRUMENTATION AND IMAGING PHYSICS
4 CREDITS
This course focuses on introducing fundamental physics in computed tomography. Included in the course is an overview of the history of CT, fundamentals of computers, scanning methods, and digital imaging.

CT412
CT ANATOMY AND PATHOLOGY CORRELATION
3 CREDITS
This course will address whole body cross-sectional anatomy and pathology. Also included will be an in-depth review of common CT pathology.

CT414
PLANAR AND VOLUMETRIC POST-PROCESSING
3 CREDITS
This course will focus on CT scanning methods and fundamentals of CT computers concentrating on imaging reconstruction.

CT416
ADVANCED TECHNIQUES IN CT
3 CREDITS
This course provides the student with an in-depth understanding of quality assurance in computed tomography. This course will also provide the student with an understanding of differences and similarities between various CT scanning equipment currently available on the market.

CT421
CLINICAL PRACTICE
5 CREDITS
This is a clinical experience course in which the student is assigned supervised clinical experiences in computed tomography. This course is designed to provide the student with a better understanding of the central role of CT in the evaluation of patients through participation in clinical training. Students learn by assisting a certified CT technologist in the performance of clinical procedures and related supplementary responsibilities. Competency evaluations are performed to allow the student to demonstrate mastery of various CT procedures, basic patient care, and simple quality control of

equipment. This course includes advanced instruction and clinical application of imaging skills of the following: cardiac, abdomen, pediatric, special applications, image post processing, bariatric procedures, radiation therapy imaging, CT/PET, and imaging quality assurance. All CT procedures will be performed under the supervision of a registered CT technologist.

HUM109
ENGLISH COMPOSITION
3 CREDITS
This course is designed to equip students with the foundational writing skills necessary to succeed in the academic and professional communities. In this course, students will be introduced to writing as a process, gain an understanding of the structure of an essay, learn editing and proofreading techniques, an become proficient in research and documentation methods. The primary focus of this course is writing development with integration of critical thinking, active reading, grammar and punctuation rules, and research documentation.

HUM111
FUNDAMENTALS OF PUBLIC SPEAKING
3 CREDITS
This course provides an introduction to the practical skill of public speaking to prepare students for success in academic and professional environments. In this course, students will engage in the public speaking process, learn techniques to overcome speaking anxiety and the use of visual aids, and gain an understanding of the development, organization, and research required to delivery effective speeches. This course will help students connect public speaking to their own lives and find ways to make meaningful and ethical connections with their audiences.

HUM113
INFORMATION SYSTEMS/COMPUTER SCIENCE
3 CREDITS
This course provides an introduction to computers and information systems. Hardware and software concepts will be discussed, along with programming, operating systems, cloud computing, system life cycle, communication, and security.

LM300
STRESS MANAGEMENT COACHING
3 CREDITS
This course reviews the insights and skills to handle common stress, ranging from academics and time management to relationship issues. Lectures incorporate actionable strategies, to guide the learner how to change their perspectives and respond to demands as they become stronger and more committed. Self-assessments help understand why they react to stressors, while a customizable toolkit offers strategies for diffusing stress. Topics will also Stress Reduction and Relaxation Techniques of Breathing, Relaxation, and Guided Imagery to Mindfulness, Meditation, and Self-Hypnosis.

LM301
DRUG, ALCOHOL AND ADDICTION COUNSELING
3 CREDITS
This course examines the motivation for drug use, the social implications of drug use, legal ramifications and factors affecting how drugs interact with the human body. Research looks at the history and culture surrounding drug use and abuse, provides key information regarding specific types of drugs and reviews drug treatment, education and prevention approaches and programs.

LM400
GENERAL, ORGANIC AND BIOCHEMISTRY
3 CREDITS
This course road introduces the principles of general, organic, and biochemistry. Atomic structure, radioactivity, ionic and covalent compounds, reactions, oxidation-reduction, solutions, acids and bases are covered through descriptive, theoretical, and laboratory topics.

LM401
HEALTH PROMOTION & EDUCATION
3 CREDITS
This course emphasizes the principal foundation in the history, philosophy, theory, and ethics of health education. Learners will understand the roles and responsibilities of health education specialists, potential occupational settings, and the ethics that inform professional decisions. Additional research will cover the past, present, and future of health, health care, and health education and promotion.

LM402
ANATOMY & PHYSIOLOGY
3 CREDITS
This course reviews the central theme of homeostasis-how the body meets changing demands while maintaining the internal constancy necessary for all cells and organs to function. Additional topics of research will include: Cell Physiology, Plasma Membrane, Neural and Hormonal Functions, The Central Nervous System, The Integumentary System, The Skeletal System, The Articular System, The Respiratory System, The Urinary System, The Digestive System, The Muscular System, The Endocrine System, The Lymphatic System, The Respiratory System, The Cardiovascular System, Fluid an Acid Bases, Endocrine System and Glands and the Reproductive System.

LM403
SOCIOLOGY OF HEALTH
3 CREDITS
This covers both micro- and macro-level topics while exposing the sociological and ethical dilemmas of modern health care and asking internal questioning of ones held beliefs about health and illness. Thorough discussions of health and health care will emphasize how social forces can prevent or foster illness, affect cultural ideas about illness and disability, structure health care institutions, and affect the lives of health care workers.

LM404
HEALTH COACHING
3 CREDITS
This course examines essentials of health coaching methodology, along with integrative wellness principles, theoretical frameworks, evidence-based models, coaching session formats, and practice tools to offer a systematic approach to helping clients achieve enduring changes in their personal health and wellness behaviors through a supportive and forward-moving coaching relationship.

LM405
FITNESS & WELLNESS COACHING
3 CREDITS
This course integrates realistic motivation techniques that bridge the gap between wanting to be fit and living a fit lifestyle. The course emphasizes motivational techniques, health and wellness coaching, positive encouragement, and personal values to accelerate health and lifestyle changes. This will

provide one establish goals and achieve endurance, strength, flexibility, nutrition, weight management, stress management, disease prevention and more. Learners will be able to achieve a deeper sense and strong foundation in fitness with coaching techniques towards wellness.

LM406
INTEGRATIVE PSYCHOPHARMACOLOGY
3 CREDITS
This course reviews principles of psychopharmacology, commonly prescribed psychotropic drugs for adults, and psychotropic medications prescribed to children. Research will examine psychosocial treatments that complement the most prescribed medications, expanded discussion of medication of children and the elderly. Topics will also cover Pharmacokinetics: How the Body Acts on Psychotropic Medications and Herbaceuticals.

LM407
BEHAVIORAL NEUROSCIENCE
3 CREDITS
This course reflects foundational understanding of the structure and function of the nervous system and its relationship to typical and disordered human behavior. Topics of research will include Genetics and the Development of the Human Brain, along with Vision, Nonvisual Sensation and Perception.

MATH103
INTRODUCTION TO COLLEGE MATH
3 CREDITS
This course is designed to help you review, learn, and retain the fundamentals of basic arithmetic and basic algebra. The mathematical principles are designed to prepare students for entry-level positions including allied health professions.

MATH105
ALGEBRA I
3 CREDITS
This course reinforces and develops basic algebra skills. The instructional content will focus on rational expressions, exponents, order of operations, variables, equations and inequalities, and graphs of linear equations and inequalities in two variables, systems of linear equations, integer exponents, polynomial expressions, and factoring. All topics include applications and problem solving techniques.

MATH106
ALGEBRA II
3 CREDITS
This course teaches an introduction to linear algebra. Topics will include complex numbers, geometric vectors in two or three dimensions and their linear transformations, the algebra of matrices, determinants, and solutions of systems of equations, Eigen values an eigenvectors.
Prerequisite: Algebra I (MATH105)

MATH190
APPLIED MATHEMATICS
3 CREDITS
This course focuses on an introduction to real analysis. Geometry, trigonometry, systems of equations and matrices will be discussed along with linear, quadratic, polynomial, rational, exponential and logarithmic functions.

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.

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
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. Prerequisite: Radiation Therapy I (MD305)

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
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)

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)

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

MD321
TREATMENT PLANNING LAB 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)

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

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.

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.

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)

MD420
TREATMENT PLANNING LAB 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
TREATMENT PLANNING LAB 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)

MD495
CAPSTONE (non-CMD)
3 CREDITS
This course will include a comprehensive review of content in medical dosimetry. It is designed to assist the student in preparing for the national certification examination in medical dosimetry. It is also designed to prepare the B.S. student to enter the workforce. This course is Pass/Fail and should be taken by the non-certified medical dosimetry student.

MD497
CAPSTONE (CMDs)
3 CREDITS
This course is designed to be the culminating course for the Bachelor of Science candidate who has already achieved their national certification in medical dosimetry. Included will be a clinical project with a clinical journal and 180 hours of clinical experience required. The course will also include submission of a literature review on a medical dosimetry topic.

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.

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.
Prerequisite: Radiation Therapy I (MD305)

MI310
PATHOPHYSIOLOGY
3 CREDITS
This course provides a detailed study of illness, pathology, 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 will be discussed. 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.

MR400
ORIENTATION TO MRI
1 CREDIT
This course provides the student with an introduction to the functions and basic procedures of magnetic resonance imaging as it is used in the healthcare setting. Basic MRI concepts, instrumentation, and clinical terms will be introduced.

MR406
MRI PROCEDURES
4 CREDITS
This course provides the student with an in-depth understanding of clinical procedures in MRI. This course will also provide the student with an understanding of responsible MRI imaging practices.

MR408
MRI INSTRUMENTATION, IMAGING PHYSICS, AND SAFETY
4 CREDITS
This course focuses on introducing fundamental physics in magnetic resonance imaging. Included in the course is an overview of the history of MRI, fundamentals of computers, scanning protocols, and digital imaging. Safety in the magnetic field will also covered in this course.

MR412
MRI ANATOMY AND PATHOLOGY CORRELATION
3 CREDITS
This course will address whole body anatomy and pathology seen in MRI scanning. Also included will be an in-depth review of common pathology seen in MRI.

MR414
PULSE SEQUENCES, IMAGE FORMATION AND CONTRAST
3 CREDITS
An overview of instrumentation, image formation, safety, contrast agents, and imaging sequences will be presented. In addition, common MRI exam protocols will be discussed.

MR416
ADVANCED TECHNIQUES IN MRI
3 CREDITS
This course provides the student with an in-depth understanding go quality assurance procedures in MRI. This course will also provide the student with an understanding of differences and similarities between various MRI imaging equipment currently available on the market.

MR421
CLINICAL PRACTICE
5 CREDITS
In this course, the student will participate in the clinical internship experience. This course focuses on the clinical application of imaging skills of the following: cardiac, retroperitoneum, pediatric, special applications, image post processing, perfusion, diffusion, spectroscopy, fMRI, and quality assurance. Competency demonstrations will be performed by the student to ensure mastery of various MRI procedures, basic patient care, simple quality control of equipment, and related supplementary responsibilities. All MRI procedures will be performed under the supervision of a registered MRI technologist.

NM400
ORIENTATION TO NUCLEAR MEDICINE
1 CREDIT
Introductory course in nuclear medicine focusing on radionuclide sources, radiation detection equipment, radiopharmaceutical characteristics and their use in nuclear medicine procedures.

NM403
PROFESSIONAL PRACTICE
1 CREDIT
This course will introduce the learner to professional development, professional ethics, and workplace relationships in the nuclear medicine clinical setting. Emphasis will be placed on nuclear medicine professional practice and behavior.

NM406
DIAGNOSTIC AND THERAPEUTIC PROCEDURES I
2 CREDITS
This course introduces principles and practices of common diagnostic and therapeutic procedures in nuclear medicine. Topics include anatomy and pathology, disease pathology, patient preparation, radiopharmaceutical administration, biodistribution and excretion, indications and contraindications,

and basic acquisition and interpretation for the following nuclear medicine systems: musculoskeletal, cardiovascular, genitourinary, pulmonary, endocrine, central nervous, abscess, infection, inflammation and tumor imaging, and radionuclide therapy.

NM407
DIAGNOSTIC AND THERAPEUTIC PROCEDURES II
2 CREDITS
This course analyses and further develops concepts of diagnostic and therapeutic procedures in nuclear medicine, as well as the addition of infrequent procedures. Topics include developing current knowledge of anatomy and pathology, disease pathology, patient preparation, radiopharmaceutical usage and administration, biodistribution and excretion, indications and contraindications, and basic acquisition and interpretation, as well as further application of technical parameters, interventional drugs, data and image processing, recognition of artifacts, and mathematical calculations related to specific procedures. The nuclear medicine systems to be analyzed are: musculoskeletal, cardiovascular, genitourinary, pulmonary, endocrine, central nervous, abscess, infection, inflammation and tumor imaging, and radionuclide therapy.

NM408
INSTRUMENTATION
3 CREDITS
This course introduces the operating principles and quality guidelines of a variety of instruments used in nuclear medicine technology laboratories. Topics will include the application of the physical characteristics of radioactivity and radiation detection, and measurement of radiation. In addition, nuclear medicine counting equipment, measurement and image acquisition instruments, relevant patient care equipment, computer technology used in nuclear medicine clinical settings will be included topics. Furthermore, the course will explore data analysis and its application in department quality management programs and quality control standards for optimal equipment operation, patient safety, and outcomes.

NM414
RADIOPHARMACY AND PHARMACOLOGY
3 CREDITS
This course examines the fundamentals of radiopharmacy in Nuclear Medicine. Topics include radiopharmaceutical production, labeling, preparation and administration, and properties. Radiopharmaceutical laboratory operation, regulations, record retention, quality control, and radioactive waste disposal will be discussed. Students will be able to identify and apply these concepts to clinical applications in the laboratory and clinical setting.

NM420
CLINICAL PRACTICE I
8 CREDITS
This is the first clinical rotation assigning students to supervised clinical experiences in nuclear medicine technology. This course is designed to provide the student with a better understanding of the central role of nuclear medicine in the diagnostic and therapeutic evaluation of patients through participation in clinical training. Students learn by assisting a certified nuclear medicine technologist in the performance of nuclear medicine procedures and related supplementary responsibilities. Competency evaluations are performed to allow the student to demonstrate mastery of diagnostic and therapeutic procedures, basic patient care, and simple quality control of equipment.

NM421
CLINICAL PRACTICE II
8 CREDITS
This is the second and final clinical rotation assigning students to supervised clinical experiences in nuclear medicine technology. This course is designed to provide students with a better understanding of the central role of nuclear medicine in the diagnostic and therapeutic evaluation of patients through participation in clinical training. Students learn by assisting a certified nuclear medicine technologist in the performance of nuclear medicine procedures and related supplementary responsibilities. Competency evaluations are conducted in performance of diagnostic and therapeutic procedures, basic patient care and simple quality control of equipment.
Prerequisite: Clinical Practice I (NM420)

NM424
RADIATION SAFETY AND NUCLEAR MEDICINE
2 CREDITS
This course introduces the fundamentals of radiation protection and the safe handling of radioactive materials. Topics examined include radiobiology, radioactive decay, storage and disposal of radioactive materials, the use of radiation monitoring instruments, and regulations regarding the use and safe handling of radioactive materials.

NM435
RESEARCH METHODS AND CAPSTONE
2 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. Also included in the course is a comprehensive review of nuclear medicine concepts in preparation for the national board exam in nuclear medicine.

NUT300
NUTRITION EDUCATION & COUNSELING
3 CREDITS
This course guides health professionals to learn personalized nutrition theories and develop a foundation in counseling and education principles, along with evaluation methodologies. Students learn to interpret and apply personalized nutrition education counseling into effective dialogues to aid the client in knowledge, skills, and attitudes to make informed, healthy lifestyle choices.

NUT301
CLINICAL NUTRITION
3 CREDITS
This course presents the fundamentals of nutrition and nutrition therapy along with their practical applications to daily life and clinical settings. Starting with normal nutrition, the course will introduce nutrients and their physiological impacts, as well as nutritional guidelines for good health and disease prevention. Coverage of clinical nutrition includes the latest information on pathophysiology and dietary changes for treating a variety of medical conditions, from obesity and pregnancy to cardiovascular diseases, diabetes, and HIV.

NUT302
NUTRITION THERAPY & PATHOPHYSIOLOGY
3 CREDITS
This course reviews comprehensive coverage of disease pathophysiology and treatment that reflects the latest research and evidence-based nutritional care. The course thoroughly integrates the nutrition care process as well as the latest scope and standards of dietetics practice. An emphasis on pathophysiology clearly connects nutrition therapy practices and expected outcomes to underlying disease processes at every level--from cells to organ system.

NUT303
MIND-BODY MEDICINE
3 CREDITS
This course will review the fundamentals of mindfulness and positive psychology. Learners will explore the concepts, the research behind the concepts, cognitions, and practices that enhance well-being. In addition, strategies will be developed to skillfully work with thoughts, emotions, and sensations, while developing a capacity to enhance mind-body awareness of a present-moment experience.

NUT304
FOOD & CULTURE
3 CREDITS
This course reviews information on the health, culture, food, and nutrition habits of the most common ethnic and racial groups living in the United States. It is designed to help health professionals, chefs, and others in the food service industry learn to work effectively with members of different ethnic and religious groups in a culturally sensitive manner. Comprehensive coverage of key ethnic, religious, and regional groups, including Native Americans, Europeans, Africans, Mexicans and Central Americans, Caribbean Islanders, South Americans, Chinese, Japanese, Koreans, Southeast Asians, Pacific Islanders, People of the Balkans, Middle Easterners, Asian Indians, and regional Americans.

NUT305
ETHICS
3 CREDITS
This course covers the ethical debate of the influential theories such as religion and global ethics, utilitarianism and deontology, natural law ethics, and feminist and care ethics. Discussion of contemporary issues includes abortion, euthanasia, sexual morality, structural racism, and same-sex marriage.

NUT400
HEALTHCARE NUTRITION
3 CREDITS
Healthcare Nutrition introduces nutrition basics then moves through clinical topics, exploring the ways nutrition impacts diabetes, renal disease, liver disorders and other ailments. Organized by organ system to align with other health disciplines; chapters include the latest research and clinical practices for leveraging the power of nutrition in patient health care.

NUT401
SPORTS NUTRITION
3 CREDITS
Sports Nutrition emphasizes scientific reasoning and the latest studies to illuminate the evidence for current nutritional recommendations. Course literature illustrates the connections among exercise, nutrition, the ultimate goals, optimal performance and health. Learn the rationale behind the recommendations made to athletes, and create specific plans for the appropriate amount and type of foods, beverages and/or supplements to support training, performance and recovery.

NUT402
NUTRITION & HUMAN METABOLISM
3 CREDITS
Nutrition & Human Metabolism explores complex metabolic processes and concepts, along with solid understanding of digestion, absorption, and metabolism of fat, protein, and carbohydrates. Coursework will examine the structures and functions of water-soluble and fat-soluble vitamins; including their regulatory roles in metabolism; and provide information on vitamin and mineral food sources, recommended intakes, deficiency, and toxicity.

NUT403
CANNABINOID MEDICAL SCIENCE FOUNDATIONS
3 CREDITS
This course reviews the foundations of cannabinoids and endocannabinoids, along their chemical and genetic structure. Scientific texts and literature will explain how cannabinoids and endocannabinoids, along with their receptors can be studied, analyzed, documented and utilized for their physiological functions towards health and wellness.

PHY150
DESCRIPTIVE PHYSICS
3 CREDITS
This course is a survey of physics at a conceptual level. The course covers motion, fluids, heat, electricity, magnetism, sound, and light. Emphasis will be placed on using concepts to analyze physical problems.

RS300
ORIENTATION TO ADVANCED MODALITIES
1 CREDIT
This course will 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).

RS302
RADIATION BIOLOGY AND PROTECTION
3 CREDITS
This course focuses on introducing fundamental radiation biology and radiation protection 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, radiobiological risk assessment, and human radiation protection.

RS306
PATIENT CARE IN ADVANCED MODALITIES
3 CREDITS
This course will focus on evidence-based nursing management of patients undergoing diagnostic or therapeutic radiation procedures. General patient management topics will also be addressed.

RS312
RADIATION PHYSICS
3 CREDITS
This course serves as a basic introduction to the Medical Physics field, covering all four of its subspecialties. 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. Upon completing this course, the student will have a broad understanding of the widespread applications of physics in the medical field.

RS314
PHARMACOLOGY
3 CREDITS
This course will include an introduction to the biology of pharmacology and interventional pharmaceuticals. It will also focus on safety and the use of pharmaceuticals.

RS316
PROFESSIONALISM AND WORKPLACE EXPERIENCE
2 CREDITS
This course is for licensed Radiation Therapists and imaging professionals. This course will introduce the learner to professional development, professional ethics, and workplace relationships. Emphasis will be placed on the healthcare work environment.

RS318
PRODUCTIVITY AND ASSESSMENT IN RADIATION SCIENCES
3 CREDITS
In this course, the student will be introduced to concepts of productivity and assessment in healthcare. This will include an understanding of health care productivity which typically defines output as spending on health care goods (e.g. drugs, hospital services, physician's services) deflated by an appropriate price index to get a real measure of output over time.

RS390
ETHICS AND LAW FOR ADVANCED MODALITIES
3 CREDITS
This course provides an introduction to law and ethics concepts in the health care setting.

RS400
ORIENTATION TO LEADERSHIP
1 CREDIT
This course will introduce the skills required to manage and lead people in effective ways. This course is designed for those currently in management roles or those aspiring to be leaders.

RS402
HUMAN RESOURCE MANAGEMENT
3 CREDITS
This course will provide the techniques necessary for organizing businesses, hiring personnel and training individuals for a career.

RS404
COMMUNICATION AND INFORMATION MANAGEMENT
3 CREDITS
This course focuses on the study of information management. The course covers the background, history, issues, and barriers to communication and health information management. Topics include healthcare settings, the patient record, electronic health records, (EHRs), data collection standards, and legal aspects of health information.

RS406
GENERATIONAL LEADERSHIP
2 CREDITS
This course is designed to provide students with a new perspective on the generation gaps and generational differences that exist in healthcare today and their impact on the workplace.

RS408
CONFLICT RESOLUTION
2 CREDITS
This course introduces positive conflict management processes, including active listening and communication skills. Students will be introduced to the underlying models and practical skills involving mediation and conflict resolution in a healthcare setting.

RS410
BILLING, CODING, AND ACCREDITATION
3 CREDITS
Students learn that medical billing is a process to submit claims to those covering the cost of medical services or treatment. Also addressed is an introduction to medical coding in which a process of applying correct codes for medical diagnoses are incorporated into the medical record. Requirements and standards for institutional accreditation of healthcare organizations will also be covered in this course.

RS412
VIRTUAL LEADERSHIP PRACTICUM
3 CREDITS
The Leadership Practicum is an integral part of experiential learning for all radiation sciences students. This course will build upon core competencies and principles of radiation sciences leadership and management.

RS418
FISCAL AND BUDGETARY MANAGEMENT
3 CREDITS
This course will offer a wide range of valuable knowledge and skills to enable staff and organizations to operate more effectively. The course will provide students with the understanding of how to work

more effectively across functional areas, reduce improper payments, make ethical decisions, and navigate healthcare organizations.

RS420
PROFESSIONAL LEADERSHIP PRACTICE
3 CREDITS
This course will provide simple and efficient ways to enhance key leadership skills. The course will explore leadership styles and the art of delivering feedback and constructive criticism; students will engage in tips and techniques for time-management, preventing burnout, and promoting recognition.

RS422
OPERATIONAL AND ORGANIZATIONAL THEORIES
3 CREDITS
Students will be introduced to a way of seeing, describing, analyzing, understanding, and improving organizations based on patterns of organizational design and behavior. This course will provide learners with models, principles, and methods with which to diagnose and fix organizational structure, design, and process problems.

RS424
RESEARCH METHODS AND CAPSTONE
3 CREDITS
This course focuses on introducing a verity 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 to research questions, and evaluating research outcomes.

RTE100
PATIENT CARE IN RADIOLOGIC SCIENCES
1 CREDIT
This course provides an introduction to patients undergoing diagnostic or therapeutic radiation procedures. General patient management topics will also be discussed.

RTE110
RADIOGRAPHIC PROCEDURES I
2 CREDITS
This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, and upper extremities. Included is a review of radiographic anatomy on each procedure.
Prerequisite: Introduction to Imaging Principles (RTE115)

RTE115
INTRODUCTION TO IMAGING PRINCIPLES
1 CREDIT
This course provides an introduction to the technology used in medical imaging. It covers the historical progression of radiologic technology from the discovery of x-rays to modern day advanced modalities. Basic concepts covered include x-ray generation, tubes, image receptors, and display. Also covered are Radiology department workflow and introduction to radiation protection, standards and personnel and patient protection and monitoring.

RTE120
MEDICAL ETHICS AND LAW
1 CREDIT
This course will introduce the student to the basic concepts of medical ethics and law. Included will be an examination and discussion of bioethics of clinical cases.
Prerequisite: Medical Terminology (SCI115)

RTE210
RADIOGRAPHIC PROCEDURES II
3 CREDITS
This course includes principles and procedures involved in the radiographic positioning of the spinal column, pelvic girdle, upper extremities, lower extremities, urinary and digestive system, and mobile and trauma radiography procedures. Included is a review of radiographic anatomy on each procedure.
Prerequisite: Radiographic Procedures I (RTE110)

RTE150
CLINICAL PRACTICE I
4 CREDITS
This is the first clinical rotation assigning students to supervised clinical experiences in radiography. This course consists of supervised rotations through routine diagnostic areas. Students will perform radiologic examinations on patients under direct supervision of a technologist until competency has been achieved. Students will rotate through various clinical areas such as the emergency room, portable radiography, surgery, and outpatient imaging. This course consists of approximately 21 hours per week (7 hours, 3 days per week) for 12 weeks.
Prerequisites: Human Anatomy & Physiology I (BIOL150), Human Anatomy & Physiology II (BIOL155), Introduction to Imaging Principles (RTE115), Radiographic Procedures I (RTE110), and Radiation Physics (RTE215)

RTE212
RADIOGRAPHIC PROCEDURES III
3 CREDITS
This course includes principles and procedures involved in radiographic positioning of the bony thorax, entire cranium, facial bones, and venipuncture. Included is a review of radiographic anatomy on each procedure.
Prerequisite: Radiographic Procedures II (RTE210)

RTE214
RADIATION PHYSICS
1 CREDIT
This course focuses on applying the fundamental radiation physics concepts to radiographic procedures. Emphasis is placed on: Types of radiation, radiation interactions, radiation production, and characteristics of machines used to produce radiation.

RTE215
PRINCIPLES OF RADIOGRAPHIC EXPOSURE
2 CREDITS
This course provides students with the basic concepts of atomic structure, electricity, and electromagnetism. The student will gain knowledge of radiation-producing equipment, production of

radiation, radiation interactions with matter, and the foundation of image production, quality, and equipment. Concepts of radiation safety and protection will be discussed.
Prerequisite: Radiation Physics (RTE214)

RTE216
DIGITAL IMAGING
1 CREDIT
This course provides an understanding of the components, principles, and operation of computed radiography and direct digital radiography. Principles of image acquisition, display, manipulation, storage, and retrieval are discussed, as well as digital system quality assurance and maintenance. Students will learn advanced concepts in digital imaging acquisition to enable them to apply those concepts in the clinical setting.
Prerequisite: Radiographic Procedures I (RTE110)

RTE218
RADIATION BIOLOGY AND PROTECTION
2 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. Radiation safety and protection practices will be addressed. Emphasis will be placed on ALARA practices, radiation sources, and procedural practice.
Prerequisite: Radiographic Procedures II (RTE210)

RTE220
ADVANCED MODALITIES
1 CREDIT
This course covers the introduction of advanced modalities beginning with Computed Tomography (all generations) up to modern multi-detector systems. It examines the introduction and historical development of Magnetic Resonance Imaging including needed basic physics principles used in image formation. Also included are special techniques such as angiography and breast tomosynthesis.
Prerequisite: Radiation Physics (RTE214)

RTE222
RADIOGRAPHY REVIEW AND CAPSTONE
3 CREDITS
This course is designed to correlate scientific components of radiography to entry level knowledge required by the profession.
Prerequisite: Clinical Practice I (RTE150)

RTE250
CLINICAL PRACTICE II
4 CREDITS
This is the second clinical rotation assigning students to supervised clinical experiences in radiography. This course consists of supervised rotations through routine diagnostic areas. Students will perform radiologic examinations on patients under direct supervision of a technologist until competency has been achieved. Students will rotate through various clinical areas such as the emergency room, portable radiography, surgery, and outpatient imaging. This course consists of approximately 21 hours per week (7 hours, 3 days per week) for 12 weeks.

Prerequisite: Clinical Practice I (RTE150)

RTT300
ORIENTATION TO RADIATION THERAPY
1 CREDIT
This course is designed to provide the student with an overview of the foundations of radiation therapy and the practitioner's role in the health care delivery system.

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.

RTT302
RADIATION BIOLOGY AND PROTECTION
3 CREDITS
This course focuses on introducing fundamental radiation biology concepts important in radiation therapy. Emphasis is placed on radiation protection, 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.

RTT305
PRINCIPLES AND PRACTICES OF RADIATION THERAPY I
3 CREDITS
This course focuses on the technical aspects of patient setup for radiation treatment delivery to various anatomical sites.

RTT306
PRINCIPLES AND PRACTICES OF RADIATION THERAPY II
3 CREDITS
This course focuses on historic and current aspects of cancer treatment along with basic principles and practice of treatment and simulation.
Prerequisite: Principles and Practice of Radiation Therapy I (RTT306)

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)

RTT312
RADIATION THERAPY PHYSICS
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.

RTT320
CLINICAL ORIENTATION
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 at least 144 hours spent in the clinical setting. Students should expect to spend additional time outside of the clinic on preparation work needed to ensure success.
Prerequisite: Professionalism and Workplace Experience (RS316)

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.

RTT403
PROFESSIONAL PRACTICE
1 CREDIT
The goal of this course is to develop professionally sound radiation therapists who strive for excellence, are ethical, and are responsive and accountable to patients, community, and their profession.

RTT410
PHYSICS AND TREATMENT PLANNING
2 CREDITS
This course focuses on basic concepts of treatment planning utilized in radiation oncology. Basic calculations for patients undergoing radiation treatments will be emphasized.

RTT414
PHYSICS AND QA IN RADIATION THERAPY
2 CREDITS
This course begins with an overview of the x-ray tube and linear accelerator design and function, then moves into the quality assurance of the linear accelerator and CT simulator imaging systems. Radiation detection and measurement devices are also covered, along with radiation shielding and brachytherapy operation and quality assurance.

RTT420
CLINICAL PRACTICE I
5 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 5 credit hours. Students can expect a least 208 hours spent in the clinical setting. Students should expect to spend additional time outside of the clinic on preparation work needed to ensure success.
Prerequisite: Clinical Orientation (RTT320)

RTT421
CLINICAL PRACTICE II
8 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 8 credit hours. Students can expect at least 360 hours 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 Practice I (RTT420)

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 AND CAPSTONE
2 CREDITS
This course introduces a variety of research methods in healthcare and includes the design and implementation of research processes as well as evaluating research outcomes. This course also 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), Physics and Treatment Planning (RTT410), and Clinical Practice I (RTT420). Since this is the culminating course for the program, permission of the Instructor is required prior to enrolling in this course.

RTT436
SPECIAL PROCEDURES IN DOSIMETRY
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: Physics and Treatment Planning (RTT410)

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.

SCI115
MEDICAL TERMINOLOGY
1 CREDIT
This course will introduce the student to the basic concepts of medical terminology. Included will be an introduction to medical terms as related to body systems and organs in the human.

SCI120
NUTRITION
3 CREDITS
This course introduces the student to the basic fundamentals of nutrition, including the micro and macronutrients found in food and how the body processes them. The relationship between diet and health is also discussed. Students will learn principles of planning a balanced diet and how to make healthier food choices.

SCI122
CHEMISTRY
3 CREDITS
This course provides a survey of basic facts and principles of general, organic and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts.

SOC105
INTRODUCTION TO PSYCHOLOGY
3 CREDITS
This course provides a general introduction to psychology as the scientific study of behavior and the mind. Sample topics include the biological basis of behavior, sensation and perception, learning and cognition, emotion and motivation, development, abnormal behavior, personality, and social behavior.

SOC107
INTRODUCTION TO SOCIOLOGY
3 CREDITS
This course provides a broad introduction to the field of sociology with an emphasis on the fundamental concepts of sociological study. Sociological perspectives will be emphasized to allow for critical analysis of research and theories pertaining to culture, society, inequalities in society, and social institutions.

US101
SONOGRAPHIC EXPLORATION
2 CREDITS
Introduces students to the program through a review of the DMS handbook. Explores ultrasound as a career by reviewing the history and future of ultrasound, ultrasound applications, and sonographer attributes. Focuses on beginner sonography skills by discussing sonographic terminology, using an ultrasound machine, viewing the body in anatomical planes, protocols, and disease processes. SonoSim will be used to supplement student understanding of probe manipulation and scanning 3D objects.

US103
PATIENT CARE & PROFESSIONALISM IN SONOGRAPHY
2 CREDITS
Explores patient safety with emphasis on infection control, patient needs, laws, and ethics related to ultrasound. Integrates sonographer safety and prevention of MSI through knowledge of workplace safety and best practices. Analyzes professionalism in sonography, including communications skills, credentialing options and the scope of practice.

US105
ULTRASOUND PHYSICS
3 CREDITS
Introduces the principles of ultrasound physics, instrumentation, and theory as relevant to the sonographer. Explores basic math, ultrasound physics, transducer construction and characteristics, sound beam formation and characteristics, instrumentation, image storage and display, Doppler instrumentation and principles, artifacts, and bio-effects. Uses SonoSim to support learning.

US122
ABDOMEN ULTRASOUND I
2 CREDITS
Examines abdominal anatomy through the lens of ultrasound. Investigates the normal anatomy, relational anatomy, anatomical variants, and ultrasound appearance of the peritoneal and retroperitoneal organs. Integrates physiology of the abdominal organs as it relates to ultrasound. Uses SonoSim to support scanning protocols, probe manipulation, and ultrasound image recognition and acquisition.

US124
SUPERFICIAL & SMALL PARTS ULTRASOUND I
2 CREDITS
Examines superficial and small parts anatomy through the lens of ultrasound. Investigates the normal anatomy, relational anatomy, anatomical variants, and ultrasound appearance of the neck, chest, soft tissue, GI tract, and male pelvis. Integrates physiology of the neck, chest, and male pelvic organs as it relates to ultrasound. Uses SonoSim to support scanning protocols, probe manipulation, and ultrasound image recognition and acquisition.

US130
GYNECOLOGICAL ULTRASOUND
2 CREDITS
This course provides a comprehensive theoretical foundation in gynecological ultrasound. Emphasis is placed on pelvic anatomy, ultrasound principles, image interpretation, and recognition of normal and pathological gynecologic conditions. The course is designed to prepare students for clinical application by developing strong conceptual and analytical skills without practical scanning components.

US132
OB ULTRASOUND I
2 CREDITS
Examines the gravid female pelvic anatomy and first-trimester fetal anatomy. Investigates normal and abnormal ultrasound appearance of the first-trimester pregnancy. Integrates the physiology of pregnancy as it relates to ultrasound. Uses SonoSim to support scanning protocols, probe manipulation, and ultrasound image recognition and acquisition. Explores multiple gestations, complications, and

procedures used in the first trimester of pregnancy. Reviews the role of ultrasound in imaging the fetus in the second and third trimesters. Explores the normal appearance of fetal anatomy in the second and third trimesters. Uses SonoSim and case studies to support recognition of the second and third-trimester fetal anatomy.

US160
VASCULAR ULTRASOUND I
2 CREDITS
Explores the cardiovascular system. Investigates the normal anatomy, relational anatomy, anatomical variants, and ultrasound appearance of peripheral and extra-cerebral vessels. Integrates physiology and Doppler analysis of the peripheral and extra-cerebral vessels. Uses SonoSim to support scanning protocols, probe manipulation, and ultrasound image recognition and acquisition. Explores limited pathophysiology and abnormal ultrasound appearance of the aorta, carotids, and limb vessels. Uses SonoSim and case studies to support the recognition of pathology by ultrasound.

US190
CLINICAL EXTERNSHIP A
4 CREDITS
Introduces students to entry level protocols and the Clinical experience. Students will meet for a required, in-person boot camp in the beginning of the semester to learn about the technology used in the program and proper scanning techniques. The course utilizes handheld ultrasound units to scan volunteers and submit images for review. Mandatory synchronous, live-directed discussions and virtual scan sessions will be held weekly.

Students will begin their clinical rotation at an assigned site towards the end of the semester, focusing on observing ultrasound examinations, site workflow, machine knobology, imaging protocols, and patient care under the direct supervision of a registered technologist. Clinical A students will be onsite after completing and passing a portion of Clinical A online (must have a passing grade after mid-term). Students must complete a minimum of 100 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.

US191
CLINICAL PREPARATION
1.5 CREDITS
Introduces students to entry level protocols and the Clinical experience. Students will meet for a required, in-person boot camp in the beginning of the semester to learn about the technology used in the program and proper scanning techniques. The course utilizes handheld ultrasound units to scan volunteers and submit images for review. Mandatory synchronous, live-directed discussions and virtual scan sessions will be held weekly.

US223
PEDIATRIC ULTRASOUND
2 CREDITS
Examines pediatric patient's pathophysiology and abnormal ultrasound appearance of diseases affecting the abdomen, pelvis, GI tract, head, spine, and hips. Uses SonoSim to support scanning protocols, probe manipulation, and ultrasound image recognition and acquisition. Also uses SonoSim and case studies to support the recognition of pathology by ultrasound.

US224
SUPERFICIAL & SMALL PARTS ULTRASOUND II
2 CREDITS
Explores the pathophysiology and abnormal ultrasound appearance of the neck, chest, soft tissue, GI tract, and male pelvic organs. Uses SonoSim and case studies to support recognition of pathology by ultrasound. Examines ultrasound's role in invasive procedures of the neck, chest, and abdomen.
Prerequisite: Superficial & Small Parts Ultrasound I (US124)

US230
OB ULTRASOUND II
2 CREDITS
Explores the pathophysiology and ultrasound appearance of congenital fetal anomalies diagnosed using ultrasound in the second and third trimesters. Uses SonoSim and case studies to support the recognition of pathology by ultrasound.
Prerequisite: OB Ultrasound I (US132)

US234
ADVANCED OBGYN IMAGING
2 CREDITS
This course provides advanced theoretical knowledge and practical skills in obstetric and gynecologic ultrasound. Emphasis is placed on high-risk obstetrics, fetal anomalies, advanced Doppler techniques, gynecologic pathology, and evidence-based clinical interpretation. The course integrates image acquisition, interpretation, and clinical correlation in accordance with current professional guidelines.

US240
ULTRASOUND BOARD REVIEW
2 CREDITS
This course contains a review and preparation for additional certification exams that will be needed in order to become a working sonographer in the field. The course will utilize previous course materials as well as books. The objective will be to have a high-level overview of what will be expected in order to pass credentialing exams offered by the American Registry of Radiologic Technologists (ARRT) and the American Registry for Diagnostic Medical Sonography (RDMS).

US193
CLINICAL EXTERNSHIP A
10.5 CREDITS
Students will begin a clinical externship rotation at an assigned clinical site. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Clinical A students will be at their clinical site five days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 455 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures. The course utilizes handheld ultrasound units to scan volunteers and submit images for review. Mandatory virtual scan sessions will be held weekly.
Prerequisite: Clinical Preparation (US191)

US291
CLINICAL EXTERNSHIP B
10 CREDITS
In the final clinical rotation, students will be assigned course work to prepare for entry level placement. Students will return to an assigned clinical externship site. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Clinical B students will be at their clinical site five days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 455 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.
Prerequisite: Clinical Externship A (US193)

US195
CLINICAL EXTERNSHIP A
7 CREDITS
Students will begin a clinical externship rotation at an assigned clinical site. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Clinical A students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 300 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures. The course utilizes handheld ultrasound units to scan volunteers and submit images for review. Mandatory virtual scan sessions will be held weekly.
Prerequisite: Clinical Preparation (US191)

US197
CLINICAL EXTERNSHIP B
6.5 CREDITS
Students will return to an assigned clinical externship site. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Clinical B students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 300 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.
The course utilizes handheld ultrasound units to scan volunteers and submit images for review.
Prerequisite: Clinical Externship A (US195)

US297
CLINICAL EXTERNSHIP C
7 CREDITS
In the final clinical rotation, students will be assigned course work to prepare for entry level placement. Students will return to an assigned clinical externship site. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Clinical C students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 300 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.
Prerequisite: Clinical Externship B (US197)

US290
CLINICAL EXTERNSHIP B
9 CREDITS
In the second clinical rotation, students will return to a clinical site to continue the supervised clinical experience. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Students will work on the required competencies. Clinical B students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 270 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures. The course utilizes handheld ultrasound units to scan volunteers and submit images for review. Mandatory virtual scan sessions will be held weekly.
Prerequisite: Clinical Externship A (US190)

US292
CLINICAL EXTERNSHIP C
9 CREDITS
In the final clinical rotation, students will be assigned course work to prepare for entry level placement. Students will return to a clinical site to continue the supervised clinical experience. Students will focus on gaining more hands-on experience acquiring ultrasound images, assisting with procedures, and independently completing ultrasound exams under the direct supervision of a registered technologist. Students will work on the required competencies. Clinical C students will be at their clinical site five days per week (8-hour shifts) - shifts may vary. shifts may vary. Students must complete a minimum of 400 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.
Prerequisite: Clinical Externship B (US290)

US293
CLINICAL EXTERNSHIP D
6 CREDITS
In the second clinical rotation, students will return to a clinical site to continue the supervised clinical experience. Students will focus on gaining more hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Students will work on the required competencies. Clinical D students will be at their clinical site for 3 days a week (8-hour shift) - shifts can vary. shifts may vary. Students must complete a minimum of 270 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures. The course utilizes handheld ultrasound units to scan volunteers and submit images for review. Mandatory virtual scan sessions will be held weekly.
Prerequisite: Clinical Externship A (US190)

US294
CLINICAL EXTERNSHIP E
6 CREDITS
In the third clinical rotation, students will return to a clinical site to continue the supervised clinical experience. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Students will work on the required competencies. Clinical E students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 270 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures. The

course utilizes handheld ultrasound units to scan volunteers and submit images for review.
Prerequisite: Clinical Externship D (US293)

US295
CLINICAL EXTERNSHIP L
6 CREDITS
In the final clinical rotation, students will be assigned course work to prepare for entry level placement. Students will return to a clinical site to continue the supervised clinical experience. Students will focus on gaining more hands-on experience acquiring ultrasound images, assisting with procedures, and independently completing ultrasound exams under the direct supervision of a registered technologist. Students will work on the required competencies. Clinical L students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. shifts may vary. Students must complete a minimum of 270 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.
Prerequisite: Clinical Externship E (US294)

US301
SONOGRAPHIC EXPLORATION
2 CREDITS
Examine the sonography program by utilizing DMS handbook and sonographic tools. Explores ultrasound as a career by reviewing the history and future of ultrasound, ultrasound applications, and sonographer attributes. Focuses on beginner sonography skills by discussing sonographic terminology, using an ultrasound machine, viewing the body in anatomical planes, protocols, and disease processes. SonoSim will be used to supplement student understanding of probe manipulation and scanning 3D objects.

US303
PATIENT CARE & PROFESSIONALISM IN SONOGRAPHY
2 CREDITS
Explores patient safety with emphasis on infection control, patient needs, laws, and ethics related to ultrasound. Integrates sonographer safety and prevention of MSI through knowledge of workplace safety and best practices. Analyzes professionalism in sonography, including communications skills, credentialing options, the scope of practice, and research design.

US305
ULTRASOUND PHYSICS
4 CREDITS
Analyze principles of ultrasound physics, instrumentation, and theory as relevant to the sonographer. Explores math, ultrasound physics, transducer construction and characteristics, sound beam formation and characteristics, instrumentation, image storage and display, Doppler instrumentation and principles, artifacts, and bio-effects. Uses SonoSim to support learning.

US322
ABDOMEN ULTRASOUND I
2 CREDITS
Examines abdominal anatomy through the lens of ultrasound. Investigates the normal anatomy, relational anatomy, anatomical variants, and ultrasound appearance of the peritoneal and retroperitoneal organs. Integrates physiology of the abdominal organs as it relates to ultrasound. Uses

SonoSim to support scanning protocols, probe manipulation, and ultrasound image recognition and acquisition.

US324
SUPERFICIAL & SMALL PARTS ULTRASOUND I
2 CREDITS
Examines superficial and small parts anatomy through the lens of ultrasound. Investigates the normal anatomy, relational anatomy, anatomical variants, and ultrasound appearance of the neck, chest, soft tissue, GI tract, and male pelvis. Integrates physiology of the neck, chest, and male pelvic organs as it relates to ultrasound. Uses SonoSim to support scanning protocols, probe manipulation, and ultrasound image recognition and acquisition.

US330
GYNECOLOGICAL ULTRASOUND
2 CREDITS
This course provides a comprehensive theoretical foundation in gynecological ultrasound. Emphasis is placed on pelvic anatomy, ultrasound principles, image interpretation, and recognition of normal and pathological gynecologic conditions. The course is designed to prepare students for clinical application by developing strong conceptual and analytical skills without practical scanning components.

US332
OB ULTRASOUND I
2 CREDITS
Examines the gravid female pelvic anatomy and first-trimester fetal anatomy. Investigates normal and abnormal ultrasound appearance of the first-trimester pregnancy. Integrates the physiology of pregnancy as it relates to ultrasound. Uses SonoSim to support scanning protocols, probe manipulation, and ultrasound image recognition and acquisition. Explores multiple gestations, complications, and procedures used in the first trimester of pregnancy. Reviews the role of ultrasound in imaging the fetus in the second and third trimesters. Explores the normal appearance of fetal anatomy in the second and third trimesters. Uses SonoSim and case studies to support recognition of the second and third-trimester fetal anatomy.

US360
VASCULAR ULTRASOUND I
2 CREDITS
Explores the cardiovascular system. Investigates the normal anatomy, relational anatomy, anatomical variants, and ultrasound appearance of peripheral and extra-cerebral vessels. Integrates physiology and Doppler analysis of the peripheral and extra-cerebral vessels. Uses SonoSim to support scanning protocols, probe manipulation, and ultrasound image recognition and acquisition. Explores limited pathophysiology and abnormal ultrasound appearance of the aorta, carotids, and limb vessels. Uses SonoSim and case studies to support the recognition of pathology by ultrasound.

US390
CLINICAL EXTERNSHIP A
4 CREDITS
Introduces students to entry level protocols and the Clinical experience. Students will meet for a required, in-person boot camp in the beginning of the semester to learn about the technology used in the program and proper scanning techniques. The course utilizes handheld ultrasound units to scan

volunteers and submit images for review. Mandatory synchronous, live-directed discussions and virtual scan sessions will be held weekly.

Students will begin their clinical rotation at an assigned site towards the end of the semester, focusing on observing ultrasound examinations, site workflow, machine knobology, imaging protocols, and patient care under the direct supervision of a registered technologist. Clinical A students will be onsite after completing and passing a portion of Clinical A online (must have a passing grade after mid-term).. Students must complete a minimum of 100 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures

US394
CLINICAL EXTERNSHIP B
6 CREDITS
In the second clinical rotation, students will return to a clinical site to continue the supervised clinical experience. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Students will work on the required competencies. Clinical B students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. The course utilizes handheld ultrasound units to scan volunteers and submit images for review. Mandatory virtual scan sessions will be held weekly. Students must complete a minimum of 270 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.
Prerequisite: Clinical Externship A (US390)

US391
CLINICAL PREPARATION
1 CREDIT
Introduces students to entry level protocols and the Clinical experience. Students will meet for a required, in-person boot camp in the beginning of the semester to learn about the technology used in the program and proper scanning techniques. The course utilizes handheld ultrasound units to scan volunteers and submit images for review. Mandatory synchronous, live-directed discussions and virtual scan sessions will be held weekly.

US393
CLINICAL EXTERNSHIP A
7 CREDITS
Students will begin a clinical externship rotation at an assigned clinical site. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Clinical A students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 300 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures. The course utilizes handheld ultrasound units to scan volunteers and submit images for review. Mandatory virtual scan sessions will be held weekly.
Prerequisite: Clinical Preparation (US391)

US491
CLINICAL EXTERNSHIP B
7 CREDITS
Students will return to an assigned clinical externship site. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Clinical B students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 300 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.
The course utilizes handheld ultrasound units to scan volunteers and submit images for review.
Prerequisite: Clinical Externship A (US393)

US493
CLINICAL EXTERNSHIP C
7 CREDITS
In the final clinical rotation, students will be assigned course work to prepare for entry level placement. Students will return to an assigned clinical externship site. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Clinical C students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 300 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.
Prerequisite: Clinical Externship B (US491)

US410
ULTRASOUND BOARD REVIEW
2 CREDITS
This course contains a review and preparation for additional certification exams that will be needed in order to become a working sonographer in the field. The course will utilize previous course materials as well as books. The objective will be to have a high-level overview of what will be expected in order to pass credentialing exams offered by the American Registry of Radiologic Technologists (ARRT) and the American Registry for Diagnostic Medical Sonography (RDMS).

US422
ABDOMEN ULTRASOUND II
2 CREDITS
Explores the pathophysiology and abnormal ultrasound appearance of peritoneal and retroperitoneal organs. Uses SonoSim and case studies to support the recognition of pathology by ultrasound.
Prerequisite: Abdomen Ultrasound I (US322)

US423
PEDIATRIC ULTRASOUND
2 CREDITS
Examines pediatric patient's pathophysiology and abnormal ultrasound appearance of diseases affecting the abdomen, pelvis, GI tract, head, spine, and hips. Uses SonoSim to support scanning protocols, probe manipulation, and ultrasound image recognition and acquisition. Also uses SonoSim and case studies to support the recognition of pathology by ultrasound.

US424
SUPERFICIAL & SMALL PARTS ULTRASOUND II
2 CREDITS
Explores the pathophysiology and abnormal ultrasound appearance of the neck, chest, soft tissue, GI tract, and male pelvic organs. Uses SonoSim and case studies to support recognition of pathology by ultrasound. Examines ultrasound's role in invasive procedures of the neck, chest, and abdomen.
Prerequisite: Superficial and Small Parts I (US324)

US430
OB ULTRASOUND II
2 CREDITS
Explores the pathophysiology and ultrasound appearance of congenital fetal anomalies diagnosed using ultrasound in the second and third trimesters. Uses SonoSim and case studies to support the recognition of pathology by ultrasound.
Prerequisite: OB Ultrasound I (US332)

US434
ADVANCED OBGYN IMAGING
2 CREDITS
This course provides advanced theoretical knowledge and practical skills in obstetric and gynecologic ultrasound. Emphasis is placed on high-risk obstetrics, fetal anomalies, advanced Doppler techniques, gynecologic pathology, and evidence-based clinical interpretation. The course integrates image acquisition, interpretation, and clinical correlation in accordance with current professional guidelines.

US480
SONOGRAPHY CAPSTONE
2 CREDITS
This course engages the student in the research process. Students engage in various levels of the research process throughout the term. Topics will include, but not be limited to, specializations in the field of sonography, a look at the application of sonography in the past, present, and future, and sonography market analysis.

US494
CLINICAL EXTERNSHIP C
6 CREDITS
In the third clinical rotation, students will return to a clinical site to continue the supervised clinical experience. Students will focus on gaining increased hands-on experience acquiring ultrasound images and learning ultrasound protocols under the direct supervision of a registered technologist. Students will work on the required competencies. Clinical C students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. Students must complete a minimum of 270 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.
Prerequisite: Clinical Externship B (US394)

US495
CLINICAL EXTERNSHIP D
6 CREDITS
In the final clinical rotation, students will be assigned course work to prepare for entry level placement. Students will return to a clinical site to continue the supervised clinical experience. Students will focus on gaining more hands-on experience acquiring ultrasound images, assisting with procedures, and

independently completing ultrasound exams under the direct supervision of a registered technologist. Students will work on the required
competencies. Clinical D students will be at their clinical site three days per week (8-hour shifts) - shifts may vary. shifts may vary. Students must complete a minimum of 270 externship hours. Students must review the Clinical Externship Handbook for additional policies and procedures.
Prerequisite: Clinical Externship C (US494)

US450
SPECIAL PROCEDURES IN ULTRASOUND: INTERVENTIONAL TECHNIQUES AND ADVANCED APPLICATIONS
2 CREDITS
This advanced capstone-style course is designed for students in the final semester(s) of a two-year Diagnostic Medical Sonography program. Building upon foundational knowledge in abdominal, small parts, vascular, and gynecological ultrasound, students will develop specialized skills in ultrasound-guided interventional procedures and advanced diagnostic applications. The course emphasizes patient safety, sterile technique, real-time imaging optimization, procedural accuracy, and complication management. Through a blend of didactic instruction, case study analysis, simulation labs, and supervised hand-on practice, students will prepare for clinical rotations and entry-level practice in high-demand interventional sonography settings.
Corequisite: Ultrasound Board Review (US410)

Integrative and Functional Medicine Continuing Education Courses

These courses are included in JPU's scope of institutional accreditation. These courses are not vocational in nature and does not lead to initial employment. An official transcript is provided upon completion.

Refer to the Refund Policy and Grievance Policies.

SCI302
BIOLOGY
3 CREDITS
This course reviews the foundations of biology science to provide learning techniques to apply conjecture, logical reasoning, and critical thinking to support understanding and application of theory. Coursework will review: The Process Science, Chemistry of Biology, Biological Macromolecules, Cell Structure, Transport Across Membranes, Enzymes and Metabolism, Cellular Respiration, Photosynthesis and Climate Change, DNA Synthesis and Mitosis, Meiosis and Human Reproduction, Mendelian Genetics, Complex Genetic Traits, Heritability and DNA Profiling, Gene Expression, Mutation, Stem Cells, and Cloning, The Evidence of Evolution, Natural Selection, Speciation and Macroevolution, Biodiversity and Classification, Population Ecology, Community and Ecosystem Ecology, and Climate and Biomes. This course includes 45 instructional clock hours over a 15-week period. This course satisfies a required prerequisite for the Master of Science in Integrative and Functional Medicine program.

SCI303
BIOCHEMISTRY
3 CREDITS
This course builds quantitative reasoning skills and provides the learner with a chemical perspective on biological processes. The course emphasizes fundamental concepts and connections, showing how biochemistry relates to practical applications in medicine, agricultural sciences, environmental sciences, and forensics. Coursework will review: Biochemistry and the Language of Chemistry, The Energetics of Life, Nucleic Acids, Enzymes: Biological Catalysts, Chemical Logic of Metabolism, The Citric Acid Cycle, Electron Transport, Oxidative Phosphorylation, and Oxygen Metabolism, Mechanisms of Signal Transduction, Genes, Genomes, and Chromosomes, DNA Repair, Recombination, and Rearrangement, Transcription and Post-transcriptional Processing, and Information Decoding: Translation and Post-translational Protein Processing. This course includes 45 instructional clock hours over a 15-week period. This course satisfies a required prerequisite for the Master of Science in Integrative and Functional Medicine program.

SCI304
MICROBIOLOGY
3 CREDITS
This course covers principles of microbiology and the impact these organisms have on humans and the environment. Coursework will review: Chemical Principles, Functional Prokaryotic and Euklaryotic Cells, Microbial Metabolism, Microbial Genetics, Classification and Microorganisms, Principles of Disease and Epidemiology, Microbial Mechanisms of Pathogenicity, Practical Applications of Immunology, Microorganisms and Human Disease, Environmental Microbiology, and Applied and Industrial Microbiology. This course includes 45 instructional clock hours over a 15-week period. This course satisfies a required prerequisite for the Master of Science in Integrative and Functional Medicine program.

SCI305
CANNABIS THERAPY
3 CREDITS
This course presents an overview of the medical use of cannabis and CBD. The history of cannabis use, factors that contributed to its legal status, plant botany (including the various cannabinoids and terpenes found in hemp and cannabis plants), cannabis pharmacology, contraindications, and drug interactions will be explored. There will be an examination of the endocannabinoid system (including receptors, endocannabinoids, and enzymes) and its impact on homeostasis. Discussions and research will review the therapeutic use of cannabis and CBD for pain, anxiety, insomnia, gastrointestinal issues, opioid addiction, seizure disorders, neurodegenerative disorders, concussion, autism, and other conditions. Considerations for growing and cooking with cannabis and CBD will be presented. This course includes 45 instructional clock hours over a 15-week period. This course serves as a prerequisite for the Master of Science in Integrative and Functional Medicine with specialization in Cannabinoid Medical Sciences and does not provide credit toward an existing program offered at John Patrick University of Health and Applied Sciences.

SCI306
CANNABIS & CBD PRODUCT FORMULATIONS
3 CREDITS
This course presents dosing strategies of various cannabinoids, routes of administration, and timing for effective use. Literature will present potential interactions with pharmaceuticals and how to maximize safe use, and how to analyze and interpret certificates of analysis of various formulations. Expanded

research will showcase how to read a dispensary menu to guide patient care, culminating with spectrums of industrial hemp extraction use in CBD formulations. This course includes 45 instructional clock hours over a 15-week period. This course serves as a prerequisite for the Master of Science in Integrative and Functional Medicine with specialization in Cannabinoid Medical Sciences and does not provide credit toward an existing program offered at John Patrick University of Health and Applied Sciences.

Continuing Education Courses

The following Continuing education courses are not within the JPU's scope of accredited programs. These courses are not vocational in nature and do not lead to initial employment. Continuing Education courses are designed to satisfy degree or certificate program prerequisites, assist in providing foundational knowledge relating to degree or certificate programs, or to assist individuals in achieving eligibility for licensures they may seek. An official transcript is provided upon completion.

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)

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 20^{th} 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

GRADUATE PROGRAM ACADEMIC CATALOG

2026 – 2027 Academic Calendar

FALL 2026

Semester Start	September 7, 2026
Labor Day	September 7, 2026
Break	November 23-27, 2026
Thanksgiving Day	November 26-27, 2026
Semester End	December 21, 2026

Boot Camp Dates: Refer to the Academic Calendar for Boot Camp dates published for your program at https://jpu.edu

SPRING 2027

Semester Start	January 11, 2027
Martin Luther King Jr. Day	January 18, 2027
Break	March 29-April 2, 2027
Semester End	April 26, 2027

Boot Camp Dates: Refer to the Academic Calendar for Boot Camp dates published for your program at https://jpu.edu

SUMMER 2027

Semester Start	May 3, 2027
Memorial Day	May 31, 2027
Juneteenth	June 18, 2027
Independence Day Observed	July 2, 2027
Break	July 19-23, 2027
Semester End	August 16, 2027

Boot Camp Dates: Refer to the Academic Calendar for Boot Camp dates published for your program at https://jpu.edu

FALL 2027

Semester Start	September 6, 2027
Labor Day	September 6, 2027
Break	November 22-26, 2027
Thanksgiving Day	November 25-26, 2027
Semester End	December 20, 2027

Boot Camp Dates: Refer to the Academic Calendar for Boot Camp dates published for your program at https://jpu.edu

Teaching Methodology

Most programs at JPU are designed to be completed in four semesters at a full-time status, which can be a duration of two years if the student attends fall/spring semesters or a shorter period of time if the student attends fall/spring/summer semesters. All semesters are 16 weeks with 15 weeks of content. 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) 16-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.

The Clinical Internship (for programs that require one) is designed to be completed through a host site arranged by the University with input from the student. Specific clinical internship requirements vary by program, but in all cases involve competencies that students must complete/observe.

Information on required textbooks and course materials are provided prior to the start of each 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.

JPU's student information system and course management system are 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. 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 JPU 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 JPU is promoted to make sure there is no ambiguity.

Boot camp is scheduled during the fall, spring and summer semesters. Boot camp is not required for programs that are offered entirely through distance education. Boot camps are designed to allow students to meet and work together in a classroom setting or clinical setting both with each other and the instructors. Boot camp includes events such as: lectures, student project presentations, tours, lab sessions for some courses, visiting lecturers, study sessions, and review sessions.

Hybrid Programs
Boot camp is scheduled each semester. Students are required to attend boot camp each semester they are enrolled in didactic instruction. Locations for in-person instruction are announced in advance. Students must attend in-person instruction where it is scheduled. Travel expenses associated with attending boot camp in-person are the responsibility of the student.

JPU awards credit based on attendance, homework and project submissions, and assessments. Undergraduate program courses require a minimum grade of 70% (C) in order to receive credit. Graduate program courses require a minimum grade of 80% (B) in order to receive credit. Some exceptions apply based on the program. Specific course requirements for successful completion our outlined in each course syllabus.

Hardware and Software Required by the Student

- ✓ A desktop or laptop computer with either a Windows or macOS operating system (Excludes Chromebooks)
- ✓ A smartphone with internet connectivity
- ✓ Dedicated (wired connection preferred) high-speed internet access
- ✓ Ability to stream MP4 videos
- ✓ Ability to read and create pdf files
- ✓ Microsoft® Office. New versions of Microsoft® Office are available to each student through their student email account through Microsoft® Office365
- ✓ Personal Email account
- ✓ Access to a scanner
- ✓ Access to a printer
- ✓ Access to a webcam, microphone and speaker (no headphones when taking tests)

General Physical Facilities and Equipment

JPU offers both hybrid and fully distance education programs. Hybrid programs offer a 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.

JPU'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.

Classes requiring the use of treatment planning software have access to computers with treatment planning software through remote connections.

Facilities and Services for Students with Disabilities
John Patrick University of Health and Applied Sciences 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 through the Learning Accommodation Request Form located at https://jpu.edu/student-resources/. Documentation can also be mailed to 100 E. Wayne Street, Suite 140 South Bend, IN 46601.

JPU 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.

Non-Discrimination Policy

John Patrick University of Health and Applied Sciences 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.

Programs Offered

GRADUATE 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 Healthcare Administration	40 credits
Master of Science in Integrative and Functional Medicine	36 credits
Nutrigenomics Graduate Certificate	20 credits
Nutrition Oncology Graduate Certificate	20 credits

Average Class Size

Average class size at John Patrick University of Health and Applied Sciences is 15-25 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 John Patrick University of Health and Applied Sciences 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.

JPU reviews all available information collected during the admissions process in order to determine an admissions decision. Statistical information and demographic characteristics collected by JPU during the admission process is not considered when making an admission decision. If an applicant has previously applied to JPU or they are a former student of JPU, documentation from their prior application/enrollment may also be used when determining an admission decision. Please note: If information already on file from prior enrollment or information collected during the admissions process is inconsistent with JPU's Academic Integrity Policy, the admissions team reserves the right to make an expedited decision to deny admission in accordance with JPU's Admissions Policy for Applicant Conduct.

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 by the U.S. Department of Education. The accepted applicant for Bachelors level programs must possess an Associate's Degree from an accredited or approved institution by the U.S. Department of Education.

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 U.S. equivalency.

Admission Procedure for Graduate Programs

John Patrick University of Health and Applied Sciences provides an application through their website. Applications can also be provided upon request via email to admissions@jpu.edu.

1) After the application is submitted, the applicant will receive a request to complete JPU's online learning self-assessment
2) After all required materials are received, the applicant will be notified within 7-10 days. Required Materials include:
   - ✓ Three letters of reference
   - ✓ Curriculum Vitae
   - ✓ Official transcripts from all higher education institutions
   - ✓ Personal statement letter
   - ✓ Copies of TOEFL or IELTS scores, if applicable
   - ✓ Application
   - ✓ Online learning self-assessment
   - ✓ $125.00 non-refundable application fee
3) After the applicant is notified that their application is complete, an interview will be scheduled with admissions members within the program via phone conference.

4) The applicant will be notified of the admission decision through an Acceptance or Denial Letter via email within 7-10 days. Course selection, registration, and financing will take place during advising and registration process.

Admissions representatives consider many different sources of information throughout the application process to determine an applicant's ability to be success in the program and in the profession upon graduation.

JPU reserves the right to deny admission to an applicant prior to scheduling an admissions interview if the applicant does not meet minimum admissions requirements or if admission representatives lack confidence in the applicant's ability to be successful in the program based on information collected during the application process.

Admission Requirements and Recommendations
GRADUATE PROGRAMS

Please note: The completion of educational programs in the Health and Applied Science fields, as well as future employment in those fields, is dependent upon a review of industry standards of ethical behavior and background checks. If any of the following have already occurred or occur during your program of study, you may be ineligible to successfully complete these programs or gain employment in a related field after program completion:

- Fraud or deceptive practices, subversion, scope-of-practice violations, being unfit to practice, improper management of patient records
- A misdemeanor or felony charge or conviction
- Violation of state, federal, or regulatory rules
- Violation of JPU's academic integrity standards (plagiarism, unprofessional behavior, etc.
- Failure to report violations or errors

Program Application Requirements differ by program. Refer to Program-Specific information for Admissions requirements. At a minimum, program application requirements include:

- ✓ Three letters of reference
- ✓ Curriculum Vitae/Résumé
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS scores, if applicable
- ✓ Online application and non-refundable application fee
- ✓ Online learning self-assessment

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.

A	(4.0 Pts)	Excellent
B	(3.0 Pts)	Good

C	(2.0 Pts)	Unsatisfactory
D	(0 Pts)	Failing
F	(0 Pts)	Failing
P	(4.0 Pts)	Passed (Pass/Fail Option)
WF	(0 Pts)	Withdrawn – Failing

Some exceptions apply based on the program. Specific course requirements for successful completion our outlined in each course syllabus.

Repeated Courses

Repeated courses are counted in the John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences 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

John Patrick University of Health and Applied Sciences does not grant any credit for prior experiential learning.

Transfer of Credit

John Patrick University of Health and Applied Sciences may accept any course work successfully completed at other educational institutions accredited by an accrediting agency recognized by the U.S. Department of Education if it comparably meets John Patrick University of Health and Applied Sciences 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 JPU graduate program. JPU 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 John Patrick University of Health and Applied Sciences 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.

For certificate and degree programs at the graduate level, credits earned through departmental exams and credits accepted for transfer may not exceed 50% of the credits required to award the credential.

Transferability of credit from John Patrick University into other educational institutions is subject to the policies and procedures of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Process for Transfer of Credit

All students applying for admission to John Patrick University of Health and Applied Sciences must arrange to have original transcripts sent to John Patrick University of Health and Applied Sciences 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 an evaluation of international transcripts or U.S. equivalency by a provider approved by the National Association of Credential Evaluation Services (NACES) such as World Education Services.

Students desiring to request transfer credits must fill out and submit a Transfer Credit Request Form along with the requested supporting documentation. Students can request the Transfer Credit Request Form by emailing studentquestions@jpu.edu. In order for outside credits to be approved, the course must be comparable in course level, course content, and number of credit hours.
The President, Director of Education, relevant Dean or Program Director or faculty will review the request and make a decision. The Director of Recruitment and Admissions will notify the student of the decision within 30 days.

Departmental Exams

Students have the option to take departmental exams to be awarded course credit. When a student requests to take a departmental exam, program leadership will review each request on a case-by-case basis to determine if the student is reasonably likely to successfully pass the exam based on previous experience. Departmental exams are not available for all courses. Credit may be awarded if the student's examination scores meet published satisfactory guidelines outlined on each exam that demonstrate satisfactory proficiency in the course learning objectives. In order to be eligible for a departmental exam, the student must have submitted a complete application. Each departmental exam may be written, oral, or both and may be an adopted, standardized exam from outside the University or developed by the University. Effective January 1, 2025, the maximum number of course credits that may be approved through Departmental Exams is 50% of the required program credits. A fee of $80.00 is required for each exam. Exams provided by the University may require a proctor. No refund is given if the student does not earn a satisfactory score to receive course credit.

For all graduate programs, credits earned through departmental exams and credits accepted for transfer may not exceed 50% of the credits required to award the credential.

John Patrick University awards credit for College-Level Examination Program (CLEP) exams provided the minimum score achieved is 50. JPU awards credit for General Education AP course exams with a minimum score of 4. JPU's recipient code to receive scores is 8046.

ACADEMIC POLICIES

Curricular Changes
John Patrick University of Health and Applied Sciences 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 and fees will not affect a student already in attendance or enrolled.

Administrative Hold
The following administrative hold statuses are applicable to all students if the following criteria are not met. Any student who does not resolve their Administrative Hold Status within 90 days of being placed on Administrative Hold will be withdrawn from John Patrick University.

Criteria	Hold Status
The student has a past due balance on their account. Administrative hold does not apply to students if they are eligible for financial aid and have financial aid pending or if the student is in good standing with their established payment plan. A student is not in good standing with their established payment plan if they have failed to make two scheduled payments.	The student is prevented from registering and/or enrolling in courses. If it is the student's last semester, they are prevented from receiving their diploma and may be prevented from receiving their transcript. If the student is currently enrolled, they may lose access to their Canvas account. If the student is accumulating hours in a clinical setting, the student may not be able to continue to accumulate hours until the administrative hold is resolved.

Criteria	Hold Status
For all students accumulating hours in a clinical setting for their program, they must be in good standing with submitting documentation as required by their program clinical requirements.	The student is prevented from accumulating hours in a clinical setting until the administrative hold is resolved.

Criteria	Hold Status
For students enrolled in a program requiring a clinical placement component, the student fails to comply with required clinical obligations for their enrolled program.	If the student is currently accumulating hours in the clinical setting, they are prevented from accumulating hours. If the student is not currently accumulating hours in the clinical setting, the student is prevented from enrolling in courses.

Administrative Probation
Students may be placed on administrative probation for failure to comply with policies and procedures required by their program. This may include academic integrity violations, unprofessional behavior, non-compliance with submitting requested documentation by the due dates assigned, etc. Any student placed on administrative probation is at risk for dismissal from the program if continued non-compliance is documented after being placed on administrative probation.

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 Director of Education, 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
John Patrick University of Health and Applied Sciences 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 for Graduate Programs

- ✓ Maintain required minimum cumulative Grade Point Average (GPA) or higher (a qualitative measure) at all times. 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).
- ✓ 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.
- ✓ Successfully complete the program Capstone or culminating course during the first attempt.
- ✓ For programs that require the accumulation hours in a clinical setting, the student must successfully complete any Track or Preceptor Evaluation required in the applicable program curriculum during the first 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.

5) 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 President, relevant Program Director, Director of Education, or other designated person with possible dismissal from the program, if the student does not prevail upon appeal. The student will be notified in writing (1) that he/she has been placed on Financial Aid Suspension 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.

3) 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.

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 JPU are required to have all prior college transcripts evaluated for transfer credits. All credit hours accepted by JPU 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 two (2) 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. The minimum required completion rate is 67%. The completion rate is determined by taking the total amount of earned credits and dividing it by the total number of credits that have been attempted. For example, if a student enrolled in a total of 30 credits and failed 6 credits and withdrew from 2 credits, their completion rate would be 73%. This is calculated by taking 22 credits earned divided by 30 attempted credits.
Students can re-establish satisfactory academic standing by repeating a course or courses they have previously failed. When students repeat a failed course, 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

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 upon request to the Director of Administrative Services. 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 JPU 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 JPU have agreed to a success plan to allow the student to meet minimum standards within a fixes 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 JPU 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 Director of Administrative Services.

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. The minimum required completion rate is 67%. The completion rate is determined by taking the total amount of earned credits and dividing it by the total number of credits that have been attempted. For example, if a student enrolled in a total of 30 credits and failed 6 credits and withdrew from 2 credits, their completion rate would be 73%. This is calculated by taking 22 credits earned divided by 30 attempted credits.

Students can re-establish satisfactory academic standing by repeating a course or courses they have previously failed. When students repeat a failed course, 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

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 by submitting a Program Extension Request Form. Extensions may be granted under the following conditions: the 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 JPU. Program students will meet at least yearly with an JPU staff member/faculty member 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 Program Director, President, or Director of Education 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 John Patrick University of Health and Applied Sciences. 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: JPU graduate placement support begins the first semester the student enters the program. Students are informed of opportunities in the industry during boot camp and encouraged to be active with early networking. JPU meets with every student during boot camp and discusses employment opportunities and placement opportunities. Students have access to faculty to assist with résumé writing, résumé reviews, rehearsing interviews, and coaching. JPU faculty are actively engaged with students and connecting them with opportunities through professional associations and relationships. JPU is evaluating other mechanisms to increase the student's exposure to employers. Graduate employment is very important to JPU.

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 John Patrick University of Health and Applied Sciences. 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.WellConnectForYou.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 WellConnect by Student Resource Services (SRS) website (www.WellConnectForYou.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.

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

Contact Information:
Student Access Code: Available through your student account
Phone: 866-640-4777
Online: WellConnectForYou.com
App: Search for GetWellConnectEd

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 and scheduled synchronous class activities. 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 Policy
Students are expected to attend all classes, regularly check for announcements and schedule updates, and participate in course discussion forums where available. Course material is organized on a weekly basis. Students are able to view the lectures and retrieve course content at any time of day. When attending weekly discussions via online meeting software, students must have their cameras on in order to promote an interactive and engaging environment. Students are expected to behave and dress as if they are attending class in a traditional classroom setting (appropriate attire, sitting upright, securing an area free of distractions, etc.)

Weekly discussions using video conferencing software are mandatory. In order to be counted present, students must come to each meeting 1) with their camera on 2) in a quiet environment with minimal distractions and 3) conduct themselves in a professional manner (behavior, dress, posture, etc.). Students are expected to be prepared to ask questions from the assigned lecture/reading to help with their understanding of the material. Students who join a meeting greater than 10 minutes after it

starts will be counted absent. Students who leave a meeting greater than 10 minutes before it ends will be counted absent.

Situations may occur where a student is unable attend a mandatory meeting. If you must miss a meeting, your attendance can be updated from absent to present by having your absence excused. To have an absence excused, you must:

(1) view the recorded meeting and then submit an Attendance Update Request Form by going to https://jpu.edu/student-resources no later than 7 calendar days after the missed weekly discussion occurs. Include documentation supporting the reason for the absence.

Documentation submitted through the Attendance Update Request Form to have an absence excused will be evaluated on a case-by-case basis. Examples of acceptable reasons to have an absence excused include death in the family, personal illness/injury or illness/injury of a dependent family member requiring a Doctor's care, power outages due to weather-related events, or an assigned Clinical Internship/Clinical Practice schedule that conflicts a scheduled class meeting time. Course weekly meetings are scheduled based on Eastern Standard Time (EST) zone. Students who live in a time zone other than EST who provide work schedule documentation that prevents them from attending weekly meetings in EST meet requirements to have absences excused.

Students are allowed a maximum of two unexcused absences per course, per semester. Students who accumulate three or more unexcused absences in a course for the semester will be given a failing grade for the course.

- Example 1: A student will show zero absences for a course if they miss two mandatory meetings, but complete the process (noted above) to have their absences excused.
- Example 2: A student will show two absences for a course if they miss four mandatory meetings and qualify to have two of the absences excused.
- Example 3: A student will show three absences for a course if they miss four mandatory meetings, and qualify to have one of the four absences excused. The student would receive a failing grade for the course due to receiving three unexcused absences.

Refer to each course syllabus for specific attendance requirements. Specific requirements for weekly discussion attendance may vary by syllabus. You are required to adhere to the policy outlined in your course syllabus.

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 JPU 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. JPU's course management system tracks the student's activities. This student activity log is used to verify class attendance.

Boot Camp Attendance/Absences
For students enrolled in hybrid programs, attendance at boot camp is mandatory for all boot camp sessions required by the applicable program. Details on the boot camp schedule is outlined for each program. Due to the nature of required in-person attendance during specific dates, emergencies can occur (personal emergencies, health emergencies, travel and weather complications, etc.). Absences during boot camp, regardless of the reason, must be made-up during a future scheduled boot camp event in order for the student to meet attendance requirements to graduate.

Any student who does not complete mandatory attendance during boot camp must reach out to their Program Director via email as soon as possible. JPU evaluates each situation on a case-by-case basis. Once the situation has been evaluated, JPU program leadership will outline the requirements the student must complete in order to make-up the missed boot camp.

Academic Integrity Policy
Academic Integrity is a foundational concept of professional behavior and JPU takes such matters very seriously. In general, if you have to ask if behavior would violate the integrity policy, it probably does. JPU is committed to educate, implement, support, and enforce sound academic and professional integrity.

Examples of Cheating
- ✓ Submitting work you did not do
- ✓ Copying all or part of someone else's work and submitting it as your own
- ✓ Not properly citing sources you use in assignment submissions
- ✓ Copying answer keys and distributing them to other students or online
- ✓ Using resources like books and notes during closed book, proctored assessments

If academic dishonesty is suspected, the information will be documented and brought to the appropriate faculty member, Program Director, or 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 academic dishonesty is validated during the investigation process, the individual or individuals involved will be notified of any action JPU chooses to take. Typically, a first offense will result in the individual or individuals receiving probationary status. Depending on the severity, a student will be dismissed from the program.

Students with Disabilities
John Patrick University of Health and Applied Sciences 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 through the Learning Accommodation Request Form located at https://jpu.edu/student-resources/. Documentation can also be mailed to 100 E. Wayne Street, Suite 140 South Bend, IN 46601.

Copyright Infringement Policy

John Patrick University of Health and Applied Sciences 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

John Patrick University of Health and Applied Sciences makes an effort to prevent and detect copyright infringement as well as respond promptly to copyright infringement claims. John Patrick University of Health and Applied Sciences 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.

John Patrick University of Health and Applied Sciences will respond promptly to legitimate copyright infringement notices and operate within the requirements of the Digital Millennium Copyright Act.

John Patrick University of Health and Applied Sciences 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
John Patrick University of Health and Applied Sciences will periodically review this policy to evaluate its effectiveness and provide relevant and necessary information to assist in preventing copyright infringement.

Communication Policy
John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences.

Appropriate Use Policy for IT Resources
John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences 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 initiate a formal grievance by submitting a Formal Grievance Form or contacting the Director of Administrative Services by emailing info@jpu.edu or calling 574-232-2408 within thirty (30) days from the date the grievance occurred.

Second Step-Information regarding the grievance will be reviewed by personnel within the Academic Affairs Department to determine appropriate next steps based on the nature of the grievance. Information can include, but not be limited to, any narrative and supporting documentation submitted by the aggrieved part and any documentation provided by any other individuals noted in the Formal Grievance Form.

Third Step-A member of the Academic Affairs Department will contact the aggrieved party to discuss the facts of the grievance and a proposed resolution within 10 business days after the Formal Grievance Form is submitted.

Fourth Step-If the grievance is not resolved after completion of the third step, a Grievance Committee will be assembled by a member of the Academic Affairs Department within 3 business days to review

all information pertinent to the grievance. If the Grievance Committee members deem it appropriate, a hearing will be scheduled with the aggrieved party to discuss the grievance.

If a Grievance Committee Hearing is Not Deemed Appropriate
The Grievance Committee will meet and discuss all pertinent information submitted regarding the grievance within 5 business days after the Grievance Committee is assembled. A minimum of two people (one member must be a Grievance Committee member) will schedule a meeting with the aggrieved party to discuss the grievance and the Committee's decision within 48 hours of the Committee's review of the information presented. The Grievance Committee's decision is final.

If a Grievance Committee Hearing is Deemed Appropriate
The time of the meeting will be communicated in writing to all parties no later than 3 business days after the Grievance Committee is assembled. The committee will consist of a member form the Academic Affairs Department as well as at least two 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 Grievance Committee's decision is 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 emailing studentquestions@jpu.edu or calling 574-232-2408 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. Before submitting an allegation, the individual must first attempt to resolve the complaint directly with JPU by following JPU'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 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.

NC-SARA Complaint Resolution Policies and Procedures

JPU is a member institution of NC-SARA, which is the National Council for State Authorization Reciprocity Agreements. The following process for resolving complaints is taken from the NC-SARA Policy Manual (version 25.2):

a. Complaints against an institution operating under SARA policies go first through the institution's own procedures for resolution of grievances. Allegations of criminal offenses or alleged violations of a state's general-purpose laws may be made directly to the relevant state agencies.

b. Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the SARA institution's home state.

c. If a person bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the SARA State Portal Entity in the home state of the institution against which the complaint has been lodged. That SARA State Portal Entity shall notify the SARA State Portal Entity of the state in which the student is located of receipt of that appealed complaint. The resolution of the complaint by the institution's home state SARA State Portal Entity, through SARA complaint resolution process, will be final, except f or complaints that fall under the provision "g" below.

d. While the final resolution of the complaint rests with the SARA State Portal Entity in the home state of the institution against which the complaint has been lodged, the SARA State Portal Entity in the complainant's location state may assist as needed. The final disposition of a complaint resolved by the home state shall be communicated to the SARA State Portal Entity in the state where the student lived at the time of the incident leading to the complaint, if known.

e. While final resolution of complaints (for purposes of adjudication of the complaint and enforcement of any resultant remedies ore redress) resides in certain cases with institutions

(complaints about grades or student conduct violations), or more generally with the relevant institution's home state SARA State Portal Entity (all other complaints), the regional compact(s) administering SARA may consider a disputed complaint as a "case file" if concerns are raised against a SARA member state with regard to whether that state is abiding by SARA policies, as promulgated in the *SARA Policy Manual*. The regional compact may review such institutional concerns in determining whether a state under its SARA purview is abiding by SARA policies. Similarly, a complaint "case file" may also be reviewed by NC-SARA in considering whether a regional compact is ensuring that its SARA member states are abiding by the SARA policies required for their membership in SARA.

f. SARA State Portal Entities shall report quarterly to NC-SARA the number and disposition of appealed complaints that are not resolved at the institutional level. NC-SARA shall make that information publicly available on its website. Such data will create transparency and can be used in determining whether a regional compact is ensuring that its SARA member states and those states' institutions are abiding by the policies required for state membership and institutional participation in SARA.

g. Nothing in the *SARA Policy Manual* precludes a state from using its laws of general application to pursue action against an institution that violates those laws.

The Indiana SARA Student Complaint Process can be retrieved from https://nc-sara.org/wp-content/uploads/2025/06/Indiana-SARA-Student-Complaints-Process.pdf.

The student must submit a formal written complaint using the Indiana Commission for Higher Education (ICHE) student complaint form. The institution will receive a copy of the student complaint and must submit to the ICHE a written response. The ICHE will then work with the State Portal Entity in which the student resides to render a decision. The link to the student complaint process and form is https://www.in.gov/che/2744.htm

A link to the SARA Policy Manual is located at https://nc-sara.org/category/resources/sara-policy-manual/

Anti-Hazing and Bullying Policy
JPU is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff and visitors. In addition, JPU 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, John Patrick University of Health and Applied Sciences (JPU) 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
JPU 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 JPU, regardless of any action that may be taken by civil or criminal authorities.

JPU 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. JPU will respond to all reports of prohibited conduct. JPU 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 JPU staff, faculty, students, graduates, visitors, applicants for admission, applicants for employment, and third party servicers and affiliates of the University. JPU reserves the right to investigate any incident reported, whether it occurs on campus, or off-campus during any official function.

Reporting a Violation
JPU 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@Jpu.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.rtuvt.ethicspoint.com

The information you provide will be sent to JPU 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. JPU strongly encourages reporting of serious and continuing occurrences of crimes or threats to the South Bend Police Department.

JPU 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@jpu.edu.

JPU 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.WellConnectForYou.com

Investigation and Disciplinary Process
When a report of prohibited conduct is received, JPU 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 JPU.

JPU 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 JPU 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
JPU 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. JPU 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 program completion may have an impact on their education and possibly upon the timing of graduation. Two important factors are involved.

3. 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.
4. 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.

F. 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.
G. All students will be made aware of risks and hazards of prenatal radiation exposure during coursework at JPU and upon orientation to the clinical internship.
H. 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 using the Pregnancy Declaration Form. 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.
    c. The program will comply with student confidentiality requests as much as possible.
I. 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.
J. 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:

H. Students entering the clinical setting for their internship must receive orientation to radiation safety practices and requirements by the Radiation Safety Officer.
I. A radiation monitoring badge must be worn by the student at all time while in the department. JPU assigns a dosimeter to each student prior to entering their clinical setting.
J. Students assisting in the simulator and treatment units must never be in the room during exposure to treatments
K. Students working in brachytherapy must remember and put to use techniques of time, distance, and shielding.
L. Radiation exposure levels will be monitored by the University RSO annually. The annual total effective dose equivalent for the whole body is 100 mrem. If a student's radiation exposure reading exceeds (30 mrem) on a single quarterly 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.
M. 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 on how to avoid further exposure.
N. Notification: Students in the clinical setting have access to their readings at any time through a secure username and password. Students receive notifications monthly telling them to review their reading or contact the clinical coordinator. Correspondence to students monthly also includes informing them of the trigger dose of 30 mrem and the procedure to follow if their reading exceeds the trigger dose on a single reading. Annual reports reviewed by the University RSO are provided to the student within 30 school days after being reviewed. Students receive the report through their University student account through a secured username and password. No personal information will be visible to individuals other than the one named on the report.

Student Clinical Compensation and Hours Requirement Policy

Students entering the clinical setting for their internship may earn no more than ten (10) hours per day.

Competency requirements, minimum hours requirements, and clinical clearance documentation requirements are outlined in the Clinical Guidance documentation for each program requiring a clinical internship.

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. JPU 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.

JPU 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 JPU.

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 JPU that on JPU premises, affiliated clinical sites, or at other JPU 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 JPU 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 JPU 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.

JPU recognizes that substance abuse is a major problem that affects students, families, education, and communities. JPU 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, JPU 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 JPU owned, leased, or controlled property, while operating JPU owned, leased, or controlled equipment or vehicles, or at JPU 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:

4. 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.
5. Dismissal from John Patrick University of Health and Applied Sciences
6. 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 JPU 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 respirator 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 air, 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 JPU. 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.

JPU 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 JPU and student property when the organization has a reasonable suspicion that this policy has been violated. JPU 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.

JPU 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 JPU.

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. JPU encourages students with drug and/or alcohol abuse problems to seek counseling and treatment.

This policy is in compliance with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989, P.L. 101-226 20 U.S.C.'s 114 5g Higher Education Act of 1965, Section 1213.

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.

JPU is committed to helping students who seek assistance and further recognize and ensure 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 Access Code: Available through your student account
Phone: 866-640-4777
Online: WellConnectForYou.com
App: Search for GetWellConnectEd

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

Alcoholics Anonymous	Support for people who want to Achieve sobriety	www.alcoholics-anonymous.org
Al-Anon Family Group	Support and help for families and Friends of problem drinkers	www.al-anon.alateen.org
Narcotics Anonymous	Support in a recovery environment For people who abuse substances	www.na.org
Substance Abuse and Mental Health Services Administration	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."	www.samhsa.gov/

Drug Law Violations—Eligibility for Title IV Funding
For the protection and welfare of all students and employees, JPU 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 JPU 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 Director of Education 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:

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	**QUANTITY**	**PENALTIES**
Cocaine (Schedule II)	500 – 4999 gms mixture	**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. Fine of not more than $2 million if an individual, $5 million if not an individual.	5 kgs or more mixture	**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. Fine of not more than $4 million if an individual, $10 million if not an individual. **Second Offense:**
Cocaine Base (Schedule II)	5 - 49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	

LSD (Schedule I)	1 – 9 gms mixture	**Second Offense**: 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	10 gms or more mixture	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. **2 or More Prior Offenses**: Life Imprisonment
Methamphetamine (Schedule II)	5 – 49 gms pure or 50 – 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 – 99 gms pure or 100 – 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	**First Offense**: 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 **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.		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	**First Offense**: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense**: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	**First Offense**: Not more than 3 years. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense**: Not more than 6 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	**First Offense**: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense**: Not more than 2 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual		

Federal Trafficking Penalties – Marijuana

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

Biennial Review

JPU 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, JPU will make biennial reviews available to the U.S. Department of Education and to the public, including information distributed to students and employees.

Dismissal

John Patrick University of Health and Applied Sciences reserves the right to dismiss any student from the program for any of the following reasons:

- ✓ Non-compliance of the rules and regulations of John Patrick University of Health and Applied Sciences

- ✓ Engagement in any illegal or criminal act

- ✓ Any conduct that brings discredit or embarrassment to John Patrick University of Health and Applied Sciences

- ✓ Failure to meet standards of satisfactory academic progress

- ✓ Failure to satisfy financial obligations to John Patrick University of Health and Applied Sciences

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 John Patrick University of Health and Applied Sciences to do so. Student records will be retained indefinitely by John Patrick University of Health and Applied Sciences. 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 John Patrick University of Health and Applied Sciences 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: John Patrick University of Health and Applied Sciences 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 John Patrick University of Health and Applied Sciences, they may make that request in writing, and John Patrick University of Health and Applied Sciences 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 eleventh week of any semester will appear on the student's transcript with a grade of "W". Any course dropped after the eleventh week of the semester will appear on the student's transcript with a grade of "F". Tuition refunds will follow the stated refund policy of JPU.

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.

Federal student aid is based on the percentage of time you are enrolled for the semester. 12 credits or more is considered full-time enrollment for undergraduate students. 9 credits or more is considered full-time enrollment for graduate students. Withdrawing from the University will cancel you financial aid for future semesters. If you are a re-entering student, please contact the Financial Aid office to request consideration for reinstatement of your aid. Students who withdraw at any point during the semester will have their aid adjusted according to the Federal Return of Title IV formula. Tuition and fees will be adjusted according to the Institutional Refund Policy.

Official Withdrawal
An action taken by the student to discontinue enrollment in a course or courses during weeks 2 through 10. The student must contact the Director of Administrative Services via email, campus messaging system, phone, or in-person. The student may be responsible for all or part of tuition based on the percentage of the course or courses they attended. Withdrawn courses are noted on the transcript as a "W".

Unofficial Withdrawal
Students who stop attending all of their classes without officially withdrawing are considered to be unofficially withdrawn. The Withdrawal Date is the student's last date of attendance, as determined by the Instructor or other means of attendance tracking. The last date of attendance will be determined by the last day the student attended a live session for their course(s), or submitted an assignment, whichever occurs later. The Date of Determination occurs no later than 14 consecutive calendar days from the last date of attendance and is the date JPU determines the student has unofficially withdrawn. JPU uses the Withdrawal Date to determine the percent of the term the student attended. Federal Aid received during the semester will be subject to the federal return calculation. The Withdrawal Date is the date used to determine the percent of the term the student attended for the purposes of the calculation. JPU will return any funds due no later than 45 days after the Date of Determination.

Transcripts
Upon written request by the student through submitting a Official Transcript Request Form, John Patrick University of Health and Applied Sciences 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. The fee to request official transcripts is $10.00 per transcript. Official transcripts are sent within two weeks of the date the request was received.

Tuition and Fees
John Patrick University of Health and Applied Sciences 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.

Application Fee	$125.00	(Non Refundable)
IT Service Fee	$70.00	per semester
Library Fee	$30.00	per semester
Textbooks	The student is responsible for securing all required textbooks unless otherwise stated	
Boot Camp (hybrid programs only)	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 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)

Online Proctoring
Many tests in classes require a proctor. Students are directed to use Respondus LockDown Browser and Monitor, which integrates with JPU's learning management system. There is no direct fee to the student to use this proctoring service.

Tuition Rate Per Credit

MS Medical Physics	$1,111.11 per credit
MS Medical Health Physics	$1,111.11 per credit
MS Medical Dosimetry	$978.00 per credit
MS Healthcare Administration	$480.00 per credit

MS Integrative and Functional Medicine	$1,030.00 per credit
Nutrigenomic Certificate	$1,030.00 per credit
Nutrition Oncology Certificate	$1,030.00 per credit
Continuing Education Courses	$533.34 per credit

Tuition Discounts Available
Any student who qualifies for more than one discount will have the single greatest discount applied to their tuition rate.

JPU Faculty
JPU Faculty receive a 100% tuition discount. Family members of faculty receive a 50% tuition discount on standard program tuition. The faculty member must be in good standing with JPU. Family members are defined as spouse or child. All JPU admissions requirements must be met for the applicable program.

JPU Staff
Members of JPU Staff receive a 100% tuition discount. Family members of JPU staff receive a 50% tuition discount on standard program tuition. The staff member must be in good standing with JPU. Family members are defined as spouse, child, and extended family (limited to Aunt, Uncle, Cousin, Niece/Nephew). All JPU admissions requirements must be met for the applicable program.

JPU Teaching Assistants
JPU Teaching Assistants receive a 70% tuition discount. The Teaching Assistant must be in good standing with JPU. All JPU admissions requirements must be met for the applicable program.

JPU Alumni
JPU alumni enrolled at JPU Summer 2025 semester or earlier qualify for a 50% tuition discount. JPU alumni enrolled at JPU Fall 2025 or later qualify for a 20% tuition discount. All JPU admissions requirements must be met for the applicable program. Family members of JPU alumni receive a 30% tuition discount. Family members are defined as a spouse or child.

JPU Clinical Internship Preceptor
Individuals currently serving as a clinical internship preceptor for JPU programs qualify for a 50% tuition discount. Family members of preceptors are entitled to a 20% tuition discount. Family member is defined as spouse and child. All JPU admissions requirements must be met for the applicable program.

Continuing Education Discount
JPU values its relationships with its stakeholders and offers continuing education students any published preferred/discounted tuition rate they would qualify for if they were a degree or certificate seeking student. Any student who qualifies for more than one discount will have the single greatest discount applied to their tuition rate. Tuition discounts offered to family members of the qualifying student do not apply under this policy.

Additional tuition discounts and scholarships available through preferred partnerships are available by visiting https://jpu.edu/tuition-discounts-avaiable for all tuition discounts available.

Residents of California

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did no choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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 for payment of the tuition costs in full per term, 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 advised of the Administrative Hold policy (refer to "Administrative Hold" under Academic Policies in this Catalog) 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

John Patrick University of Health and Applied Sciences accepts payment for tuition, course materials, equipment and other fees through cash payment, credit/debit cards (MasterCard, Discover, Visa, and American Express) cashier's check, personal check, company check, ACH, or Wire Transfer.

Credit/Debit Cards

Payers who choose to pay with a credit/debit card will be charged a non-refundable service charge per transaction of 2.9% of the payment amount by the third party vendor, Stripe. For example, a $500 payment with a credit card will be assessed a $14.50 convenience fee by the Stripe service. All costs for choosing to pay with a Debit/Credit card must be assumed by the Payer. JPU does not receive, nor will it underwrite, any portion of the service charge. If you choose to pay with a credit card, the convenience fee charge by Stripe is in addition to the interest rate charged by the credit card company. Note: the transaction fee is determined by the third party servicer, Stripe, and is subject to change.

ACH

The Stripe service has an option to enter bank information (routing and account number) to have funds pulled directly from your bank account. This option does not carry a convenience fee.

Wire Transfer

JPU charges a $15.00 fee for payments submitted via wire transfer.

Upon availability, John Patrick University of Health and Applied Sciences will also assist students in applying for student financial assistance in order to defray the cost of their education. Failure to satisfy unpaid balances by the due date will result in the student being placed on Administrative Hold unless the student is in good standing with their established payment plan. Please refer to the Administrative

Hold policies in this Catalog. Unpaid balances that have not been resolved after multiple attempts to collect will be submitted to a collection agency for processing and the student will remain on Administrative Hold until the account balance has been paid in full.

Payment Plans: Students may establish a payment plan directly with JPU when the student is ineligible for federal student aid programs or private student loans or when student loans plus other funding sources do not fully cover the semester tuition. 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. Exceptions may be granted if the student has an Estimated Family Contribution (EFC) value of zero (0) on their most recent FAFSA (Free Application for Federal Student Aid). Students who establish a payment plan with JPU but are not in good standing with their payment plan will be placed on Administrative Hold. Please refer to the Administrative Hold policies in this Catalog.

John Patrick University of Health and Applied Sciences 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 institutional student contract or enrollment agreement within six (6) business days after signing.
   B. The student does not meet the postsecondary 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 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 educational 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 John Patrick University of Health and Applied Sciences 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.

The percentage of the payment period the student has earned is calculated by determining the number of calendar days in the payment period the student attended and dividing that number of days by the total number of calendar days in the term. Breaks in the semester greater than 5 consecutive calendar days are not included in the total number of calendar days in the term. For example: if the term start date is May 8, 2023 and the term end date is August 21, 2023, the number of days in the term is 106. If the student has a determined withdrawal date of June 21, 2023, the school will determine the number of days attended through June 21, which is 45 days. 45 days divided by 106 days is 42.5%.

Any student who has a Title IV credit balance on their account at the time of their withdrawal will have the credit balance issued to them as soon as possible, but not to exceed 14 days after the calculation of a R2T4.

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, JPU 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. JPU 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). JPU 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 JPU to keep the funds to reduce your debt at JPU.

Any post-withdrawal disbursements received will be applied to your student account first, to reduce your balance owed to the school. If a credit balance is created from the disbursement, the credit balance will be issued to the student as soon as possible, not to exceed 14 days from the date of disbursement.

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, JPU 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.

JPU must return this amount even if it didn't keep this amount of your Title IV program funds. If JPU 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.

Timelines for Post-Withdrawal Disbursements

A post-withdrawal disbursement of Pell grant funds must be disbursed within 45 days of the date of the school's date of determination.

A post-withdrawal disbursement of loan funds must be offered to the student within 30 days of the date of the school's date of determination that the student has withdrawn. If post-withdrawal loan funds are offered the student, the student has at least 14 days from the date of the offer to respond to accept or decline funds.

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 JPU or the Department of Education to return the unearned grant funds.

Return of Title IV Policy and JPU Refund Policy
When you withdraw, the requirements for Title IV program funds are separate from any refund policy that JPU may have. Therefore, you may still owe funds to JPU 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 JPU's refund policy, you should request a copy from the Director of Administrative Services or refer to the Academic Catalog. JPU 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.

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.

Federal student aid is based on the percentage of time you are enrolled for the semester. 12 credits or more is considered full-time enrollment for undergraduate students. 9 credits or more is considered full-time enrollment for graduate students. Withdrawing from the University will cancel you financial aid for future semesters. If you are a re-entering student, please contact the Financial Aid office to request consideration for reinstatement of your aid. Students who withdraw at any point during the semester will have their aid adjusted according to the Federal Return of Title IV formula. Tuition and fees will be adjusted according to the Institutional Refund Policy

Official Withdrawal
An action taken by the student to discontinue enrollment in a course or courses during weeks 2 through 10. The student must contact the Director of Administrative Services via email, campus messaging system, phone, or in-person. The student may be responsible for all or part of tuition based on the percentage of the course or courses they attended. Withdrawn courses are noted on the transcript as a "W". JPU determines the date of withdrawal as the date the student contacts the school with the request (ex. the date the email is sent, the date a message is sent through the campus messaging system, the date the student calls the school, etc.).

Unofficial Withdrawal
Students who stop attending all of their classes without officially withdrawing are considered to be unofficially withdrawn. The Withdrawal Date is the student's last date of attendance, as determined by the Instructor or other means of attendance tracking. The last date of attendance will be determined by the last day the student attended a live session for their course(s), or submitted an assignment, whichever occurs later. The Date of Determination occurs no later than 14 consecutive calendar days from the last date of attendance and is the date JPU determines the student has unofficially withdrawn. JPU uses the Withdrawal Date to determine the percent of the term the student attended. Federal Aid received during the semester will be subject to the federal return calculation. The Withdrawal Date is the date used to determine the percent of the term the student attended for the purposes of the calculation. JPU will return any funds due no later than 45 days after the Date of Determination.

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.

Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code

Covered individuals (any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill® benefits) are permitted to participate in the course of education during the period beginning on the date on which the individual provides to JPU a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

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

JPU will not impose a penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to JPU due to the delayed disbursement funding from VA under Chapter 31 or 33.

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 JPU leadership ensures appropriate budgetary resources are available.

Ways to Connect

Call JPU Administrative Staff at 574-232-2408
Email studentquestions@jpu.edu
Click on Student Resources from the course menu of any of your classes within JPU's Learning Management System

Advising
Academic: Students are encouraged to seek academic advice from the faculty and/or members of leadership with their program of study - 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: JPU graduate placement support begins the first semester the student enters the program. Students are informed of opportunities in the industry during boot camp and encouraged to be active with early networking. JPU meets with every student during boot camp and discusses employment opportunities and placement opportunities. Students have access to faculty to assist with résumé writing, résumé reviews, rehearsing interviews, and coaching. JPU faculty are actively engaged with students and connecting them with opportunities through professional associations and relationships. JPU is evaluating other mechanisms to increase the student's exposure to employers. Graduate employment is very important to JPU. JPU 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 John Patrick University of Health and Applied Sciences. When appropriate, students are referred to outside agencies or professionals for support or assistance. Through our on line program students are given access to counseling services through www.WellConnectForYou.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.

Program Effectiveness Data: John Patrick University makes program effectiveness data available to the general public through its web address located at https://jpu.edu.

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 JPU email with the @JPU.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 JPU'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 us 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. JPU does not have a bookstore where books and supplies may be purchased. JPU 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.jpu.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
Fax: 574.232.2200

Student Resource Services
All students also have access to the WellConnect by Student Resource Services (SRS) website (www.WellConnectForYou.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.

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

Contact Information:
Student Access Code: Available through your student account
Phone: 866-640-4777
Online: WellConnectForYou.com
App: Search for GetWellConnectEd

PROGRAM DESCRIPTIONS

Course numbering system descriptions

MP	Medical Physics
MHP	Medical Health Physics
MD	Medical Dosimetry
MHA	Healthcare Administration
LM	Lifestyle Medicine
GASTP	Gastro-Physics
NUT	Nutrition
ONC	Oncology
SCI	Science
BIOL	Biology
PHY	Physics
MATH	Mathematics

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

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 semester 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.

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 entry-level 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 TOEFL or IELTS scores, if applicable
- ✓ On line application and fee of $125.00
- ✓ Online learning self-assessment

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 JPU representative

- ✓ Personal statement
- ✓ Letters of References
- ✓ Online learning self-assessment

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

Program Prerequisites

- ✓ Calculus – 2 semesters

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 (67-84 weeks)
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)
MHP510	Health Physics and Radiation Safety	(3 credits)
BIOL530	Human Anatomy & Physiology	(4 credits)
MP590	Medical and Professional Ethics	(1 credit)
MP599	Seminars	(1 credit)
STAT501	Statistical Methods	(3 credits)
MP699	Clinical Internship	(4 credits)

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)
MHP601	Shielding Design	(2 credits)
MATH502	Advanced Mathematical Methods	(2 credits)
MP520	Computer Systems in Medicine	(2 credits)

Sample Plan of Study (4 semesters)

Students may enroll in a maximum of 12 credits per semester. 9 credits are recommended.

Semester 1	
Radiation Dosimetry	4cr
Human Anatomy & Physiology	4cr
Medical and Professional Ethics	1cr
Radiation Biology	3cr
	12cr

Semester 2	
Radiological Instrumentation	2cr
Nuclear Medicine	3cr
Radiation Oncology I	3cr
Seminars	1cr
Diagnostic Radiology	3cr
	12cr

Semester 3	
Radiation Oncology II	3cr
Advanced Diagnostic Radiology	2cr
Health Physics/Radiation Safety	3cr
Nuclear Oncology	3cr
	11cr

Semester 4	
Statistical Methods	3cr
Brachytherapy	3cr
Clinical Internship	4cr
	10cr

Sample Plan of Study (5 semesters)

Students may enroll in a maximum of 12 credits per semester. 9 credits are recommended.

Semester 1	
Radiation Dosimetry	4cr
Human Anatomy & Physiology	4cr
Medical & Professional Ethics	1cr
	9cr

Semester 2	
Nuclear Medicine	3cr
Radiation Oncology I	3cr
Radiation Biology	3cr
	9cr

Semester 3	
Radiation Oncology II	3cr
Radiological Instrumentation	2cr
Seminars	1cr
Brachytherapy	3cr
	9cr

Semester 4	
Health Physics/Radiation Safety	3cr
Nuclear Oncology	3cr
Diagnostic Radiology	3cr
	9cr

Semester 5	
Advanced Diagnostic Radiology	2cr
Statistical Methods	3cr
Clinical Internship	4cr
	9cr

Clinical Obligations Policy

Clinical Clearance Screening
JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement
JPU is responsible for assigning a clinical site to each student enrolled in the program. Program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment.

If a student is not granted admission into the program but wishes to enroll in technical/occupational courses as a non-degree seeking student, they may enroll in selected courses approved by JPU at a part-time status for no more than three consecutive semesters if their ultimate goal is to gain acceptance into the program. Students who do not gain admittance into the program after attending as a non-degree seeking student for three consecutive semesters must repeat the admissions interview process.

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

Compensation and Hours Requirement
Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. Students are not eligible to begin the clinical internship hours until after successful completion of their second semester.

Any hours spent beyond the 10-hour maximum per day will not count toward any applicable hours requirement. The student is not entitled to compensation or extra credit of any kind.

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.

Clinical Internship Completion Policy
The program requires prompt completion of the clinical internship concurrently with didactic instruction.

Students are required to submit all required documentation outlined in the *Clinical Guidance Document* for the program no later than thirty (30) days after completion of the hours. If the student has not submitted the required documentation within the stated time frame, they are considered non-

compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Failure to complete the internship hours or submit the required documentation within the timeframe outlined in this policy will result in tuition for the clinical internship being charged to the student's account each semester the student is enrolled in the clinical internship after didactic instruction is complete.

Students who are unable to start their internship within their scheduled timeframe or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the clinical internship after didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

This program is a hybrid program, which requires Boot Camp each semester. Students are required to attend boot camp each semester they are enrolled in didactic instruction. Refer to the Academic Calendar for boot camp dates. Locations for in-person instruction are announced in advance. Students must attend in-person instruction where it is scheduled. Travel expenses associated with attending boot camp in-person are the responsibility of the student.

Master of Science in Medical Dosimetry

This program is designed to prepare graduates for entry-level positions as Medical Dosimetrists, which are valuable members of Radiation Oncology Departments. 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.

John Patrick University offers three plans of study to earn a Master of Science in Medical Dosimetry. Candidates seeking to meet eligibility requirements to sit for the Certified Medical Dosimetrist exam administered by the Medical Dosimetrist Certification Board (MDCB) complete the JRCERT-

Accredited Medical Dosimetry program curriculum. The other two plans of study are designed for the following:

- Current Certified Medical Dosimetrists (CMDs) who wish to earn their graduate degree in Medical Dosimetry. Current CMDs who enroll in the MS Medical Dosimetry program complete a non-JRCERT accredited program plan of study.
- Candidates who do not live in the United States who wish to meet eligibility requirements to sit for the Certified Medical Dosimetrist exam administered by the MDCB under the MDCB's route for international students who did not complete a JRCERT-accredited program. Eligibility requirements can be found at https://mdcb.org/exam-information/exam-dates-and-fees/international-exam-policy.

Mission Statement

The Master of Science in the Medical Dosimetry program is designed to prepare confident, patient-focused, and clinically proficient medical dosimetrists who, as valuable members of the radiation oncology team, continue to connect conceptual theory to clinical application as lifelong learners in their chosen field.

Goal: **Students will demonstrate clinical competency consistent with program expectations.**

Student Learning Outcomes:

- ✓ Students will create clinically valid treatment plans based on clinical assessment of student's treatment planning aptitude.
- ✓ Students will evaluate clinically valid treatment plans based on didactic assessment of student's comprehension of clinical tasks.

Goal: **Students will demonstrate effective communication skills in the classroom and in the clinical setting.**

Student Learning Outcomes:

- ✓ Students will demonstrate effective written and oral communication skills in the classroom.
- ✓ Students will demonstrate effective communication skills in the clinical setting.

Goal: **Students will demonstrate critical thinking and problem-solving skills during the program.**

Student Learning Outcomes:

- ✓ Students will evaluate the relative quality of complex treatment plans.
- ✓ Students will demonstrate the ability to recognize an unacceptable plan to create a clinically valid one.

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 $125.00 application fee
- ✓ Online learning self-assessment

Program Admission Requirements

- ✓ Bachelor of Science Degree
- ✓ A GPA of 3.0 (on a 4.0 scale) for the last degree earned.
- ✓ 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 JPU representative
- ✓ Personal statement
- ✓ Letters of References
- ✓ Online learning self-assessment
- ✓ 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:
    - The clinical site is one of JPU's JRCERT recognized clinical sites
    - The student provides written intent to participate by providing the Intent to Participate Form.
    - Demonstrates a commitment from the clinical site by submitting the following clinical site recognition paperwork: JRCERT Form 104MD or the Training Affiliation Agreement.

Program Prerequisites

- ✓ Human Anatomy and Physiology*

*Program prerequisites 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 grade of 90% in the Capstone course (MD695) where applicable
- ✓ 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 (JRCERT-Accredited Route)

Clinical Clearance Screening

JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement
JPU is responsible for assigning a clinical site to each student enrolled in the Medical Dosimetry programs. Medical Dosimetry program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment. If a clinical site desires to accept a student for placement but it is not currently a recognized JRCERT clinical site for JPU's Medical Dosimetry programs, the clinical site must submit all required paperwork for JPU to seek recognition from JRCERT prior to accepting the clinical site assignment request.

If a student is not granted admission into the Medical Dosimetry program but wishes to enroll in Medical Dosimetry courses as a non-degree seeking student, they may enroll in Medical Dosimetry courses approved by JPU for no more than three consecutive semesters if their ultimate goal is to gain acceptance into the Medical Dosimetry program. Students who do not gain admittance into the Medical Dosimetry program after attending as a non-degree seeking student for three consecutive semesters must repeat the admissions interview process. JPU resolves to make every effort to place student in a location that is within a reasonable distance from their place of residence. Due to availability of clinical sites and student schedules, temporary relocation may be necessary to secure an appropriate clinical site.

Compensation and Hours Requirement
Enrolled students are eligible to begin clinical rotations after completing their first semester, provided the student is in academic and administrative good standing with the University. Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. A minimum of 720 hours is required for the clinical internship. Students are not eligible to begin the clinical internship hours until after successful completion of the first semester.

Any hours spent beyond the 10-hour maximum per day will not count toward the 720-hour requirement. The student is not entitled to compensation or extra credit of any kind.

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.

Clinical Internship Completion Policy
The Medical Dosimetry program requires prompt completion of the clinical internship concurrently with didactic instruction as outlined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Students are required to submit their internship journal including all required paperwork outlined in the *Clinical Guidance for Students* document no later than thirty (30) days after completion of the 720 hours. If the student has not submitted the required journal documentation within the stated time frame, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Tuition for the clinical internship is charged during the last semester of didactic instruction. Failure to complete the internship hours or submit the clinical journal within the timeframe outlined in this policy will result in tuition for the clinical internship being charged to the student's account each semester the student is enrolled in the clinical internship after didactic instruction is complete.

Students who are unable to start their internship during the second semester of the program or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the clinical internship after didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Clinical Obligations (Non-JRCERT Accredited Route)

Clinical Clearance Screening
JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement
JPU is responsible for assigning a clinical site to each student enrolled in the Medical Dosimetry programs. Medical Dosimetry program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment. If a clinical site desires to accept a student for placement, the clinical site must submit all required paperwork for JPU to ensure the site meets all requirements prior to accepting the clinical site assignment request.

If a student is not granted admission into the Medical Dosimetry program but wishes to enroll in Medical Dosimetry courses as a non-degree seeking student, they may enroll in Medical Dosimetry courses approved by JPU for no more than three consecutive semesters if their ultimate goal is to gain acceptance into the Medical Dosimetry program. Students who do not gain admittance into the Medical Dosimetry program after attending as a non-degree seeking student for three consecutive semesters must repeat the admissions interview process. JPU resolves to make every effort to place student in a location that is within a reasonable distance from their place of residence. Due to availability of clinical sites and student schedules, temporary relocation may be necessary to secure an appropriate clinical site.

Compensation and Hours Requirement
Enrolled students are eligible to begin clinical rotations after completing their first semester, provided the student is in academic and administrative good standing with the University. Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. A minimum of 180 hours is required for the clinical internship. Students are not eligible to begin the clinical internship hours until after successful completion of the first semester.

Any hours spent beyond the 10-hour maximum per day will not count toward the 180-hour requirement. The student is not entitled to compensation or extra credit of any kind.

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.

Capstone Course (MD697) Completion Policy
The Medical Dosimetry program requires prompt completion of the Capstone course (MD697) clinical component concurrently with didactic instruction.

Students are required to submit their internship journal including all required paperwork outlined in the *Clinical Guidance for Students* document no later than thirty (30) days after completion of the 180 hours. If the student has not submitted the required journal documentation within the stated time frame, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Failure to complete the internship hours or submit the clinical journal within the timeframe outlined in this policy will result in tuition for the Capstone course being charged to the student's account each semester the student is enrolled in the course after all other didactic instruction is complete.

Students who are unable to start their clinical competencies during the second semester of the program or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the Capstone course after all other didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Program Details: JRCERT-Accredited Route

This course curriculum is for students seeking to meet eligibility requirements to set for the Certified Medical Dosimetrist Exam administered by the Medical Dosimetrist Certification Board (MDCB).

Credit hours: 45
Duration: Two years (67 weeks)
Tuition: $44,010 ($978 per credit graduate level/program courses)

Curriculum

Core Courses (39 credits required)

MD502	Radiation Biology	(3 credits)
MD505	Radiation Oncology I	(3 credits)
MD506	Radiation Oncology II	(3 credits)
MP520	Computer Systems in Medicine	(2 credits)
MHP510	Health Physics and Radiation Safety	(3 credits)
MHP607	Radiation Oncology Department Management	(2 credits)
MHP609	Radiation Oncology Financials	(2 credits)
MP590	Medical and Professional Ethics	(1 credit)
STAT501	Statistical Methods	(3 credits)
MP599	Seminars[A]	(2 credits)
MD588	Treatment Planning I	(2 credits)
MD590	Treatment Planning II	(2 credits)
MD688	Treatment Planning III	(2 credits)
MD690	Treatment Planning IV	(2 credits)
MD695	Capstone	(3 credits)
MD699	Clinical Internship	(4 credits)

[A]Required to complete two 1-credit Seminars courses

Elective Courses (6 credits required)

MD501	Radiation Dosimetry	(4 credits)
MD611	Brachytherapy[D]	(3 credits)
MD503	Diagnostic Radiology	(3 credits)
MD504	Nuclear Medicine	(3 credits)
MD613	Nuclear Oncology	(3 credits)
MD615	Proton Therapy	(2 credits)
MD630	Contouring, Imaging, and Special Procedures[B]	(2 credits)
MD633	Informatics in Radiation Oncology[B]	(2 credits)
MD635	Clinical Safety and Quality Assurance[B]	(2 credits)

[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

Semester 1	
Treatment Planning I	2cr
Radiation Oncology I	3cr
Seminars	1cr
Radiation Biology	3cr
	9cr

Semester 2	
Treatment Planning II	2cr
Radiation Oncology II	3cr
Seminars	1cr
Health Physics/Radiation Safety	3cr
Medical & Professional Ethics	1cr
	10cr

Semester 3	
Treatment Planning III	2cr
Radiation Oncology Financials	2cr
Computer Systems in Medicine	2cr
Brachytherapy	3cr
Statistical Methods	3cr
	12cr

Semester 4	
Treatment Planning IV	2cr
Nuclear Medicine	3cr
Radiation Oncology Dept. Mgmt.	2cr
Capstone	3cr
Clinical Internship	4cr
	14cr

Program Details: Non-JRCERT Accredited Route

This course curriculum is for students who are current Certified Medical Dosimetrists (CMDs) seeking to complete a graduate degree program in Medical Dosimetry.

Credit hours: 45
Duration: Two years (67 weeks)
Tuition: $44,010 ($978 per credit graduate level/program courses)

Curriculum

Core Courses (39 credits required)

MD502	Radiation Biology	(3 credits)
MD505	Radiation Oncology I	(3 credits)
MD506	Radiation Oncology II	(3 credits)
MP520	Computer Systems in Medicine	(2 credits)
MHP510	Health Physics and Radiation Safety	(3 credits)
MHP607	Radiation Oncology Department Management	(2 credits)
MHP609	Radiation Oncology Financials	(2 credits)
MP590	Medical and Professional Ethics	(1 credit)
STAT501	Statistical Methods	(3 credits)
MD611	Brachytherapy	(3 credits)
MP599	Seminars[A]	(2 credits)
MD588	Treatment Planning I	(2 credits)
MD590	Treatment Planning II	(2 credits)
MD688	Treatment Planning III	(2 credits)
MD690	Treatment Planning IV	(2 credits)
MD697	Capstone	(4 credits)

[A]Required to complete two 1-credit Seminars courses

Elective Courses (6 credits required)

MD501	Radiation Dosimetry	(4 credits)
MD503	Diagnostic Radiology	(3 credits)
MD504	Nuclear Medicine	(3 credits)
MD613	Nuclear Oncology	(3 credits)
MD615	Proton Therapy	(2 credits)
MD630	Contouring, Imaging, and Special Procedures[B]	(2 credits)
MD633	Informatics in Radiation Oncology[B]	(2 credits)
MD635	Clinical Safety and Quality Assurance[B]	(2 credits)
MD610	Education and Practicum I[C]	(2 credits)
MD611	Education and Practicum II[C]	(3 credits)
MD612	Education and Practicum III[C]	(3 credits)
MD613	Education and Practicum IV[C]	(3 credits)

[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 Treatment Planning Courses (MD588, MD590, MD688, MD690)

Sample Plan of Study

Semester 1	
Treatment Planning I	2cr
Radiation Oncology I	3cr
Seminars	1cr
Radiation Biology	3cr
	9cr

Semester 2	
Treatment Planning II	2cr
Radiation Oncology II	3cr
Medical and Professional Ethics	1cr
Health Physics/Radiation Safety	3cr
Seminars	1cr
	10cr

Semester 3	
Treatment Planning III	2cr
Radiation Oncology Financials	2cr
Brachytherapy	3cr
Computer Systems in Medicine	2cr
Statistical Methods	3cr
	12cr

Semester 4	
Treatment Planning IV	2cr
Diagnostic Radiology	3cr
Radiation Oncology Dept. Mgmt.	2cr
Nuclear Medicine	3cr
Capstone	4cr
	14cr

Program Details: International Route (Non-JRCERT Accredited)

This curriculum is for candidates who do not live in the United States who wish to meet eligibility requirements to sit for the Certified Medical Dosimetrist exam administered by the Medical Dosimetrist Certification Board (MDCB) under the MDCB Board's route for international candidates who did not complete a JRCERT-accredited program. The MDCB's route for international candidates should be reviewed regularly by potential candidates interested in this route for availability.

Credit hours: 45
Duration: Two years (67 weeks)
Tuition: $44,010 ($978 per credit graduate level/program courses)

Curriculum

Core Courses (39 credits required)

MD502	Radiation Biology	(3 credits)
MD505	Radiation Oncology I	(3 credits)
MD506	Radiation Oncology II	(3 credits)
MP520	Computer Systems in Medicine	(2 credits)
MHP510	Health Physics and Radiation Safety	(3 credits)
MHP607	Radiation Oncology Department Management	(2 credits)
MHP609	Radiation Oncology Financials	(2 credits)
MP590	Medical and Professional Ethics	(1 credit)
STAT501	Statistical Methods	(3 credits)
MP599	Seminars[A]	(2 credits)
MD588	Treatment Planning I	(2 credits)
MD590	Treatment Planning II	(2 credits)
MD688	Treatment Planning III	(2 credits)
MD690	Treatment Planning IV	(2 credits)
MD695	Capstone	(3 credits)
MD699	Clinical Internship[C]	(4 credits)

[A]Required to complete two 1-credit Seminars courses

Elective Courses (6 credits required)

MD501	Radiation Dosimetry	(4 credits)
MD611	Brachytherapy[D]	(3 credits)
MD503	Diagnostic Radiology	(3 credits)
MD504	Nuclear Medicine	(3 credits)
MD613	Nuclear Oncology	(3 credits)
MD615	Proton Therapy	(2 credits)
MD630	Contouring, Imaging, and Special Procedures[B]	(2 credits)
MD633	Informatics in Radiation Oncology[B]	(2 credits)
MD635	Clinical Safety and Quality Assurance[B]	(2 credits)

[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.

The Non-Certified Medical Dosimetrist Route (non-CMD) allows international students who graduate to be eligible to take the Medical Dosimetrist Certification Exam through the Medical Dosimetrist Certification Board (MDCB) as an international candidate who did not complete a JRCERT accredited program. Eligibility requirements can be found at www.mdcb.org/exam-information/exam-dates-and-fees/international-exam-policy. The MDCB's route for international candidates should be reviewed regularly by potential candidates interested in this route for availability.

[C]The clinical internship requires 1,000 hours to be completed concurrently with the degree program to be eligible for the Medical Dosimetrist Certification Exam through the MDCB as an international candidate who did not complete a JRCERT accredited program. The MDCB's route for international candidates should be reviewed regularly by potential candidates interested in this route for availability.

[D]This elective is required to be eligible for the Medical Dosimetrist Certification Exam through the MDCB as an international candidate who did not complete a JRCERT accredited program. The MDCB's route for international candidates should be reviewed regularly by potential candidates interested in this route for availability.

Sample Plan of Study

Semester 1	
Treatment Planning I	2cr
Radiation Oncology I	3cr
Seminars	1cr
Radiation Biology	3cr
	9cr

Semester 2	
Treatment Planning II	2cr
Radiation Oncology II	3cr
Seminars	1cr
Health Physics/Radiation Safety	3cr
Medical & Professional Ethics	1cr
	10cr

Semester 3	
Treatment Planning III	2cr
Radiation Oncology Financials	2cr
Computer Systems in Medicine	2cr
Brachytherapy	3cr
Statistical Methods	3cr
	12cr

Semester 4	
Treatment Planning IV	2cr
Nuclear Medicine	3cr
Radiation Oncology Dept. Mgmt.	2cr
Capstone	3cr
Clinical Internship	4cr
	14cr

This program is a hybrid program, which requires Boot Camp each semester. Students are required to attend boot camp each semester they are enrolled in didactic instruction. Refer to the Academic Calendar for boot camp dates. Locations for in-person instruction are announced in advance. Students must attend in-person instruction where it is scheduled. Travel expenses associated with attending boot camp in-person are the responsibility of the student.

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
John Patrick University of Health and Applied Sciences' 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/.

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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 for entry-level positions 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
- ✓ On line application and $125.00 application fee
- ✓ Online learning self-assessment

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 JPU representative
- ✓ Personal statement
- ✓ Letters of References
- ✓ Online learning self-assessment

Program Recommendations

- ✓ Statistics
- ✓ Human Anatomy and Physiology
- ✓ Calculus two semesters

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

Clinical Clearance Screening

JPU has clinical clearance screening requirements for all students prior to the start of their clinical internship. This documentation includes, but is not limited to a background check, drug screen, and immunization records. The accumulation of the required documentation is performed at the student's expense. Some Clinics may require different and/or additional screening requirements. The student is required to comply with all screening requirements mandated by their assigned clinical site. Any fees associated with procuring items required in the clinical clearance screening process are at the student's expense. Clinics that prefer to do their own testing and verification may do so directly with the student. JPU may be asked to perform these services and provide the results to the clinic upon their request.

Clinical Site Placement

JPU is responsible for assigning a clinical site to each student enrolled in the program. Program leadership will grant acceptance into the program to qualified applicants after both the student and clinical site agree to the clinical site assignment.

If a student is not granted admission into the program but wishes to enroll in technical/occupational courses as a non-degree seeking student, they may enroll in selected courses approved by JPU at a part-time status for no more than three consecutive semesters if their ultimate goal is to gain acceptance into the program. Students who do not gain admittance into the program after attending as a non-degree seeking student for three consecutive semesters must repeat the admissions interview process.

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

Compensation and Hours Requirement
Students entering the clinical setting for their internship are required to participate no more than ten (10) hours per day. Students are not eligible to begin the clinical internship hours until after successful completion of their second semester.

Any hours spent beyond the 10-hour maximum per day will not count toward any applicable hours requirement. The student is not entitled to compensation or extra credit of any kind.

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.

Clinical Internship Completion Policy
The program requires prompt completion of the clinical internship concurrently with didactic instruction.

Students are required to submit all required documentation outlined in the *Clinical Guidance Document* for the program no later than thirty (30) days after completion of the hours. If the student has not submitted the required documentation within the stated time frame, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Failure to complete the internship hours or submit the required documentation within the timeframe outlined in this policy will result in tuition for the clinical internship being charged to the student's account each semester the student is enrolled in the clinical internship after didactic instruction is complete.

Students who are unable to start their internship within their scheduled timeframe or maintain minimum hours per week outlined by this policy due to unforeseen circumstances beyond the control of student will not automatically be subject to tuition being charged for each semester the student is enrolled in the clinical internship after didactic instruction is complete. The President and Program Director will address unforeseen circumstances on a case-by-case basis.

Loss of an Assigned Clinical Site or Failure to Accept a Site Assignment
There are various reasons why a student may lose an assigned clinical site either before or after they begin their clinical internship. Some reasons may be unpredictable and/or unpreventable by the University. Any student who loses their assigned clinical site must accept the next clinical site assignment they are offered, even if it means temporary relocation is required. Program leadership makes every effort to consider the student's current location when working on clinical site assignments. If the student chooses not to accept the subsequent clinical site they are offered, they are considered non-compliant with Clinical Obligations required for the program and will be placed on Administrative Hold. Refer to the Administrative Hold Policy in the ACADEMIC POLICIES section of the Academic Catalog.

Program Details
Credit hours: 45
Duration: 24 months (67 weeks)
Tuition: $50,000 ($25,000 per year)
$1,111.11 a credit hour for graduate level/program courses

Curriculum
Core Courses (39 credits required)

MP501	Radiation Dosimetry	(4 credits)
MP502	Radiation Biology	(3 credits)
MP503	Physics Diagnostic Radiology	(3 credits)
MP504	Physics Nuclear Medicine	(3 credits)
MP505	Physics Radiation Oncology I	(3 credits)
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)
STAT501	Statistical Methods	(3 credits)
MATH502	Advanced Mathematical Methods	(2 credits)

Sample Plan of Study

Semester 1	
Seminar	1cr
Diagnostic Radiology	3cr
Radiation Oncology I	3cr
Health Physics/Radiation Safety	3cr
Medical and Professional Ethics	1cr
	11cr

Semester 2	
Seminar	1cr
Radiation Biology	3cr
Nuclear Medicine	3cr
Radiological Instrumentation	2cr
Environmental Health Physics	2cr
	11cr

Semester 3	
Seminar	1cr
Statistical Methods	3cr
Radiation Dosimetry	4cr
Reactor Health Physics	3cr
	11cr

Semester 4	
Seminar	1cr
Regulations and Licensing	2cr
Nuclear Oncology	3cr
Non-Ionizing Radiation Safety	2cr
Clinical Internship	4cr
	12cr

This program is a hybrid program, which requires Boot Camp each semester. Students are required to attend boot camp each semester they are enrolled in didactic instruction. Refer to the Academic calendar for boot camp dates. Locations for in-person instruction are announced in advance. Students must attend in-person instruction where it is scheduled. Travel expenses associated with attending boot camp in-person are the responsibility of the student.

Refer to the Academic Calendar located at https://jpu.edu for program-specific boot camp dates.

Master of Science in Healthcare Administration

The Master of Science in Healthcare Administration (MHA) is offered entirely through distance education and is designed to prepare entry or intermediate-level individuals enhance their career opportunities through leadership and professional development in the clinical setting through a heightened understanding of management skills, economic, financial, legal, and marketing aspects of healthcare, and healthcare information technology. The MS in Healthcare Administration provides opportunities to concentrate in the Radiology, Oncology, Executive or Memory Care.

The Radiology specialization will provide the student with tools and skills to utilize conventional MHA skills in the Radiology discipline. The economics and technologies with the rapidly changing Radiology discipline will be introduced. Focus will be placed on operations and maintenance within the following core sections: conventional radiology, CT, MRI, PET, Nuclear Medicine, Interventional Radiology, and Ultrasound.

The Oncology specialization will provide the student with the tools and skills to utilize conventional MHA skills in the Oncology discipline. The economics, technologies, drugs, and processes within the rapidly changing Oncology discipline will be introduced. Focus will be placed on operations, maintenance, and growth of the core oncology disciplines: Surgical Oncology, Medical Oncology, and Radiation Oncology.

The Executive specialization will provide a unique opportunity to explore and teach the student the skills needed in professional development for succession and growth career planning into the VP, CFO, COO, and CEO roles. Focused will be placed on the economics and leadership aspect of an evolving healthcare climate.

The Memory Care specialization will provide applied education for administrators, generalists, specialists, and experienced practitioners to gain a deeper clinical insight into brain health, symptom management, and memory care management. Learners will be able to integrate healthcare administration principles into the memory care field by expanding their skillset into memory care

operations, Alzheimer's, dementia and memory diagnostics, assisted living/long-term care management, and quality of care management.

Student Learning Outcomes:

- ✓ Students will display effective management and communication skills.
- ✓ Students will demonstrate critical thinking and problem solving skills.
- ✓ Students will demonstrate the ability to prioritize safety and patient care.
- ✓ Students will demonstrate professional work standards.
- ✓ The program will meet the needs of its students and the health care organizations it serves.

Application Requirements:

- ✓ Letters of reference
- ✓ Curriculum Vitae/Résumé
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS scores, if applicable
- ✓ Online application and application fee of $125.00
- ✓ Online learning self-assessment

Program Admission Requirements

- ✓ Bachelor's degree from a regional, national or international equivalency accredited agency recognized by the United States Department of Education.
- ✓ 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 JPU representative
- ✓ Personal statement
- ✓ Letters of References
- ✓ Online learning self-assessment

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

Program Graduation Requirements

- ✓ Earn a cumulative program GPA of 3.0 or above on a 4.0 scale
- ✓ Earn a minimum of 40 program credits including earning credit for all courses listed as core courses

Upon completion, the following credential will be awarded: Master of Science in Healthcare Administration.

Program Details
Credit hours: 40
Duration: Two years (67 weeks)
Tuition: $19,200
Rate per Credit: $480.00

Curriculum

Core Courses (34 credits required)

MHA501	Healthcare Service Systems	(3 credits)
MHA503	Human Resources and Professional Development	(3 credits)
MHA504	Business Management for Healthcare Services	(3 credits)
MHA505	Health Policy: Legal Aspects	(3 credits)
MHA506	Organizational Theory of Management in Healthcare	(3 credits)
MHA508	Healthcare Economics	(3 credits)
MHA509	Healthcare Information Technology	(3 credits)
MHA510	Biostatistics for Decision Making	(3 credits)
MHA512	Quantitative Methods	(3 credits)
MHA513	Epidemiology and Research Activities	(3 credits)
MHA602	Medical Ethics	(2 credits)
MHA613	Market Research & Technology	(2 credits)

Radiology Specialization (6 credits required)

MHA601	Economics in Radiology	(3 credits)
MHA604	Capstone Course	(3 credits)

Oncology Specialization (6 credits required)

MHA610	Economics in Oncology: Surgical, Medical, Radiation	(3 credits)
MHA614	Capstone Course	(3 credits)

Executive Specialization (6 credits required)

MHA626	CEO, CFO, COO Seminar Series	(3 credits)
MHA624	Capstone Course	(3 credits)

Memory Care Specialization (6 credits required)

SCI506	Alzheimer's, Dementia, and Memory Care Diagnostics	(3 credits)
MHA625	Capstone Course	(3 credits)

Sample Plan of Study

Semester 1	
Healthcare Service Systems	3cr
Human Resources/Prof. Development	3cr
Organizational Theory of Mgmt. in Healthcare	3cr
	9cr

Semester 2	
Epidemiology and Research Activities	3cr
Quantitative Methods	3cr
Business Mgmt. for Healthcare Services	3cr
	9cr

Semester 3	
Health Policy: Legal Aspects	3cr
Healthcare Information Technology	3cr
Biostatistics for Decision Making	3cr
Medical Ethics	2cr
	11cr

Semester 4	
Market Research & Technology	2cr
Healthcare Economics	3cr
Specialization Course	3cr
Specialization Course	3cr
	11cr

Nutrition Oncology Graduate Certificate

This is a fully distance education program designed to prepare graduates for entry and intermediate-level positions that utilize the scientific study of carcinogens. The program covers the onset of malignancy in cells, tissues, blood, and organs; the genetics of cancer; the anatomy and physiology of cancer cells; and the study of cancer behaviors and treatments. The program includes instruction on gene expression; oncogenes and tumor suppressor genes; viral genes and cancer proliferation; regulation of signal transduction; cancer proteins; hormonal and growth factors in cancer cells; tumor promotion, progression, and metastasis; carcinogen receptors and metabolism; carcinogen ecology; immunological targeting; and studies of genetic chemical, radiologic and other treatment therapies.

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

1. Obtain an increased level of competence appropriate for an industry-credentialed nutritional specialist or other nutritional medicine health professional.
2. Possess critical thinking skills to adapt to changing clinical environments and patient needs.
3. Exhibit professionalism through consistent ethical behavior.
4. Demonstrate communication skills for effective communication with patients, families, and other healthcare providers.

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes.

Application Requirements

- ✓ Letters of references
- ✓ Curriculum Vitae/Résumé
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS, if applicable
- ✓ Online application and $125.00 application fee
- ✓ Online learning self-assessment

Program Admission Requirements

- ✓ Bachelor, Master or Doctorate degree from a regional, national or international equivalency accredited agency recognized by the United States Department of Education in a related field
- ✓ A GPA of 3.0 or higher (on a 4.0 scale) for the last degree earned.
- ✓ 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.

- ✓ Active/Current Medical and/or License/Certification recommended
- ✓ Interview with JPU representative
- ✓ Personal statement
- ✓ Three Letters of Reference
- ✓ Online learning self-assessment

Program Completion Requirements

- ✓ Earn a cumulative program GPA of 3.0 or above on a 4.0 scale
- ✓ Earn a minimum of 20 program credits

Upon completion of the courses, the following credential will be awarded: Nutrition Oncology Graduate Certificate

Program Details

Required Credit hours: 20
Program Duration: 1 year (34 weeks)
Program Tuition: $20,600
Rate per Credit: $1,030

Curriculum

Core Courses (20 credits required)

ONC501	Integrative Medical Oncology I	2 credits
ONC502	Integrative Medical Oncology II	2 credits
GASTP502	Principles of Neurophysiology	3 credits
NUT503	Diet, Genes & Nutrition	3 credits
NUT507	Nutrition Oncology	3 credits
NUT512	Nutrition for Mental Health	3 credit
NUT500	Integrative and Functional Nutrition I	3 credits
NUT590	Medical and Professional Ethics	1 credit

Sample Plan of Study: Nutrition Oncology Graduate Certificate

Semester 1	
Integrative Medical Oncology I	2cr
Integrative and Functional Nutrition I	3cr
Nutrition for Mental Health	3cr
Medical and Professional Ethics	1cr
	9cr

Semester 2	
Integrative Medical Oncology II	2cr
Nutrition Oncology	3cr
Principles of Neurophysiology	3cr
Diet, Genes and Nutrition	3cr
	11cr

Nutrigenomics Graduate Certificate

This is a fully distance education program designed to prepare graduates for entry and intermediate-level positions that utilize the scientific study of whole genome sequences and patterns of gene expression. Includes instruction in molecular and cellular biology, genetics, protein technologies, genomic sciences and techniques, bioinformatics, and scientific and research ethics.

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

1. Obtain an increased level of competence appropriate for an industry-credentialed nutritional specialist or other nutritional medicine health professional.
2. Possess critical thinking skills to adapt to changing clinical environments and patient needs.
3. Exhibit professionalism through consistent ethical behavior.
4. Demonstrate communication skills for effective communication with patients, families, and other healthcare providers.

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes.

Application Requirements

- ✓ Letters of references
- ✓ Curriculum Vitae/Résumé
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS, if applicable
- ✓ Online application and $125.00 application fee
- ✓ Online learning self-assessment

Program Admission Requirements

- ✓ Bachelor, Master or Doctorate degree from a regional, national or international equivalency accredited agency recognized by the United States Department of Education in a related field
- ✓ A GPA of 3.0 or higher (on a 4.0 scale) for the last degree earned.
- ✓ 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.
- ✓ Active/Current Medical and/or License/Certification recommended
- ✓ Interview with JPU representative
- ✓ Personal statement
- ✓ Three Letters of Reference
- ✓ Online learning self-assessment

Program Completion Requirements

- ✓ Earn a cumulative program GPA of 3.0 or above on a 4.0 scale
- ✓ Earn a minimum of 20 program credits

Upon completion of the courses, the following credential will be awarded: Nutrigenomics Graduate Certificate

Program Details

Required Credit hours: 20
Program Duration: 1 year (34 weeks)
Program Tuition: $20,600
Rate per Credit: $1,030

Curriculum

Core Courses (20 credits required)

SCI602	Genomic Screening	2 credits
SCI600	Nanoscience and Nanotechnology	2 credits
NUT503	Diet, Genes & Nutrition	3 credits
SCI605	Foodomics	3 credits
NUT502	Nutrition Assessment	3 credits
GASTP503	Nutrigenomics and Proteomics	3 credits
GASTP505	Food & The Senses	3 credits
NUT590	Medical and Professional Ethics	1 credit

Sample Plan of Study: Nutrigenomics Graduate Certificate

Semester 1	
Nanoscience and Nanotechnology	2cr
Nutrition Assessment	3cr
Nutrigenomics and Proteomics	3cr
Medical and Professional Ethics	1cr
	9cr

Semester 2	
Genomic Screening	2cr
Foodomics	3cr
Food and the Senses	3cr
Diet, Genes and Nutrition	3cr
	11cr

Master of Science in Integrative and Functional Medicine

This program of study is offered entirely through distance education and prepares individuals to assume entry-level roles as health/wellness professionals in private business and industry, community organizations, and health care settings. The program includes instruction in personal health, community health and welfare, nutrition, epidemiology, disease prevention, fitness and exercise, and health behaviors. The program consists of 24 core credits and 12 elective credits. The 12 elective credits could be selected through student preference or based on one of the six concentrations:

- Nutrition
- Lifestyle Medicine
- Cannabinoid Medical Sciences
- Sports Medicine
- Alzheimer's, Dementia, and Memory Care
- Precision Medicine and Bioinformatics

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

1. Obtain an increased level of competence appropriate for an industry-credentialed nutritional specialist or other nutritional medicine health professional.
2. Possess critical thinking skills to adapt to changing clinical environments and patient needs.
3. Exhibit professionalism through consistent ethical behavior.
4. Demonstrate communication skills for effective communication with patients, families, and other healthcare providers.

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes.

Application Requirements

- ✓ Letters of references
- ✓ Curriculum Vitae/Résumé
- ✓ Official transcripts from all higher education institutions
- ✓ Personal statement letter
- ✓ Copies of TOEFL or IELTS, if applicable
- ✓ Online application and $125.00 application fee
- ✓ Online learning self-assessment

Program Admission Requirements

- ✓ Bachelor, Master or Doctorate degree from a regional, national or international equivalency accredited agency recognized by the United States Department of Education in a related field
- ✓ A GPA of 3.0 or higher (on a 4.0 scale) for the last degree earned.
- ✓ 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 JPU representative
- ✓ Personal statement
- ✓ Online learning self-assessment

Program Prerequisites*

- All Concentrations
  - Human Anatomy & Physiology
  - Biology
  - Chemistry
  - Biochemistry
  - Microbiology
- Sports Medicine Concentration
  - Principles of Neurophysiology
- Cannabinoid Medical Sciences Concentration
  - Cannabis Therapy
  - Cannabis and CBD Product Formulations

*Students that cannot demonstrate completion of the required prerequisites may still gain acceptance into the program and complete any required prerequisites at John Patrick University prior to program completion.

Program Completion Requirements

- ✓ Earn a cumulative program GPA of 3.0 or above on a 4.0 scale
- ✓ Earn a minimum of 36 program credits

Upon completion of the courses, the following credential will be awarded: Master of Science in Integrative and Functional Medicine

Program Details
Required Credit hours: 36
Program Duration: 2 years (67 weeks)
Program Tuition: $37,080
Rate per Credit: $1,030

Curriculum

Core Courses (24 credits required)

NUT500	Integrative & Functional Nutrition I	3 credits
NUT501	Integrative & Functional Nutrition II	3 credits
LM500	Lifestyle Medicine	3 credits
SCI601	Natural Medicine	3 credits
SCI604	Herbal Medicine	3 credits
NUT503	Diet, Genes & Nutrition	3 credits
NUT512	Nutrition for Mental Health	3 credits
LM507	Lifestyle Medicine Research Studies	2 credits
NUT590	Medical and Professional Ethics	1 credit

Elective Courses (12 credits required)

Nutrition Concentration

NUT514	Eating Disorders	3 credits
NUT502	Nutrition Assessment	3 credits
GASTP501	Gastronomy Science	3 credits
NUT510	Nutritional Psychology	3 credits

Lifestyle Medicine Concentration

LM501	Physical Activity & Weight Management	2 credits
LM502	Health & Wellness Coaching	2 credits
LM503	Sleep Health & Wellness	2 credits
LM504	Mindfulness & Emotional Wellness	2 credits
LM505	Smoking & Tobacco Cessation Therapy	2 credits
LM506	Alcohol & Addiction Therapy	2 credits

Cannabinoid Medical Sciences Concentration

SCI606	Analytical Chemistry of Cannabis	3 credits
SCI607	Phytocannabinoid Pharmacology	3 credits
SCI608	Cannabis Pathology, Diagnosis & Treatment	3 credits
SCI609	Cannabinoid Science	3 credits

Sports Medicine Concentration

LM501	Physical Activity & Weight Management	2 credits
SCI700	Exercise Physiology	2 credits
SCI701	Integrative Kinesiology	2 credits
SCI702	Fitness and Wellness	2 credits
SCI703	Sports and Exercise Nutrition	2 credits
SCI704	Sports Medicine and Athletic Training	2 credits

Alzheimer's, Dementia, and Memory Care Concentration

GASTP502	Principles of Neurophysiology	3 credits
SCI506	Alzheimer's, Dementia, and Memory Care Diagnostics I	3 credits
SCI507	Behavioral Neuroscience	3 credits
SCI508	Alzheimer's, Dementia, and Memory Care Diagnostics II	3 credits

Precision Medicine and Bioinformatics Concentration

SCI500	Information Processing in Biological Systems	2 credits
SCI501	Computational Assisted Medicine	2 credits
SCI502	Genomics, Glycomics, and Metabolome	2 credits
SCI503	Microbiome	2 credits
SCI504	Etiome, Exposome and Pharmacogenomics	2 credits
SCI505	Generative Materia Medica	2 credits

Sample Plan of Study: Lifestyle Medicine Concentration

Semester 1	
Integrative and Functional Nutrition I	3cr
Nutrition for Mental Health	3cr
Medical & Professional Ethics	1cr
Lifestyle Medicine	3cr
	10cr

Semester 2	
Integrative and Functional Nutrition II	3cr
Natural Medicine	3cr
Diet, Genes & Nutrition	3cr
	9cr

Semester 3	
Herbal Medicine	3cr
Physical Activity & Weight Mgmt.	2cr
Sleep Health & Wellness	2cr
Mindfulness & Emotional Wellness	2cr
	9cr

Semester 4	
Health & Wellness Coaching	2cr
Smoking & Tobacco Cessation Therapy	2cr
Alcohol & Addiction Therapy	2cr
Lifestyle Medicine Research Studies	2cr
	8cr

Sample Plan of Study: Nutrition Concentration

Semester 1	
Integrative and Functional Nutrition I	3cr
Nutrition for Mental Health	3cr
Medical & Professional Ethics	1cr
Lifestyle Medicine	3cr
	10cr

Semester 2	
Integrative and Functional Nutrition II	3cr
Natural Medicine	3cr
Diet, Genes & Nutrition	3cr
	9cr

Semester 3	
Nutrition Assessment	3cr
Nutritional Psychology	3cr
Herbal Medicine	3cr
	9cr

Semester 4	
Gastronomy Science	3cr
Eating Disorders	3cr
Lifestyle Medicine Research Studies	2cr
	8cr

Sample Plan of Study: Cannabinoid Medical Sciences Concentration

Semester 1	
Integrative and Functional Nutrition I	3cr
Nutrition for Mental Health	3cr
Medical & Professional Ethics	1cr
Lifestyle Medicine	3cr
	10cr

Semester 2	
Integrative and Functional Nutrition II	3cr
Natural Medicine	3cr
Diet, Genes & Nutrition	3cr
	9cr

Semester 3	
Herbal Medicine	3cr
Analytical Chemistry of Cannabis	3cr
Phytocannabinoid Pharmacology	3cr
	9cr

Semester 4	
Cannabis Pathology, Diagnosis, and Treatment	3cr
Cannabinoid Science	3cr
Lifestyle Medicine Research Studies	2cr
	8cr

Sample Plan of Study: Sports Medicine Concentration

Semester 1	
Integrative and Functional Nutrition I	3cr
Nutrition for Mental Health	3cr
Medical & Professional Ethics	1cr
Lifestyle Medicine	3cr
	10cr

Semester 2	
Integrative and Functional Nutrition II	3cr
Natural Medicine	3cr
Diet, Genes & Nutrition	3cr
	9cr

Semester 3	
Herbal Medicine	3cr
Physical Activity & Weight Mgmt.	2cr
Exercise Physiology	2cr
Integrative Kinesiology	2cr
	9cr

Semester 4	
Fitness and Wellness	2cr
Sports and Exercise Nutrition	2cr
Sports Medicine and Athletic Training	2cr
Lifestyle Medicine Research Studies	2cr
	8cr

Sample Plan of Study: Alzheimer's, Dementia, and Memory Care Concentration

Semester 1	
Integrative and Functional Nutrition I	3cr
Nutrition for Mental Health	3cr
Medical & Professional Ethics	1cr
Lifestyle Medicine	3cr
	10cr

Semester 2	
Integrative and Functional Nutrition II	3cr
Natural Medicine	3cr
Diet, Genes & Nutrition	3cr
	9cr

Semester 3	
Herbal Medicine	3cr
Principles of Neurophysiology	3cr
Alzheimer's, Dementia, Memory Care Diagnostics I	3cr
	9cr

Semester 4	
Behavioral Neuroscience	3cr
Lifestyle Medicine Research Studies	2cr
Alzheimer's, Dementia, Memory Care Diagnostics II	3cr
	8cr

Sample Plan of Study: Precision Medicine and Bioinformatics Concentration

Semester 1	
Integrative and Functional Nutrition I	3cr
Nutrition for Mental Health	3cr
Medical & Professional Ethics	1cr
Lifestyle Medicine	3cr
	10cr

Semester 2	
Integrative and Functional Nutrition II	3cr
Natural Medicine	3cr
Diet, Genes & Nutrition	3cr
	9cr

Semester 3	
Herbal Medicine	3cr
Information Processing in Biological Systems	2cr
Computational Assisted Medicine	2cr
Genomics, Glycomics, and Metabolome	2cr
	9cr

Semester 4	
Microbiome	2cr
Etiome, Exposome, and Pharmacogenomics	2cr
Generative Materia Medica	2cr
Lifestyle Medicine Research Studies	2cr
	8cr

UNIVERSITY STRUCTURE

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Program Leadership

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Nadeem Khan, DHA, MS, DABR	Director of Education

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Nadeem Khan, DHA, MS, DABR	Program Director, Medical Physics and Medical Health Physics
Mellonie Brown-Zacarias, Ed.S., CMD, RT(T)	Assistant Program Director, Radiation Therapy
Dave Phebus, MS, CMD, RT(T)	Program Director, Radiation Therapy
Michael Bowman, BS, RT(T)	Clinical Coordinator, Radiation Therapy
Nadeem Khan, DHA, MS, DABR	Program Director, Medical Dosimetry
Kelly Torolski, MS, CMD	Assistant Program Director, Medical Dosimetry
James Wheeler, MD, Ph.D.	Medical Director, Medical Dosimetry programs
Jennifer Phebus, BS, CMD	Clinical Coordinator Director, Medical Dosimetry programs
Lillian Groth, MS, CMD	Clinical Coordinator (full-time), Medical Dosimetry programs
Michael Mast, MS, CMD, RT(T)	Clinical Coordinator (part-time), Medical Dosimetry programs
Hugh Gerard, BS, CMD, RT(R)(T)	Clinical Coordinator (part-time), Medical Dosimetry programs
Christopher Amaloo, MS, CMD	Clinical Coordinator (part-time), Medical Dosimetry programs
Kayla Brown, MS, CMD	Educational Coordinator, Medical Dosimetry programs

School of Imaging Sciences

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Jasmin Miller, DBA, CNMT	Associate Dean
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Graziella Sestito, BS, RT(R)	Acting Program Director, Radiologic Technology
Deon Durrant, Ph.D., RT(R)(MR)	National Director of Clinical Education, Radiologic Technology
Patrique Larco, EdD, MPH, RDMS(BR), RVT	Program Director, Diagnostic Medical Sonography
Gabrielle Bortolot, BS, RDMS	Assistant Program Director, Diagnostic Medical Sonography
Jade Coulter, AAS, RDMS	National Sonography Clinical Coordinator & Asst. Program Director
Breanne Auditore, RDMS	Assistant Sonography Clinical Coordinator
Joe Cianci, MSA, RT(R)(CT)	Program Director, Medical Imaging: CT
John Posh, BS, RT(R)(MR)	Program Director, Medical Imaging: MRI
Jasmin Miller, DBA, CNMT	Program Director, Medical Imaging: Nuclear Medicine
Robert Blosser, MBA, CNMT	Assistant Clinical Coordinator, Nuclear Medicine
Allison Freitag, BS, RT(R)(MR)	National Clinical Coordinator and Business Development Director, MRI
Krista Harriger, BS, RT(R)(MR)(CT)	Clinical Coordinator, MRI
Judy Wince, BS, RT(R)	Clinical Coordinator, Radiologic Technology

Stephen Weisenreider, BFA, RT(R)	Clinical Coordinator, Radiologic Technology
Patrick Foster, BS, RT(R)(M)	Clinical Coordinator, Medical Imaging

School of Business and Informatics

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School of Integrative and Functional Medicine

Joseph Bradley, MS, DC, DACACD	Dean and Program Director
Ewa Frankel, Ph.D.	Associate Dean and Associate Program Director
Lynn Lafferty, Pharm.D., ND, MBA	Associate Dean and Associate Program Director
Jim Painter, Ph.D., RDN	Program Director, Nutrition concentration
Janice Newell Bissex, MS, RDN	Program Director, Cannabinoid Medical Sciences concentration
Valentin Prisecaru, MS	Program Director, Precision Medicine and Bioinformatics concentration
Carina Hopen, MD, DIPABLM	Program Director, Alzheimer's, Dementia, and Memory Care concentration
Laura Tanzini, DrPH, LMFT, BCPC, BCIM	Program Director, Lifestyle Medicine concentration
Ewa Frankel, Ph.D.	Associate Program Director, BS Integrative Health and Lifestyle Medicine

Administrative Team

Elizabeth Datema, MBA	Vice President of Operations, Financial Aid
Linda Murphy, MSL	Director of Recruitment and Admissions
Theresa Pucci	Director of Radiologic Technology Operations & Student Success
Breanna Richey	Director of Accreditation, Compliance, and Effectiveness
Anthony Mungo, RT(R)	Vice President of Business Development, Medical Imaging programs
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Christina Timms	Administrative Assistant, Admissions
Samuel Holt	Administrative Assistant, Admissions
Christine Forsyth	Administrative Assistant, Admissions
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Angelina DeVito	Administrative Assistant, Admissions
Dana DeLeon	Administrative Assistant, Admissions
Maritza Guzman	Student Success Officer
Carmela Fiorica	Business Development Administrative Assistant
Nancy Mungo	Business Development Administrative Assistant

Faculty
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. JPU is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, veteran status, or any other legally protected status. A listing of faculty members is provided in the Appendices following the Academic Catalog. Faculty organized by School are published on the public website located at https://jpu.edu/about-rtu-vt/meet-the-faculty/

Program Advisory Committees

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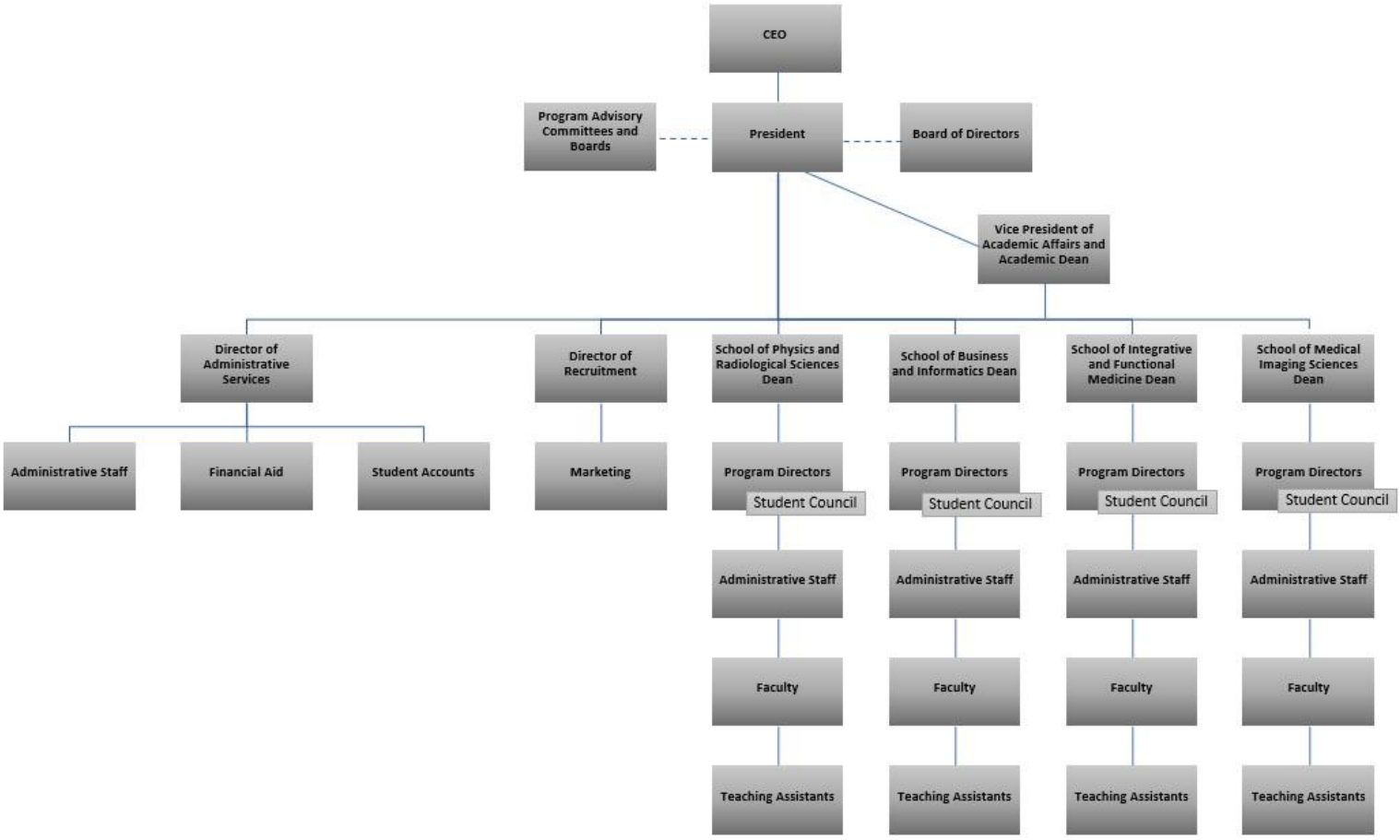
Legal: Taft Stettinius & Hollister, LLP
Barnes & Thornburg, LLP
Thompson Coburn, LLP

John Patrick University of Health and Applied Science is a private, for-profit Corporation controlled by the Founder and CEO, Brent D. Murphy.

Organizational Chart



JOHN PATRICK UNIVERSITY OF HEALTH AND APPLIED SCIENCES COURSE CATALOG

Course Numbering System Descriptions

BIOL	Biology courses
GASTP	Gastro-Physics
LM	Lifestyle Medicine
MATH	Mathematics
MD	Medical Dosimetry
MHA	Healthcare Administration
MHP	Medical Health Physics
MP	Medical Physics
NUT	Nutrition
ONC	Oncology
SCI	Science
STAT	Statistics

100-299	Associate level
300-499	Bachelor level
500-799	Graduate level

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 semester 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.

GRADUATE LEVEL COURSE DESCRIPTIONS

BIOL530
HUMAN ANATOMY & 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.

GASTP501
GASTRONOMY SCIENCE
3 CREDITS
This course introduces a number of basic scientific principles underpinning the methodology of cooking, food preparation and the enjoyment of food. All topics covered have a strong basis in biology, chemistry, and physics application. Among others, they include the consumption of cooked food, the physiological and evolutionary implication of the senses, geographic and cultural influences on food, and the rationale behind food preparation. We will also discuss issues such as coupling of senses to improve sense stimulation; altering flavor by chemical means; and modification of the coloration to improve the appearance of dishes.

GASTP502
PRINCIPLES OF NEUROPHYSIOLOGY
3 CREDITS
This course in neurophysiology covers the basic principles of neuron signaling and interactions that underlie brain function, spanning from the function of individual neurons to the function of neuronal circuits that produce behavior. Topics to be covered include neuron morphology, basic electrical properties, ion channels, action potential propagation, synaptic physiology, synaptic integration, and neuronal circuit configuration and function.

GASTP503
NUTRIGENOMICS AND PROTEOMICS
3 CREDITS
This course will provide an introduction to the use of psychophysical methods in computer graphics and will teach attendees how to develop experiments that can be used to advance graphics research and applications. Throughout the course, graphics-relevant examples will be used so students will understand how to design and run their own experiments; analyze the results; and develop perceptually-based algorithms and applications.

GASTP505
FOOD & THE SENSES
3 CREDITS
Sensory analysis (or sensory evaluation) is a scientific discipline that applies principles of experimental design and statistical analysis to the use of human senses (sight, smell, taste, touch and hearing) for the purposes of evaluating consumer products.

LM500
LIFESTYLE MEDICINE
3 CREDITS
This course explores the relationship between lifestyle and environmental drivers along with the major modern chronic diseases and outlines the knowledge and skills required by health professionals to deal with lifestyle and environmental determinants of chronic disease, as well as the tools and procedures available.

LM501
PHYSICAL ACTIVITY AND WEIGHT MANAGEMENT
2 CREDITS
Physical activity and weight management equips the learner with the information, skills, and practical know-how to gain control of their health. Through systematic coverage of the essentials of personal health and fitness, the learner will understand physical activity, weight management and research techniques based on information gleaned from the latest scientific evidence.

LM502
HEALTH AND WELLNESS COACHING
2 CREDITS
This course examines essentials of health coaching methodology, along with integrative wellness principles, theoretical frameworks, evidence-based models, coaching session formats, and practice tools to offer a systematic approach to helping clients achieve enduring changes in their personal health and wellness behaviors through a supportive and forward-moving coaching relationship.

LM503
SLEEP HEALTH AND WELLNESS
2 CREDITS
This course will acquire knowledge that is advancing the diagnosis and management of sleep disorders. An overview of sleep apnea, neurological disorders, legal aspects of sleep medicine, dental sleep medicine genetics, circadian disorders, geriatrics, women's health, cardiovascular diseases, and occupational sleep medicine will be examined including the physiological basis of sleep, diagnostic tools and possible therapeutic strategies, emphasizing throughout the role of the clinician in diagnosing and managing disease.

LM504
MINDFULNESS AND EMOTIONAL WELLNESS
2 CREDITS
This course will review a systematic approach to developing the teaching methods, skills, and competencies to understand mindfulness and how to teach it and use it within clinical practice. It will also explore the latest research on the neuroscience of mindfulness and mechanisms of change. The subject matter will review major theories of emotion in detail including a review of both classic and cutting-edge research on emotional processes from various sub-disciplines. It will also review the study of emotion, the different elements of emotion, evidence of how emotions govern and organize social life, and emotion and individual functioning, including psychological disorders and well-being.

LM505
SMOKING AND TOBACCO CESSATION THERAPY
2 CREDITS
This course provides fats, figures, suggested interventions, and sources of further information to assist in providing evidence-based treatment for smokers to understand why they smoke, how they became addicted, and techniques to reduce and ultimately quit smoking.

LM506
ALCOHOL AND ADDICTION THERAPY
2 CREDITS
This course explores an array of techniques and skills that a new practitioner will need in the real world while providing a thorough review of the research, theory, and history of addiction counseling. The course offers a thorough examination of a range of models and perspectives for helping and it encourages critical thinking to best match approaches with clients and situations related to addiction.

LM507
LIFESTYLE MEDICINE RESEARCH STUDIES
2 CREDITS
This course will allow demonstration and understanding of principles in general or in application of specialized nutrition, integrative health sciences, functional medicine and integrative medicine. Knowledge, results of research, creative expression and design processes will be applied and conveyed. Research content will include, but not be limited to, the following: Nature and purpose of research, research questions and hypotheses, research methods and procedures, and review of literature and other resources.

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: Statistical Methods (STAT501)

MD588
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
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.

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 1 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 class 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)

MD688
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
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.

MD695
CAPSTONE (non-CMD)
3 CREDITS
This course will include a comprehensive review of content in medical dosimetry. It is designed to assist the student in preparing for the national certification examination in medical dosimetry. It is also designed to prepare the M.S. student to enter the workforce. This course is Pass/Fail and should be taken by the non-certified medical dosimetry student.

MD697
CAPSTONE (CMDS)
4 CREDITS
This course is designed to be the culminating course for the Master of Science candidate who has already achieved their national certification in medical dosimetry. Included will be a clinical project with a clinical journal and 180 hours of clinical experience required. The course will also include submission of a literature review and original research project.

MD501 / MP501
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

MD502 / MP502
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.

MD503 / MP503
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.

MD504 / 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.

MD505 / MP505
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.

MD506 / MP506
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

MD611 / MP611
BRATHYTHERAPY
3 CREDITS
This course focuses on introducing fundamental radiation physics and safety of Brachytherapy. Special emphasis is placed on both LDR and HDR Brachytherapy.

MD613 / MP613
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.

MD615 / MP615
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.

MD699 / MP699
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.

MHA501
HEALTHCARE SERVICE SYSTEMS
3 CREDITS
This course will review evolution of healthcare service systems and address the evolving issues within this service to include: patient safety, quality improvement, evidenced based medicine, value in health care, interprofessional teamwork, health care resources, population management, clinical informatics, care coordination, leadership, and an introduction to healthcare financing/reform.

MHA503
HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT
3 CREDITS
This course examines factors that impact healthcare organizations with a focus on how the application of effective human resource policies and procedures can improve organizational efficiencies within the context of emerging healthcare models and legislation. There will be particular emphasis on identifying and hiring healthcare professionals who will contribute to effective patient outcomes.

MHA504
BUSINESS MANAGEMENT FOR HEALTHCARE SERVICES
3 CREDITS
This course provides a framework for addressing management problems in health care organizations, with particular focus on how to manage within the fast-changing landscape of evolving technologies, regulations, and world events. By the end of this course, students will learn concepts and theories in health care management, understand various perspectives and values of health care management, integrate health care management theory into real-world situations, and develop the ability to work productively with others in diverse teams.

MHA505
HEALTH POLICY: LEGAL ASPECTS
3 CREDITS
This course will look at the legal aspects of healthcare form the patient viewpoint, provider viewpoint, and institutional viewpoint. Topics covered include a review of the legal system, tort law, contracting, corporate & legal structure, and legal aspects for: medical staff, nurses, allied health professionals. Additionally, patient and employee rights and responsibilities, and legal reporting will be addressed.

MHA506
ORGANIZATIONAL THEORY OF MANAGEMENT IN HEALTHCARE
3 CREDITS
This course examines and explores various past, current, and emerging theories of seeing, describing, analyzing, and applying best practices within the healthcare industry. Particular focus will be on the dynamics between and among the various stakeholders in healthcare – insurance companies, patients, employees, changing demographics, legislative actions, and technology companies.

MHA508
HEALTHCARE ECONOMICS
3 CREDITS
This course will provide a broad scope look at healthcare economics. It will address some of the fundamental economic issues in health care to include: healthcare financing systems, managing risks, cost structures, revenue generation, forecasting, supply and demand models, maximizing profits. The course will cover the economic analysis used in decision making and the influence of government regulations in these processes. Current case studies will be used throughout the course.

MHA509
HEALTHCARE INFORMATION TECHNOLOGY
3 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. The course will help students navigate the computing world to become computer literate and appreciate the effect of information technology on people, privacy, ethics, our environment, and especially in healthcare. The course covers the key information today's students need to know to be prepared for the careers and knowledge in Health Information Management, HIM.

MHA510
BIOSTATISTICS FOR DECISION MAKING
3 CREDITS
This course covers concepts in biostatistics. The term biostatistics and how it is applied in healthcare is examined. The meaning of specific biostatistical tests, how to detect patterns in data, and how to judge the validity and reliability of data are explored. Topics include the sample mean, variance, random variables, finite probability, the binomial and normal distributions, sampling, interval estimation, control charts, analysis of variance, regression, correlation, nonparametric statistics, bivariate distributions, tests of hypothesis, chi-square tests, and survival analysis. Use extensively statistical computer package in the analysis of data and application of statistical tests as they apply in healthcare situations.

MHA512
QUANTITATIVE METHODS
3 CREDITS
This course explores the use of quantitative methods in the healthcare environment. Quantitative analysis provides reliable and valid templates for healthcare leaders to make the necessary decisions to provide quality care for the fast-growing number of patients and other users of the healthcare industry.

MHA513
EPIDEMIOLOGY AND RESEARCH ACTIVITIES
3 CREDITS
This course covers a broad range of concepts and practical application to include: epidemiologic measure of occurrence and effect, study designs, validation testing, precision, statistical interference, data analysis, disease surveillance, ecologic studies, social epidemiology, and infectious disease. Special topics in the study of epidemiology in the following areas are addressed: social, nutritional, genetic, environmental, reproductive, and clinical epidemiology.

MHA601
ECONOMICS IN RADIOLOGY
3 CREDITS
This course is a very dynamic course on economics in Radiology. It addresses the coding and billing source, resources available, new financial models, medicare and medicaid, and payer relations. This course will also address how accreditation, quality programs, and bench-marking affect the financial operations within differing organizations.

MHA602
MEDICAL ETHICS
2 CREDITS
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.

MHA604
CAPSTONE COURSE (RADIOLOGY SPECIALIZATION)
3 CREDITS
This course covers a broad range of concepts and practical application introduced throughout the program by engaging the student to construct a robust business plan or pro-forma. The course will guide the student to utilize the skills and resources available to build out a practical business plan or pro-forma in the respective discipline.

MHA610
ECONOMICS IN ONCOLOGY: SURGICAL, MEDICAL, RADIATION
3 CREDITS
This course is a very dynamic course on economics in Oncology. It addresses the coding and billing source, resources available, new financial models, medicare and medicaid, and payer relations. This course will also address how accreditation, quality programs, and bench-marking affect the financial operations within differing organizations.

MHA613
MARKET RESEARCH AND TECHNOLOGY
2 CREDITS
This course examines techniques for market research and market analysis and addresses: organizational structure, market research, data collection, data analysis, data interpretation, and data presentation. The course will explore the existing and current technologies in healthcare with a focus on radiology, oncology, and radiation oncology. The course will tie together the techniques of emerging technology with market need.

MHA614
CAPSTONE COURSE (ONCOLOGY SPECIALIZATION)
3 CREDITS
This course covers a broad range of concepts and practical application introduced throughout the program by engaging the student to construct a robust business plan or pro-forma. The course will guide the student to utilize the skills and resources available to build out a practical business plan or pro-forma in the respective discipline.

MHA624
CAPSTONE COURSE (EXECUTIVE SPECIALIZATION)
3 CREDITS
This course covers a broad range of concepts and practical applications introduced throughout the program by engaging the student to construct a robust business plan or pro-forma. The course will focus on hospital systems, mergers, acquisitions, and major capital investment. The course will guide the student to utilize the skills and resources available to build out a practical business plan or pro-forma in the respective discipline.

MHA625
CAPSTONE COURSE
3 CREDITS
This course covers a broad range of concepts and practical application introduced throughout the program by engaging the student to construct a robust business plan or pro-forma. The course will guide the student to utilize the skills and resources available to build out a practical business plan or pro-forma in the respective discipline.

MHA626
CEO, CFO, COO SEMINAR SERIES
3 CREDITS
This course is very unique as it will focus on hot topics in the healthcare field that directly affect the roles and responsibilities of the CEO, COO, and CFO. Topics that are covered by each entity include: Healthcare policy, Private Equity Investment, Artificial Intelligence, Precision Medicine, Retailers as Primary Care Providers, Millennial Consumers, Internet Provision, Technology Adoption, Acquisition and Partnerships.

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.

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. The course will help students navigate the computing world to become computer literate and appreciate the effect of information technology on people, privacy, ethics, and our environment. The

course covers the key information today's students need to know to be prepared for their careers and knowledge in Health Information Management, HIM.

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

NUT500
INTEGRATIVE & FUNCTIONAL NUTRITION I
3 CREDITS
This course provides an overview of patient-centered clinical knowledge for effective, holistic and integrative nutritional support in and within the field of Nutrition Oncology specific for healthcare professionals

NUT501
INTEGRATIVE & FUNCTIONAL NUTRITION II
3 CREDITS
This course reviews the advanced practice of personalized nutrition assessment, diagnosis, intervention, and monitoring, with the goals of promoting optimal health and preventing diet-and lifestyle-related disease from the perspective of Nutrition Oncology.

NUT502
NUTRITION ASSESSMENT
3 CREDITS
This course reviews deficiency assessment, nutritional screening and surveillance, dietary assessment, hunger and food security as well as diet diversity and food group indices will be examined. Clinical methods including body composition, biochemical and clinical factors related to macro and micronutrient deficiency will be discussed.

NUT503
DIET, GENES & NUTRITION
3 CREDITS
This course reviews to understand the relationship between food and genetics. The course explores topics including epigenetics and nutrigenetics, the human genome and the ethical issues surrounding genetic healthcare.

NUT507
NUTRITION ONCOLOGY
3 CREDITS
This course role of nutrition in cancer prevention and survivorship, standards for diagnosing malnutrition, and research. Exploration into accurate and current reviews of the roles of vitamin, mineral, herbal and botanical supplements in cancer prevention and treatment and the role of nutrition in Integrative Oncology will be discussed based on Oncology Nutrition Practice set by the Academy of Nutrition and Dietetics.

NUT510
INTRODUCTION TO NUTRITIONAL PSYCHOLOGY
3 CREDITS
This course reviews psychological theories that are known to drive human eating behavior, and reveal how these models can be transformed into proactive strategies for adhering to healthy dietary regimens.

NUT512
NUTRITION FOR MENTAL HEALTH
3 CREDITS
This course will review strategies to a client's dietary needs through effective interviewing, assessing, and counseling. It will also discuss encouraging clients to make and maintain dietary changes utilizing counseling theory and communication techniques.

NUT514
EATING DISORDERS
3 CREDITS
This course will introduce and review the history, etiology, prevalence, early recognition, treatment and prevention of anorexia nervosa, bulimia nervosa, binge eating disorder, and disordered eating behaviors.

NUT590
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.

ONC501
INTEGRATIVE MEDICAL ONCOLOGY I
2 CREDITS
This course will allow the learner to understand and interpret established and evolving biomedical, clinical, and cognate (e.g. epidemiological and social-behavioral) sciences and the application of this knowledge to patient medical oncology care.

ONC502
INTEGRATIVE MEDICAL ONCOLOGY II
2 CREDITS
This course will have a study of the types surgery used along with other treatments in the management and treatment of oncological-health procedures. Procedures reviewed will include: chemotherapy, biologic, targeted or immune therapies, radiation therapy, and hormone therapy.

SCI500
INFORMATION PROCESSING IN BIOLOGICAL SYSTEMS
2 CREDITS
This course introduces information theory through the foundations of systems biology (computational analysis and modeling of complex biological systems), graph theory (network motifs, combinatorics, and topology interrogation) and the assessment of generative (emergent) behaviors in living systems. Learners will utilize the Opus23 precision medicine application and be assigned a prototypical "non-living computer-generated patient" to work on throughout the entire course.

SCI501
COMPUTATIONAL ASSISTED MEDICINE
2 CREDITS
This course will introduce the foundations of computational medicine utilizing the examples from the two major bioinformatics coding languages of Perl and Python. Additional learning will include how to code a dynamic, interactive application and port it out to the web via an appropriately designed user interface. Design and implementation of simple artificial intelligence (AI) algorithms such as the Naïve Baye Classifier will be discussed and utilized by examples from the base code of specific Opus23 apps.

SCI502
GENOMICS, GLYCOMICS, AND METABOLOME
2 CREDITS
This course reviews the three omic sciences: the protein blueprint (genomics); the embedded intelligence (glycomics) and the biochemical fingerprint (metabolomics). Research will include the understanding and evaluation of disorders along with clinical applications and therapeutic approaches to genetic risk assessments. These include genomic factors in inflammation (adipocytokines), aberrant glycan expression in oncologic malignancy and protein misfolding diseases, and the metabolome analysis of hepatic and steroidal pathologies. Additional emphasis will focus on

developing the ability to “think in networks”, and to understand how each omic informs and influences the others (such as epistasis, haplotypes, epigenetic silencing, and gene linkage.) Extensive data resources in Opus23, including the robust “Icarus”, a small molecule database, will allow the learner to understand the connection between genomic information and metabolic consequences.

SCI503
MICROBIOME
2 CREDITS
This course will survey the human microbiome and its constituent microbiota. Extension use will be made of “Utopia”, the auxiliary module in Opus23, which will analyze the client microbiome data supplied for clinical reporting services. This course will focus exclusively on the population of so-called “commensal” genera, which are normally non-pathogenic. Additional learning will highlight how to engineer eubiosis, via engineering the microbial interaction web, by fostering competing or sustaining genera, and by reinstating the keystone and ancestral core genera.

SCI504
ETIOME, EXPOSOME, AND PHARMACOGENOMICS
2 CREDITS
This course examines the etiologic (causal) consequences of predictable lifestyle -genomic interactions, with special focus on the pharmacogenomics (drug-gene, drug-nutrient, drug-drug) consequences of uninterrogated polypharmacy. Emphasis is placed on the genomic variation of xenobiotic metabolism (Phase I and II detoxification: glucuronidation, sulfation and proteasomal degradation) and introduces the concept of the “exposome”, the measure of all the exposures of an individual in a lifetime and how those exposures relate to long-term health. Extensive use will be made of the etiologic applications within Opus23, in addition to the Opus23 Toxinform (xenobiotic) and Accelerant (etiology) databases.

SCI505
GENERATIVE MATERIA MEDICA
2 CREDITS
This course examines how generative techniques, heuristics, and control theory, as applied to nutrition and pharmacognosy data, can insure a safer, more personalized approach to health and wellness. Using the various AI-driven prescriptive applications in Opus23, learners will tailor network-driven, evidence-based “intelligent polypharmacy”, and recommendations of appropriate natural products, while developing appropriate checkpoints to rule out possible untoward interactions. In addition, using the core set of multi-gene diagnostic algorithms in Opus23, learners will target client-specific interventions employing nutrigenomics (foods), mindfulness, and exercise.

SCI506
ALZHEIMER’S, DEMENTIA, AND MEMORY CARE DIAGNOSTICS I
3 CREDITS
This course provides treatment approaches and research findings for Alzheimer’s, dementia, and other memory health related illnesses. Topics of research will include essentials of physical and cognitive examinations, laboratory, and imaging studies.

SCI507
BEHAVIORAL NEUROSCIENCE
3 CREDITS
This course reflects foundational understanding of the structure and function of the nervous system and its relationship to typical and disordered human behavior. Topics of research will include Genetics and the Development of the Human Brain, along with Vision, Nonvisual Sensation and Perception.

SCI508
ALZHEIMER'S, DEMENTIA, AND MEMORY CARE DIAGNOSTICS II
3 CREDITS
This course provides how to approach the differential diagnosis or Alzheimer's, dementia, and memory care related illnesses. Research will review vitamins, herbs
and supplements and anti-inflammatories for memory care. Additional topics of discussion and applied research will include cholinesterase inhibitors, memantine, non-pharmacological treatments, life adjustments and legal and financial issues related to Alzheimer's, dementia,
and memory loss.

SCI600
NANOSCIENCE & NANOTECHNOLOGY
2 CREDITS
This course introduces the interdisciplinary nature of nanotechnology and nanoscience (including areas of chemistry, material science, physics, and molecular biology), to of nanoscience phenomena; principles of nanoscale phenomena including synthesis and characterization of nanostructures.

SCI601
NATURAL MEDICINE
3 CREDITS
This course provides concise guidance on using natural medicine to effectively manage and treat patients with the most common diseases. The clinical research component of the course will equip the practitioner with reliable, scientifically-based data that identifies and controls the underlying causes of diseases, along with the body's own healing process considering each patient's unique biochemistry. Research will be conducted to analyze the fundamental aspect and practice of natural medicine to include supplementary diagnostic procedures, diet analysis, food allergy testing, immune function assessment, fatty acid profiling and hair-mineral analysis. Therapeutic and pharmacology procedures will be addressed to review botanical medicine, nutritional therapy, homeopathy, pharmacognosy and commonly prescribed botanical medicines.

SCI602
GENOMIC SCREENING
2 CREDITS
This course provides an overview of human genetics concepts including Mendelian and non-Mendelian inheritance and provides a broad overview of the goals, methods, and applications for genomics and proteomics in the life sciences.

SCI604
HERBAL MEDICINE
3 CREDITS
This course will present aspects of herbal medicine from fundamental concepts, traditional use, and scientific research to safety, effective dosage and clinical application.

SCI605
FOODOMICS
3 CREDITS
This course examines foodomics and the domains through the application of advanced omics technologies (genomics, transcriptomics, proteomics, and nutriproteomics) to understand and improve health and well-being. Research will include the areas of metabolomics and the studies of food, food safety and green food methods; along with analysis of diet-related disease and the impact on metabolic functioning.

SCI606
ANALTYCAL CHEMISTRY OF CANNABIS
3 CREDITS
This course will review the methods to support the manufacturing, labelling, and distribution of safe and consistent products with known chemical content and demonstrated performance characteristics. Material will review analytical chemistry within the context of the diverse issues surrounding medicinal and recreational cannabis in a manner designed to foster understanding and rational perspective for science-based researchers/practitioners. This will also include non-scientist stakeholders as well as scientists who are concerned with bringing a necessary degree of order to a field now characterized by confusion and contradiction. Topics of research will cover Biosynthesis and Pharmacology of Phytocannabinoids, Medical Cannabis Formulations, Analytical Methods in Formulation Development, Quality Control & Stability Assessment, and Research & Regulation.

SCI607
PHYTOCANNABINOID PHARMACOLOGY
3 CREDITS
The course presents the current state of the art on phytocannnabinoid chemistry and pharmacology and will be of much use to those wishing to understand the current landscape of the exciting and intriguing phytocannabinoid science. The focus is on natural product cannabinoids which have been demonstrated to act at specific receptor targets in the Central Nervous System (CNS.) Topics of research will include Molecular Pharmacology of Phytocannabinoids, Phytochemistry of Cannabis: Cannabis satvia L, and Molecular Targets of Phytocannabinoids.

SCI608
CANNABIS PATHOLOGY, DIAGNOSIS, & TREATMENT
3 CREDITS
This course provides an overview of the biological and pharmacological components of the cannabis plant, outlines its neurological, social, and psychopathological effects, assists in the diagnosis and screening for use and dependency, and aids researchers in developing effective treatments for cannabis-related issues and disorders.

SCI609
CANNABINOID SCIENCE
3 CREDITS
This course review specific receptors – protein molecules on the surface of cells – known as cannabinoid receptors. Discussions and research will review how cannabinoid receptors and their endogenous ligands, the endocannabinoids, are involved in a vast array of physiological functions, including helping to control brain activity, energy metabolism, heart function, the immune system and even reproduction. Topics of research will include Anandamide & Palmitoylethanolamide, and CBD on Cancer Cell Proliferation.

SCI700
EXERCISE PHYSIOLOGY
2 CREDITS
Exercise Physiology will instruct on the immediate and long-term effects of exercise on physiological systems in the context of the most recent research, including molecular and genetics studies. The course and research will focus on issues like obesity, diabetes, and metabolic syndrome, and is designed to address the global pandemic of sedentary diseases in all age groups.

SCI701
INTEGRATIVE KINESIOLOGY
2 CREDITS
This course utilizes the skills to incorporate evidence-based practice strategies to prepare for specific kinesiology careers. Sub discipline lectures incorporate biomechanics, motor learning, exercise physiology and public health. Emphasis will also be placed on the professional skills required for developing an effective career path in kinesiology in such areas as personal training, occupational and physical therapy, athletic training, sports psychology and sports management.

SCI702
FITNESS AND WELLNESS
2 CREDITS
This course integrates realistic techniques that bridge the gap between wanting to be fit and living a fit lifestyle. The course will also emphasizes personal values to accelerate positive changes in endurance, strength, flexibility, nutrition, weight management, stress management, disease prevention and more, culminating with an exercise program built around individual needs and values.

SCI703
SPORTS AND EXERCISE NUTRITION
2 CREDITS
This course reviews and emphasizes scientific reasoning and the latest studies to illuminate the evidence for current nutritional recommendations. Course literature illustrates the connections among exercise, nutrition, the ultimate goals, optimal performance and health. Learn the rationale behind the recommendations made to athletes, and create specific plans for the appropriate amount and type of foods, beverages and/or supplements to support training, performance and recovery.

SCI704
SPORTS MEDICINE AND ATHLETIC TRAINING
2 CREDITS
Sports Medicine and Athletic Training will review fitness assessment, conditioning, emergency preparedness, injury management, therapeutic modalities, nutrition, and ethical and legal considerations. Topics of discussion and research will also explore careers in fitness instruction, athletic training, exercise physiology, sports management, and physical therapy.

STAT501
STATISTICAL METHODS
3 CREDITS
This course focuses on the fundamentals of statistical analysis for biostatistics. Emphasis is placed on statistic nomenclature, probability evaluation, hypothesis testing and evaluation, experimental design, regression models, variable/data analysis, nonparametric tests, and survival analysis.

APPENDA

FACULTY LISTING
ANNUAL SECURITY REPORT AND FIRE SAFETY REPORT

FACULTY LISTING

First Name	Last Name	Credentials
Wale	Ade-Oshifogun	Ed.D., MBA
Christopher	Amaloo	MS, CMD
Lauren	Anziano	MBA, RDMS(AB)(OB), RVT, RT(S)
Manuel	Arreola	PhD, DABR
Liudmyla	Artinger	BS, RDMS, RDCS, RVT
Kimberly	Auvil	DAC, MPH, MAC
Emily	Bahun	BS, RDMS, RVT, RDCS
Rob	Blosser	MBA, CNMT
Gabrielle	Bortolot	BS, RDMS
Joseph	Bradley	M.S., D.C., DACACD
Liliana	Braescu	MS, PhD, Fellow of SPIE
Mellonie	Brown-Zacarias	Ed.S., M.E.T., CMD, RT(T)
Michael	Cantillo	BS, RDCS (AE, PE), RVT, CCT, CRAT
Ken	Cashon	MS, DABR
David	Chamberlain	MS, DABR
Janna	Champagne	BSN, RN (Retired)
Kevin	Chester	MS
Joseph	Cianci	MSA, RT(R)(CT)
Taylor	Colligan	RDMS (AB, BR, OBGYN)
Meghan	Corsi	BS, ARDMS
Thomas	Costantino	MS, CMD, RT(T)
Jade	Coulter	RDMS (OB/GYN, AB) RVT(VT)
Alexa	D'Acquisto	M.Ed., RT(R)
Christopher	Daza	M.Ed., RT(R)(CT)
Jasna	Djelevic	AS, RDMS
Deon	Durrant	PhD, RT(R)(MR)

FACULTY LISTING

First Name	Last Name	Credentials
Justin	English	MS, CMD, RT(T)
Brian	Essenter	BS, RPh
Rebecca	Farmer	MSRS, RT(R)(M)
Patrick	Foster	BS, RT(R)(M)
Stacy	Founds	RDMS (OB/GYN,AB,SPI)
Ewa	Frankel	PhD
Allison	Freitag	BS, RT(R)(MR)
Brent	Friesen	MSMP, DABR, RT(N), CNMT
Joshua	Gardner	MS, CMD, RT(T)
Robert	George	BS, RDMS(OB/GYN)
Hugh	Gerard	BS, CMD, RT(R)(T)
Steven	Goetsch	PhD, DABMP, FAAPM
Renee	Graves	MSRS, RT(R)(CT)
Micah	Hamanaka	PhD
Krista	Harriger	BS, RT(R)(MR)(CT)
Carl	Helrich	PhD
Holly	Hilliard	BS, RDMS
Brandon	Hirsch	MS, CMD, RT(R)(T)(CT)
Ricky	Honya	BS, RVT, RDMS
Moriah	Hoover	AS, RDMS
Carina	Hopen	MD, DIPABLM
David	Hutchings	PhD
Sameh	Kamal	MD, RDMS, RVT, RDCS
Nadeem	Khan	DHA, MS, DABR, FACRO, FAHM, FHIAS, FACMPE
Shawna	Kunselman	MSACN, CNS, LDN
Michelle	La Borde	MSRS, RT(R)(T)

FACULTY LISTING

First Name	Last Name	Credentials
Brianna	Ladapo	MLA, CHC, DAIS
Lynn	Lafferty	Pharm.D., ND, MBA, DACBN
Donald	LaFleur	MS, RDMS, RDCS, RVT
Patrique	Larco	EdD, MPH, RDMS(BR), RVT
Jennifer	Lathren	MAT, MSRS, RT(R)
Yi Shing	Liu	RT(R)(MR)(CT)
Doreen	Lynch	BS, RDMS, RVT, RDCS
Waylon	Malmay	MSRS, RT(R)(T)
Sean	Maraj	MBA, RT(R)
Kristin	Martin	BS, CMD
Gordon	McLean	MA
Jasmin	Miller	DBA, CNMT
Michael	Miranda	BS, RT(R)
Isaak	Miroshenko	MA, RT(R)(CT)
Brent	Murphy	MS, MBA, DABR
Amanda	Murray	BS, CMD, RT(R)(T)
Jim	Painter	PhD, RDN
Christian	Pascarella	BS, RT(R)
Mehrnaz	Paydar	PhD, RDN
Todd	Pearson	BS, RDMS, RVT
Sophia	Peat	AAS, RDMS(AB)
Gregory	Peluso	BS, RDMS, RVT
David	Phebus	MS, CMD, RT(T)
John	Posh	BS, RT(R)(MR)
Donna	Powell	DHSc., CMD, RT(T)
Valentin	Prisecaru	MS

FACULTY LISTING

First Name	Last Name	Credentials
Ervila	Pulatani	B.S, RDMS
Hector	Reyes	RT(R)(CT)
Gabriela	Reyes	MHA, BS, RT(R)
Geselle	Reza	MBA, RDMS
Douglas	Scripture	MA, MS, LPC, NCC, CPC, CPA
Graziella	Sestito	BS, RT(R)
Christine	Sutter	BS, RDMS
Mark	Taddeo	M.Ed., MS, CCC-SLP
Laura	Tanzini	DrPH, LMFT, BCPC, BCIM
Nadege	Thomas-Louis	BS, RDMS
Kelly	Torolski	MS, CMD
David	Trump	PhD
Joanna	Urquijo	RT(M)(CT)
Lancelot	Walker	MS, RDMS, RVT, RVS
Stephen	Weisenreider	BFA, RT(R)
Tracy	White	MS, RT(R)(T)
Dawn	Wilson-Kendall	DC
Judy	Wince	BS, RT(R)
Eric	Wood	ND, MA
Natalie	Wright	BS, RDMS, RVT

Annual Security Report & Fire Safety Report 2025-2026

John Patrick University
of Health and Applied Sciences

Accredited Member, ACCSC; AC-0027

100 E. Wayne Street, South Bend, IN 46601

October 1, 2025

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YOUR SAFETY

John Patrick University of Health and Applied Sciences (JPU) offers degree and certificate programs that are entirely online or offered through a blended learning environment where students meet for in-person instruction one to six days per semester, or per calendar year, based on the requirements of their program. JPU does not provide residences for its students. JPU attempts to provide a safe environment for its students and employees while on campus.

The purpose of this Emergency Preparedness publication is to:

- Inform current and prospective students, faculty, staff and visitors about JPU's policies and programs designed to keep them safe
- Make students, faculty, staff and visitors aware of information regarding emergency preparedness and planning, including evacuation procedures.
- Provide information to JPU students, faculty, staff, and visitors on how to report crimes and suspected crimes occurring on or near JPU.

JPU's safety and security procedures cannot be effective unless individuals use reasonable care and caution. Safety and security is everyone's responsibility. All staff and faculty review this Security and Fire Safety report annually. The report is updated no later than October 1, annually.

SECURITY AUTHORITY

JPU does not maintain its own campus police department; however, JPU is under the jurisdiction of the South Bend Police Department.

BUILDING SECURITY

Building Access

Access to the University campus is controlled. Building maintenance staff open external building doors at 7:00am Monday through Friday and close them at 7:00pm Monday through Friday.

University administrative offices are open from 9 a.m. to 5 p.m. except when closed for an official holidays (Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Labor Day, Thanksgiving Day, and Independence Day). JPU's student information system maintains a calendar of events and notes the days the weekdays that JPU offices are closed. Classroom space and the on-site library can be accessed until 11 p.m. The classrooms may be open outside of these times for scheduled events or meetings.

Access to JPU offices is restricted to staff, faculty and students that given a code to enter. Visitors must enter with staff or faculty or they must be granted access by University staff.

After Hours Building Access

Campus doors are locked 5:00 pm, the building outer doors are locked from 6:00 pm – 7:00 am. There are times when students may need to be in a building after hours to work on a course material when they are able. The Director of Administrative Services may authorize a student to be in a building after hours or during the weekends passcode access. Students only have access to classroom space and the library with passcode access. Requests can be made directly to the Director of Administrative Services at info@jpu.edu, sending a message through the internal learning management system, or calling the administrative offices at (574) 232-2408.

Students shall not work with life threatening materials, while alone. Any student who may be working with life threatening material must do so in the presence of University faculty or another University staff member who has been authorized by the appropriate faculty member.

Students may not bring a guest or children with them when accessing a building after hours.

Maintenance

Building maintenance and the University administrative staff make every effort to prioritize lighting issues and faulty doors and locks to ensure they are working properly and the facilities are well-lit.

Visitors

Visitors to campus may sit in on lectures during on-site instruction activities after receiving permission from the President or CEO of the University.

Firearms

Firearms are prohibited from all JPU property and events, reagardless of whether or not the owner has a valid state permit to carry a firearm. The only exception to this is an appointed law enforcement officer.

TIMELY RESPONSE PROCEDURES

JPU will issue timely warnings to notify the students, staff and visitors of certain crimes or scenarios reported to campus administrators or local police agencies that are considered to represent a serious or continuing threat to JPU. The purpose of timely warnings is to allow JPU students, staff and visitors to protect themselves. Thus, timely warnings will include information that helps promote safety.

Upon receipt of a report of a crime on a campus or other potentially hazardous event, the Campus President, in consultation with local law enforcement representatives, will determine, on a case-by-case basis, whether to issue a timely warning. Factors considered include, but are not limited to:

- The nature of the situation and whether it involved harm, or potential harm to a person or property;
- The continuing danger to JPU; and
- The possible risk of compromising law enforcement efforts

This risk will not prevent the JPU from issuing a timely warning but will impact the content of any issued timely warning. Timely warnings will include information that helps promote safety and aids in the

prevention of similar crimes, including information about the crime that triggered the warning and steps individuals can take to protect themselves. The name of any crime victim is not included in a timely warning.

Once a decision has been made to issue a timely warning, the Campus President, will create the message and determine the best way to disseminate the timely warning, which may include texts, emails, screen pop-ups and messages through JPU's internal computer system. Additional messaging will be provided after it has been determined that there is no longer an imminent threat posed by the event.

TORNADOES/SEVERE WEATHER EMERGENCY

A tornado watch is issued when conditions are favorable for tornado formation.

A tornado warning is issued when a tornado has been detected and may be approaching. In this locality, a continuous siren signal lasting more than two minutes signifies a tornado warning.

Tornado warnings are broadcast by the All-Hazards Outdoor Emergency Warning sirens, NOAA weather radios, WBAA radio, and by local commercial radio and television stations.

- When you hear a tornado warning, you should take shelter immediately in the lowest level of the building away from windows and doors. Be prepared to kneel and cover your head
- If you are in a building with no basement, take shelter in an interior room without windows or glass doors/walls get under heavy furniture near the center of the facility.
- If you are outdoors, lie flat in the nearest depression, ditch or ravine. Remain in the sheltered area until the all-clear signal is given via radio or television or the
- Remain in the Shelter area until the all clear is given.

BUILDING EVACUATION PLAN (BEP)

All College buildings are required to have an emergency plan posted in conspicuous locations. Evacuation drills shall be conducted annually for Fire Emergencies. These drills may be unobstructed or obstructed in order to familiarize occupants with secondary routes of evacuation. The goal of a drill is to educate and familiarize personnel on safety evacuation procedures in order to increase their safety during an actual emergency situation.

BUILDING LOCKDOWN PROCEDURE

In situations such as active shooter situations, police activity nearby, bomb threats, or reports of weapons on or near campus, JPU will initiate a lockdown procedure using the timely warning procedures. During lockdown, all individuals are instructed to lock classroom doors, avoid windows and doors, and shelter-in-place. Personnel in hallways at the time of an emergency lockdown alert are instructed to enter the nearest room, lock the door, and avoid windows and doors. All individuals must follow these lockdown procedures until a subsequent alert is distributed letting them know the emergency situation has been neutralized.

MEDICAL EMERGENCIES

In the event of a medical emergency, do the following:

- Stay calm.
- Call 9-1-1 and report the nature of the emergency and the location.
- Report the nature of the emergency to the nearest staff member in charge or ask someone to find the nearest University staff member.
- Do not attempt to move the person in distress unless they are in greater danger by staying where they are.

MISSING STUDENT NOTIFICATION PROCEDURES

John Patrick University of Health and Applied Sciences does not offer housing and most students live in different cities, so it may be difficult to recognize that a student is missing. In the event that staff, faculty, or other students have a reasonable suspicion that an JPU student is missing for more than 24 hours, notify the Campus President or Director of Administrative Services immediately. They will notify local law enforcement agencies within 24 hours after determining that the student is missing.

If it is determined that the student is missing, JPU will contact those listed in the student's file as emergency contacts.

SAFETY GUIDELINES FOR ARMED SUBJECTS, ACTIVE SHOOTER SITUATIONS

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This section provides guidance to persons who may be caught in an active shooter situation, and describes what to expect from responding police officers.

WHAT SHOULD YOU DO

If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy of survival.

- If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/ her of your location; remain in place until the police give the "all clear." Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can

safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

- If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.
- No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not carry anything while fleeing; move quickly, keep your hands visible and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests. Remain calm, do as the officers tell you and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. Keep in mind that even though you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

NON-DISCRIMINATION POLICY

John Patrick University of Health and Applied Sciences is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic course activities, employment practices, or admissions policies.

ANTI-HAZING AND BULLYING POLICY

JPU is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff and visitors. In addition, JPU 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, John Patrick University of Health and Applied Sciences (JPU) 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

JPU 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 JPU, regardless of any action that may be taken by civil or criminal authorities.

JPU 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. JPU will respond to all reports of prohibited conduct. JPU 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 JPU staff, faculty, students, graduates, visitors, applicants for admission, applicants for employment, and third party servicers and affiliates of the University. JPU reserves the right to investigate any incident reported, whether it occurs on campus, or off-campus during any official function.

Reporting a Violation

JPU 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@jpu.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: 833-765-8526

Website: https://rtuvt.ethicspoint.com

The information you provide will be sent to JPU 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. JPU strongly encourages reporting of serious and continuing occurrences of crimes or threats to the South Bend Police Department.

JPU 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@jpu.edu.

JPU 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 and using the school access code of R852 or visiting https://WellConnectForYou.com.

Investigation and Disciplinary Process
When a report of prohibited conduct is received, JPU 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 JPU.

JPU 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 JPU 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
JPU 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. JPU is committed to nurturing a culture of accountability among all students, staff, faculty, and third-party affiliates to prevent prohibited conduct.

REPORTING OF CRIMINAL OFFENSES POLICY

JPU provides ways to report crimes and related problems. 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.

JPU strongly encourages reporting of serious and continuing occurrences of crimes or threats to the South Bend Police Department. JPU 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@jpu.edu.

Appendix A at the end of this report contains contact information for South Bend Police Department, a tip line and contact information for victims of crimes.

JPU facilitates the reporting of suspected fraud or illegal behaviors through the use of Navex Global. Reporting can be kept completely anonymous and reports can be submitted and tracked through dedicated hotline with 24/7 support or through an online interface.

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 (provided by Navex Global):

Hotline: 833-765-8526

Website: https://rtuvt.ethicspoint.com

The information you provide will be sent to JPU 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.

Designated school officials will be notified of a report based on the type of report. Features are in place to ensure that if a program official is suspected in a report, that individual would not have access to view the report.

Reports will be tracked and handled both promptly and discreetly; however, sufficient and detailed information is necessary to conduct a thorough investigation. Reports will be evaluated and addressed on a case-by-case basis consistent with University policies and procedures.

JPU will not tolerate any retaliatory actions taken against a student or employee who makes a report of criminal or illegal activity and chooses to not remain anonymous. Anyone found engaging in this activity will be subject to immediate disciplinary action up to and including expulsion or termination, whichever is applicable.

Crimes reported by victims or witnesses on a voluntary or confidential manner are included in the annual crime statistics and aid in providing timely warning to JPU students, staff and visitors when appropriate.

TITLE IX NON-DISCRIMINATION & GRIEVANCE PROCESS POLICY

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of gender in any education program or activity operated by a recipient that receive federal financial assistance. JPU has adopted the Title IX Non-Discrimination & Grievance Process Policy to ensure that complaints by faculty, staff, or students are subject to a prompt and objective investigation by persons free from bias and conflicts of interest.

Roles outlined in the Title IX Non-Discrimination & Grievance Process Policy are outlined below along with training materials.

Title IX Coordinator	**Title IX Coordinator Training Since 2020**	**Investigator & Decision-Maker**
Elizabeth Datema, MBA 100 E. Wayne Street, Suite 140 South Bend, IN 46601 Ph: 574-232-2000 Email: bdatema@jpu.edu	Title IX Coordinator Training Part 1 Title IX Coordinator Training Part 2 Title IX Coordinator Training Part 3	John Patrick University, in order to ensure a fair and objective Grievance Process free from bias and conflicts of interest, uses a third-party provider to discharge the roles of Investigator and Decision-Maker. The Third-Party provider discharging these roles receives appropriate and reasonably frequent training. Access to the training materials may be requested

		by emailing the Title IX Coordinator at bdatema@jpu.edu.

A complaint may be filed with the University by:

1. Submitting the Title IX Discrimination Complaint Form to the Title IX Coordinator in-person, by email, or mail.
2. Submitting a complaint to JPU's harassment/discrimination hotline at 833-765-8526 or https://rtuvt.ethicspoint.com

CRIME PREVENTION PROGRAMS AND SECURITY AWARENESS

John Patrick University of Health and Applied Sciences values safety and security. The following resources are available to all students, faculty, and staff at any time, or by request.

Campus Safety Programs

During the new student orientation process, students are informed of different crime definitions, how they can report criminal activity, and personal safety tips. This information is also available through the online campus homepage at any time.

Personal Safety

Students, Staff, and Faculty are provided information from the LIVE LIFE SAFE Organization's website located at http://www.suzylamplugh.org where they can personal safety tips and multimedia resources on personal safety.

Substance Abuse Awareness

The Drug Free School and Workplace Policy is provided to all students, staff, and faculty. It is also published in the Academic Catalog. The purpose of the policy is to demonstrate the University's position on preventing substance abuse, and promote awareness of drug and alcohol abuse issues and sanctions in place for violations.

PERSONAL SAFETY AND SECURITY EDUCATION

JPU is committed to the development of programs to educate and raise awareness of incidences of dating violence, domestic violence, sexual assault, and stalking. JPU provides students and employees' rights and options when a student or employee reports to JPU that the student or employee has been a victim of a crime committed on or off campus.

Rape, armed robbery, battery and active shooter situations are examples of crimes directed against persons. Law enforcement officials have developed techniques to minimize the danger of falling victim to such crimes. The common thread running through all of their advice is simple: remain alert and attentive to potential danger; don't put yourself at risk; and report suspicious incidents to the police.

Students are informed about personal safety, crime prevention and security awareness during the required orientation prior to the start of classes. They are also provided information on substance abuse, personal safety, campus security, sexual violence, dating violence and stalking.

JPU has several resources where students can learn about personal safety, domestic violence and how to report crimes if you have been a victim.

Students who are victims of violence may also obtain assistance through Student Resources Services, which provides confidential and professional guidance. This service is completely free to students and is available 24 hours a day.

Annually, the South Bend Police Department releases data showing crimes in the South Bend area and around the campus of JPU. Statistics are included for certain types of crimes that were reported to have occurred on campus.

Most recent crime statistics are published through the FBI Uniform Crime Reporting Program (UCR) at https://ucr.fbi.gov/crime-in-the-u.s/2017/crime-in-the-u.s.-2017/tables/table-8/table-8-state-cuts/indiana.xls. You can also view up to date police reports by location at https://www.crimereports.com/ and entering 46601 as the zip code. JPU's campus is on the block surrounded by S Michigan St, E Wayne St, and S St Joseph St.

RAPE AND SEXUAL ASSAULT

Rape is sexual intercourse without consent. More often than not, the victim and the attacker know each other. Sexual assault is the touching of another person in a sexual manner without consent. Consent assumes:

- Intelligence capable of understanding the act of sexual intercourse, its nature, and any possible consequences; that
- Injuries are not necessary to indicate a lack of consent; and
- Nonconsensual intercourse may be proved even if the victim is not physically harmed and submits without offering physical resistance

The best defenses against rape and sexual assault are alertness and awareness. At all times, including dating situations, you should:

- Let a friend or family member know with whom you will be with, where you will be and when you expect to return. Provide a number where you can be reached.
- Be aware of the amount of alcohol you consume.
- Trust your feelings and instincts. If you feel threatened or uncomfortable, there's probably a good reason. Get out of the situation.
- Report any assault or threat of assault to the police department having jurisdiction (See Appendix A) and the Campus President as soon as possible.

RAPE AND SEXUAL ASSAULT VICTIMS

If you are the victim of a rape or sexual assault, get to a safe place as soon as you can. Then you should:

- Try to preserve all physical evidence. Do not bathe, douche, use the toilet or change clothing.

- Notify the local police. **See Appendix A for the law enforcement contact information for the community in which your campus is located** or if you would rather contact campus personnel or the office of the Campus President. **The student always retains the option of whether to report the incident to law enforcement or the campus personnel, and whether campus personnel reports the incident to law enforcement. The student may also choose both options and have investigations conducted by both. Students may also choose not to proceed as a complainant in a criminal process or in a disciplinary process. The campus Student Affairs Specialist will guide the student through the available options and support the student in his or her decision.**
- Get medical attention as soon as possible.
- Call a close friend, family member or other trusted person who can accompany you throughout the process.
- **Use the victim-assistance services offered as shown in Appendix A.**
- See a complete list of the victim assistance services offered in your community in the Appendix A;

JPU will consider a change a victim's academic situations after an alleged sex offense if those changes are requested and reasonably available. These options may include, but are not limited to, academic transfer, assignment of independent study, and withdrawal with an incomplete grade.

DATING VIOLENCE

The federal Violence Against Women Act of 1994 defines "dating violence" to mean violence, particularly sexual or physical abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such a relationship is determined based on a consideration of:

- The length of the relationship,
- The type of relationship
- And the frequency of interaction between the persons involved in the relationship.

Dating violence and particularly acquaintance rape is a serious crime, in selecting dating partners, beware of a person who:

- Ignores your wishes.
- Becomes angry or hostile or makes you feel guilty when you say "no".
- Is quick to show anger or aggression.
- Is excessively jealous or possessive
- Doesn't listen to what you say.
- Forces you to constantly ward off advances.
- Expresses hostile feelings.

Your first few dates with any individual should be in public places. Always have an alternate way home.

STALKING

Stalking is a knowing or an intentional course of conduct that includes:

- Repeated or continued harassment of another person
- Behavior and actions that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened

SEX OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (CSCPA), section 1601 of Public Law 106-386, is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The act's intent is to extend the protection of the sex offender registries and Megan's Law to college campuses. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders.

Indiana Sex and Violent Offender Registry: **www.state.in.us/serv/cji_sor**
Megan's Law: **www.klaaskids.org/st-ind.thm**
National: **www.nsopr.gov/**
State of Indiana: **www.icrimewatch.net/indiana.php**

SEXUAL ASSAULT VICTIM BILL OF RIGHTS

Victims of Sexual Assault have the following rights:

- Unconditional notification of outcomes of hearing, sanctions and terms of sanctions in place
- Opportunities and assistance to speak (or choose not to speak) to anyone regarding the outcome
- Name and identifying information kept confidential (FERPA)

All students making a good faith claim of sexual assault or other criminal activity— either as a witness or victim—will be protected from any retaliatory activity by any student or staff/faculty member

DOMESTIC VIOLENCE

Domestic violence means an offense or the attempt to commit an offense that has an element of:

- (The) Use of physical force or
- Threatened use of a deadly weapon
- Committed against:
    - A current or former spouse, parent, or guardian of the defendant;
    - A person with whom the defendant shared a child in common;
    - A person who was cohabitating with or had cohabitated with the defendant as a spouse, parent, or guardian; or
    - A person who was or had been similarly to a spouse, parent, or guardian of the defendant; and
    - Also includes **stalking** or a **sexual assault** under Indiana law **regardless of whether or not the stalking or sex offense is committed by a family or household member.**

If you are victim of domestic violence or have a strong belief that a classmate or colleague may be a victim of domestic violence there are resources and help available (see Appendix A for names of shelters and resources near your campus), and, as always, if you feel that your life or the lives of your family members is in danger because of domestic abuse contact your local law enforcement agency immediately.

Victims of violence may also obtain assistance through Student Resource Services, which provides confidential and professional guidance. This service is completely free to students. 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 at: https://WellConnectForYou.com

ASSAULTS

Muggings, robberies and other violent crimes may occur at any time. As with sex crimes, your best defense is to remain alert at all times and aware of the possibility that a crime could occur. If you are attacked, notify the police at once using the contact information in **Appendix A**. Here are some suggestions that can minimize your chances of being a victim:

- Never walk alone, especially during the evening or early morning hours. Even if you are walking a short distance, call a friend to accompany you.
- When you walk at night, select well-lit areas where other people are present. Avoid alleys and backstreets. Don't walk next to dense shrubbery or in other places where an attacker could hide.
- Never hitchhike.
- Always have your keys in hand as you approach your front door or car. You will be less vulnerable because you can get inside quickly.
- Carry a cell phone and be ready to use it.
- Before you go anywhere, let your friends and family know when you will return.

INSTITUTIONAL DISCIPLINARY ACTION-CAMPUS PROCEDURES

Responding to Incidents Involving Allegations of Sexual Misconduct by or against Students

JPU will respond to all reports of sexual misconduct alleged against a University student following the procedures outlines in this policy. Allegations of sexual misconduct by students will be addressed by the Sexual Misconduct Policy and the Code of Student Rights, Responsibilities and Conduct ("Student Code").

Any individual reporting they have been a victim of sexual violence will be informed of how to, and provided assistance in, making a criminal complaint with the appropriate law enforcement agency.

Throughout the process, the parties will have equal opportunities to present information, have advisors present, and pursue an appeal, if applicable. The University will have as a priority, the interests of all parties involved, in regard to fairness, dignity, privacy, and due process.

The investigation and determination of responsibility will generally be concluded within 60 days of the report, absent special circumstances

1. Investigation: Upon receipt of a report of sexual misconduct by a victim/survivor (hereinafter referred to as “complainant”) or third party, JPU will take immediate and appropriate steps to investigate the incident. If the complainant requests confidentiality or asks that the complaint not be pursued, JPU will take all reasonable steps to investigate and respond to the complaint consistent with those requests, keeping in mind that the University must weigh such requests against its obligation to provide a safe, non-discriminatory environment for all students, including the complainant.
    a. If sexual misconduct proceedings are initiated, the parties will be notified, and the student alleged to have engaged in sexual misconduct (hereafter referred to as "respondent") will be provided a date by which an appointment must be made to discuss the matter. At such time, the respondent shall be informed of the allegations made against them and shall be provided the opportunity to respond.
    b. The investigation may include, but is not limited to, interviews with the complainant, the respondent, and other witnesses identified as having information relevant to the allegations made, as well as the examination of written statements by the parties, relevant documents, and other relevant information. Information for the investigation may be provided by complainants, respondents, witnesses identified by any party, or the University. Any person believed to have information relevant to an investigation may be contacted and requested to make an appointment to discuss the matter.
    c. Failure to comply with a request to make and/or keep an appointment relevant to an investigation may result in a disciplinary hold being placed on a student’s account and/or the initiation of charges for student conduct failure to comply.
    d. All members of JPU are expected to cooperate with the investigative process. Failure to do so may result in disciplinary measures pursuant to applicable policy and procedure.
    e. Upon completion of the investigation, JPU will provide notice of all relevant charges and notice of next steps of the sexual misconduct process.
2. Alternative Resolution Options:
    a. In appropriate cases, JPU may pursue alternative resolution with the consent of all parties at any point in the investigation process. Alternative resolution options may include, but are not limited to, mediation, development action plans, voluntary resolutions, and/or appropriate sanctions.
    b. Under any alternative resolution, the complainant will not be required to resolve the problem directly with the respondent, unless desired by the complainant. All parties must be notified of the right to end the alternative resolution process at any time, and begin the formal process. Mediation may not be used in cases involving any sexual violence. The investigator shall document the outcome of any alternative resolution and share with the parties.
3. Acceptance of Responsibility Option:
    a. In cases where facts are generally not in dispute, and the respondent expresses a willingness to accept responsibility for all charges in a case, with the consent of the

complainant, the respondent will be offered the opportunity to waive the right to a formal hearing and all related procedural guarantees, and agree to receive a sanction from a designated student affairs conduct officer by whom charges were brought or by the Sexual Misconduct Hearing panel. In such situations, the parties will each be provided the opportunity to submit a written statement to the conduct officer or hearing panel for consideration in determining appropriate sanctions.

b. The appointed panel shall consider only the parties' written statements regarding sanctions, the relevant facts from the investigation, and past conduct history of the respondent (if applicable). In such cases, the right to appeal will be limited to an appeal on the grounds that the sanction is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors, and in consideration of applicable university guidelines. The parties may end this process, and seek full hearing, at any point prior to issuance of the sanction.

4. Sexual Misconduct Hearing: The respondent is required to attend the sexual misconduct hearing. The complainant has an equal right to attend the sexual misconduct hearing and participate to the same extent as the respondent, if he or she chooses. If either respondent or complainant is unavailable to participate in person based on significant travel or schedule restrictions, participation by other means may be made available.
    a. Sexual Misconduct Hearing
        i. A hearing panel will be assembled for the sexual misconduct hearing. The hearing panel will be composed of three staff or faculty members of JPU.
        ii. The sexual misconduct is closed. However, the complainant and respondent may each select one advisor of his/her choice and expense to accompany him/her at any point in the disciplinary process. Advisors are limited to an advisory role and may not participate or speak for students. Both parties will be afforded similar and timely access to view any information that will be used at the hearing.
    b. Procedures for a Sexual Misconduct Hearing
        i. The panel shall review the Charge(s) made against the respondent and the specific facts alleged. The respondent may, but need not, respond to allegations.
        ii. Both the complainant and the respondent will have equal opportunity to present oral and/or written evidence. The respondent may, but need not, respond to the allegations and evidence.
        iii. No one other than the hearing panel members, the complainant, and the respondent may pose questions during the hearing. The complainant and respondent may not directly question each other, but may submit questions to the panel, to be asked of the other party. The panel members will review questions prior to posing to the other party to prevent questioning that is not permitted under these proceedings.
        iv. The sexual misconduct hearing is recorded. Deliberations by the panel following the hearing are not recorded.
        v. If the respondent fails to appear at the sexual misconduct hearing, the hearing may proceed without his/her participation. The respondent may explain the failure to appear in writing to JPU within two business days of the scheduled hearing. Written documentation supporting the cause of absence must be included. Within three business days after receiving the respondent's letter, JPU will notify the respondent and the complainant whether the failure to appear was excused, and if

so the hearing may be rescheduled. The failure to appear will only be excused due to extraordinary circumstances.

vi. If the respondent failed to appear and such failure was not excused, the respondent's right to appeal the finding and any sanction(s) imposed will be automatically forfeited, and the outcome reached in absentia will go into effect. The respondent shall not lose their right to appeal in the event the hearing panel's finding includes a sanction of expulsion from JPU.

c. Decision and Sanctions
    i. At the conclusion of hearing, the panel shall deliberate without the parties present to determine responsibility based on the evidence, and sanctions if applicable.
    ii. If, after deliberations the hearing panel determines that the information available in the sexual misconduct hearing does not support by a preponderance of the evidence (more likely than not) that the respondent is responsible for a violation of the Sexual Misconduct Policy and the Student Code, the hearing panel will notify both the respondent and the complainant by means of a written notice. The complainant and/or respondent may request an appeal (see section 5a.)
    iii. If, after deliberations, the hearing panel determines that the information available in the sexual misconduct hearing does support by a preponderance of the evidence (more likely than not) that the respondent is responsible for a violation of the Sexual Misconduct Policy and the Student Code, the hearing panel will notify both the respondent and the complainant and will assign appropriate sanctions by means of a written notice. The respondent and/or the complainant may request an appeal (see section 5a.)
    iv. Possible sanctions for cases in which students are found in violation of the Student Code for acts of sexual misconduct include, but are not limited to formal warnings, behavioral assessment and/or counseling, required educational training, disciplinary probation, suspension, and/or permanent expulsion.

5. Appeal: The respondent or the complainant may appeal the decision of the sexual misconduct hearing panel to the Vice President of Academic Affairs on the respective campus, or his/her designee. To initiate an appeal, respondent/complainant must send written notice of appeal to the designated official. The written notice must include the basis for seeking the appeal and include information to support such basis (See Section 5b.)
    a. Timing: The notice of appeal must be filed no later than five calendar days after the date the written decision of the sexual misconduct hearing panel is sent. If no written request for an appeal is received by the University within the time specified, the request for an appeal will not be reviewed, any sanction(s) proposed by the hearing panel will be imposed, and the action will be final.
    b. Basis for Appeal: The Vice President of Academic Affairs will have the sole discretion in determining whether the basis for appeal has been met and whether the appeal can move forward. An appeal must be based on one of the following criteria:
        i. Significant procedural error that reasonably would have affected the outcome of the student's case.
        ii. The sanction imposed is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors, and in consideration of applicable JPU guidelines.

c. Decision and Sanction: If the basis for appeal has been met, the Vice President of Academic Affairs will review the written appeal and the pertinent part of the sexual misconduct hearing panel record only. The Senior Student Affairs Administrator will not consider new evidence or information that is not a part of that record. The Senior Student Affairs Administrator must render a decision within 10 calendar days of receipt of the appeal and may take any of the following actions:
    i. Affirm the original decision regarding responsibility.
    ii. Affirm the original decision concerning the disciplinary sanction/s to be imposed.
    iii. Set aside the original decision regarding responsibility and impose a new decision.
    iv. Set aside the original decision regarding responsibility and order that a new sexual misconduct hearing be held before a new hearing panel.
    v. Set aside the original decision concerning the disciplinary sanction/s to be imposed and impose a different sanction or set of sanctions
d. The Vice President of Academic Affairs or his/her designee is required to notify the respondent and the complainant, in writing, of his/her decision and will initiate the necessary procedures to effectuate the decision.
e. The decision of the Vice President of Academic Affairs or his/her designee is final and there will be no further appeals.

6. Notice: To the extent possible, the complainant and the respondent will be provided notice of the outcome of the sexual misconduct hearing, in person, with an accompanying written notice provided. In addition, the parties shall be provided, to the extent possible, simultaneous written notice of the outcome of the sexual misconduct hearing, the appeals process, and the appeal decision, if applicable. Written notice may be provided electronically through Indiana University email accounts. In the event the appeal decision changes the results of the outcome of the sexual misconduct hearing, notice of such change shall be provided before those results are final, and include an explanation of when those results will become final.
7. Note: Just as students with disabilities may be eligible for accommodations in their classes, accommodations may be available for these procedures as well. Students with disabilities requesting accommodations and services under these procedures will need to present a current accommodation verification letter from their campus disability services office before accommodations can be considered and provided.
8. Disclosure: Each student enrolled at JPU must conduct himself or herself in accordance with JPU's rules, regulations, policies and procedures as stated in the Academic Catalog. Any student who engages, on or off JPU property, in any of the types of misconduct described in the Academic Catalog will be subject to disciplinary actions by JPU, up to and including suspension and/or expulsion from JPU. A committee of neutral JPU officials will be assembled to evaluation each situation on a case-by-case basis.

   Students who feel reports against them have been made in error may initiate a grievance with the Director of Administrative Services. The grievance will be handled as outlined in the Grievance Policy, which is listed in the Academic Catalog.

OTHER SEX CRIMES

Sex crimes are not limited to rape and sexual assault. Other types of offensive and unacceptable behavior are crimes and should be dealt with accordingly. Exhibitionists, voyeurs and persons who make obscene or harassing phone calls could be subject to criminal charges. Though such persons often do not carry out

physical attacks, you have no assurance that they will not. Don't take chances, use the contact information for South Bend Police Department contained on **Appendix A** to report the incident to local law enforcement or speak with your Campus President.

EXHIBITIONISM AND VOYEURISM

If you are the victim of an exhibitionist, try not to panic. Stay calm and show no reaction. Call the police (using the contact information for your campus community contained on **Appendix A**) or make a report to campus Campus President, reporting the time and location of the incident. If any witnesses are present, get their names and phone numbers. Details of the exhibitionist's appearance will help the police identify the individual, so try to get a good look at the offender. If a car is involved, try to remember the color, make, license plate number and direction of travel. You should follow the same guidelines if you observe a voyeur. Also, be sure to lock all doors and windows immediately.

OBSCENE AND HARASSING PHONE CALLS

Always use the telephone on your terms, not the terms of the caller. Don't talk to anyone unless you want to and never volunteer your name to an unknown caller. Hang up at once if a caller makes obscene or harassing statement or does not respond to your "hello". You should always be wary of callers who say they are conducting a survey. Criminals often use this as a means to get confidential information such as credit card numbers or bank account locations. If you suspect that a call is not legitimate, get the caller's name, company affiliation and phone number. You can call back after you have verified the authenticity of the call.

Crank phone callers often obtain numbers from classified ads. If you place an ad, use a box number or list your phone number without your address. Some other suggestions for dealing with obscene or crank callers:

- Don't play detective, counselor or comedian.
- Report all obscene or harassing calls to the police immediately.
- Keep a log of repeated calls. Record the date, time and content of the call. Try to describe the caller's voice and note any background noises.

DRUG AND CRIME "TIP LINES"

Students can use the contact information for South Bend Police Department contained on Appendix A.

JPU facilitates the reporting of suspected fraud or illegal behaviors through the use of Navex Global. Reporting can be kept completely anonymous and reports can be submitted and tracked through dedicated hotline with 24/7 support or through an online interface.

Designated school officials will be notified of a report based on the type of report. Features are in place to ensure that if a program official is suspected in a report, that individual would not have access to view the report.

Reports will be tracked and handled both promptly and discreetly; however, sufficient and detailed information is necessary to conduct a thorough investigation. Reports will be evaluated and addressed on a case-by-case basis consistent with University policies and procedures.

THEFT

Cars parked on campus and surrounding areas can be targets of thieves. As with crimes against the person, your best defense against thieves is vigilance. Recognize that danger exists and take the basic precaution of locking car doors and keeping valuables out of sight.

IDENTITY THEFT

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal data in some way that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account and credit card info, telephone calling card numbers, and other valuable identifying data. With identity theft and fraud, which are often computer-aided, there are measures that can be taken to reduce or minimize the risk of becoming a victim:

- Be very reluctant to give out personal information to others unless you have a reason to trust them.
- Check your financial information regularly and examine records for any unrecognized or unauthorized transactions. If such transactions are noted, the banking institutions and credit card companies should be contacted immediately
- Ask periodically for a copy of your credit report. The three principal credit reporting companies are Equifax, Experian and TransUnion. These three companies, as well as the United States Federal Trade Commission, are accessible online.
- Maintain careful banking and financial records as well as personal computer security. Computer security can be fortified by installing any number of spyware programs and by installing firewalls. Changing passwords frequently and reducing any file sharing also can aid in the security of personal computers

Report any suspected identity theft or identity fraud to the police (contact information for your campus community is contained on **Appendix A**); or the Campus Director of Administrative Services in person or via email: info@jpu.edu.

ALCOHOLIC BEVERAGES

Use, possession or distribution of alcoholic beverages is strictly regulated. State law, in Indiana where JPU is located, prohibits consumption or possession of alcoholic beverages by persons younger than 21 years old. The law also prohibits persons 21 or older from providing alcoholic beverages to minors. A person misrepresenting his or her age to obtain alcoholic beverages is in violation of the law.
JPU does not permit the use of alcoholic beverages or illegal drugs on the premises. Violators of alcohol policies are subject to the provisions of applicable state and federal laws as well as disciplinary actions. Any student found in possession of, or under the influence of, alcoholic beverages will be immediately dismissed from the JPU and/or referred to a rehabilitation facility. JPU's alcohol policy is located in the Academic Catalog.

Assistance for students dealing with alcohol problems is available through Student Resource Services, which provides confidential and professional guidance for alcohol related problems or for any concern that may affect you personally or your performance at school.

This service is completely free to students. 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 at: https://WellConnectForYou.com

ILLEGAL DRUGS

Indiana state law and JPU regulations prohibit the use, possession, or distribution of narcotics or controlled drugs without a valid prescription. Violators of drug policies are subject to the provisions of applicable state and federal laws as well as JPU disciplinary actions. JPU's drug policy located in the Academic Catalog.

Assistance for students dealing with alcohol problems is available through Student Resource Services, which provides confidential and professional guidance for drug- related problems. This service is completely free to students. 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 at: https://WellConnectForYou.com

COMMUNICABLE DISEASES POLICY

Communicable diseases are both unique and vast. JPU takes reasonable steps to protect the health of JPU students, personnel, and guests when communicable diseases may affect University operations. This policy is designed to mitigate possible negative outcomes through the use of training, protective equipment, behavioral guidance, and sanitation procedures.

JPU's educational programs consist of programs that are offered entirely through distance education and those that require hybrid attendance, meaning online and on-site instruction is required. Many programs require a clinical internship component, which requires the accumulation of hours and competencies at assigned clinical facilities.

Proof of specific immunizations are not required to attend JPU since all programs have a distance education component and no residential facilities are managed by JPU. For those academic programs that require a clinical internship, students must refer to the specific requirements for clinical clearance for their program of study. Clinical clearance requirements may include, but are not limited to, proof of immunity for TB, Hepatitis B, Rubella, Rubeola, Mumps, Tdap, Varicella, influenza, and SARS-CoV-2 (COVD-

19). This policy does not supersede potentially more restrictive policies of these clinical facilities. Students placed at a clinical facility are required to adhere to all requirements outlined by their assigned facility.

Training
Prior to entering any assigned clinical setting, all students must complete Infection Control training, training on the proper use of personal protective equipment (PPE), and training on bloodborne infection control guidelines. Students are also required to submit an infection control quiz.

Protective Equipment
Students placed at clinical facilities are expected to adhere to all policies required at the clinical facility regarding the use of PPE. In situations where students are participating in in-person academic activities required by JPU, any person may choose to utilize a mask or other PPE they desire based on their comfort level in the group setting. In situations where the Centers for Disease Control (CDC) recommend or require the use of masks in group settings, JPU will provide masks.

Behavioral Guidance
Anyone who is feeling ill or has a fever must not attend academic activities.

Sanitation Procedures
Hand-washing is recommended whenever possible throughout the day when present at an assigned clinical facility or attending in-person instructional sessions. While attending in-person instructional sessions, JPU provides hand sanitizer for general use and sanitizes frequently touched surfaces in classrooms during scheduled breaks throughout the day of at least one hour.

CRIME STATISTICS

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

JPU prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Campus crime, arrest and referral statistics include those reported to the Campus President, those reported using the anonymous tip line/online service, and those reported to local law enforcement agencies. As a result of the negotiated rulemaking process that followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f) clarification was given to those considered to be campus security authorities. Campus "professional counselors," when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual discloser of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics. The rulemaking committee defines "professional counselor" as an employee of an institution whose official responsibility includes providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. JPU does not employ professional or pastoral counselors on campus. All members of the JPU community have access to credentialed counselors through Student Resource Services.

Individuals who were arrested and referred for College disciplinary action are reported only under the arrest category.

The crime statistics for JPU are listed on **Appendix A.**

Note: There were no offenses or other crimes involving bodily injury to any person in which the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim at JPU.

DISTRIBUTION AND AVAILABILITY OF THE ANNUAL SECURITY REPORT (ASR)

The most current ASR is always available on the website: www.jpu.edu on the Consumer Information page. All students receive a notification via email or through the online campus internal communication system on or before October 1 of the current year containing an active hyperlink to that year's ASR upon its finalization. A similar notification is sent via email to staff. JPU's Director of Administrative Services maintains electronic copies of all notifications sent.

Hard copies of the ASR are available at the administrative offices of JPU located at 100 E. Wayne Street, Suite 140, South Bend, Indiana 46601.

CLERY PROCEDURES

Crime Reporting – Generally

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation.

Sexual Assault Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement. 8. Apply Harrison policies upon completed investigation.

Non-Forcible Sexual Offense Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation

Murder and Non-Negligent Manslaughter Procedures

1. Initial complaint received; assess whether active shooter procedures are applicable
2. Contact local law enforcement and transfer investigative duties to local law enforcement.
3. Complete campus incident report.
4. Provide support information to victim's family, friends and classmates – including grief counseling.
5. Coordinate completed report and investigation with local law enforcement.
6. Apply JPU policies upon completed investigation.

Negligent Manslaughter Procedures

1. Initial complaint received.
2. Contact local law enforcement and transfer investigative duties to local law enforcement.
3. Complete campus incident report.
4. Provide support information to victim's family, friends and classmates – including grief counseling.
5. Coordinate completed report and investigation with local law enforcement.
6. Apply JPU policies upon completed investigation.

Aggravated Assault Procedures

1. Initial complaint received; assess if active danger is still present.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation

Robbery Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation

Burglary Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation.

Motor Vehicle Theft Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation.

Arson Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation.

Missing Person Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply JPU policies upon completed investigation.

FIRE SAFETY REPORT

This Fire Safety Report includes information on policies, procedures and programs concerning fire safety.

PROCEDURE FOR EVACUATION DURING A FIRE

- Pull the fire alarm if it has not already sounded. There is one pull station outside of the conference room and one right outside of JPU's main entrance in the lobby.
- Evacuate the suite using the nearest safe exit. **Do Not Use Elevators.**
- Exit the building using the doors closest to the administrative offices and meet on the sidewalk across the street from the building.
- Administrative staff is responsible to make sure all rooms are empty and internal doors are closed.
- Administrative staff ensures all students, staff and visitors are accounted for and will notify emergency personnel if anyone has not been accounted for.
- Remain at meeting point until given the all clear to re-enter the building
- IF YOU ARE TRAPPED IN THE BUILDING AND CANNOT FIND AN ESCAPE ROUTE, CALL 911

NUMBER OF FIRE DRILLS

- Two unannounced fire drills per year are conducted by our building management company. All tenants are required to evacuate the building.

FIRE SAFETY POLICIES

In order to minimize the potential for fires at JPU, the following items are prohibited while on campus:

- Portable space heaters
- Hot plates, slow cookers, sandwich makers and related accessories
- Flammable or combustible liquids
- Fireworks, firecrackers, sparklers
- Halogen lamps

TO WHOM SHOULD A FIRE BE REPORTED?

In the event of an emergency, students or anyone in the facility should call 911 and activate the alarm then evacuate the building

- One pull alarm is located in the back hallway of JPU and one is located just outside the main office door.
- Fire extinguishers are located throughout JPU common areas and are clearly marked. Fire extinguishers are inspected regularly by local fire department authorities

2023 FIRE STATISTICS SUMMARY

1. Number of fires on campus - Zero
2. Number of injuries - zero fire related injuries
3. Number of deaths - zero fire related deaths
4. Property damage - $0.00 in property loss due to fire at JPU

YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY

- Become familiar with the locations of fire extinguishers and the escape routes which are posted throughout the building.
- Know how to report an emergency either to campus personnel or to 911.
- When an alarm sounds, make sure other occupants in your area are aware of the alarm and begin to evacuate
- If possible, inform visitors of evacuation and procedures.
- Know the locations of primary and secondary exits.
- Walk and remain calm as you evacuate
- Proceed to your assigned area of assembly
- Notify Administrative staff if you know someone has remained behind and was unable to evacuate.

Appendix A
Reporting of Criminal Offenses
2021-2023

Physical copies of JPU's Annual Security Report and Fire Safety Report can be obtained from the office of the Campus Director of Administrative Services or upon request by sending an email to info@jpu.edu.

John Patrick University of Health and Applied Sciences

100 E Wayne Street, Suite 140
South Bend, IN 46601

911
In case of an emergency,
dial 911
on any phone
in the state of Indiana

Students, employees and guests may also report criminal activity or illegal activity through the campus President either in person or via email.

Non-emergencies can be reported to the South Bend Police Department at 574-235-9201

Police Headquarters
701 W Sample St
South Bend, IN 46601

The Special Victims Unit (SVU) The SVU is open 8:00 - 4:30, Monday - Friday. Phone: 574-235-7818.
533 N. Niles Ave.
South Bend, IN 46601

Domestic Violence Hotline
1-800-799-SAFE (7233)

Criminal Offenses	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0	0
Murder/Non-Negligent Manslaughter	2023	0	0	0
Murder/Non-Negligent Manslaughter	2024	0	0	0
Negligent Manslaughter	2022	0	0	0
Negligent Manslaughter	2023	0	0	0
Negligent Manslaughter	2024	0	0	0
Sex Offenses, Forcible	2022	0	0	0
Sex Offenses, Forcible	2023	0	0	0
Sex Offenses, Forcible	2024	0	0	0
Sex Offenses, Non-Forcible	2022	0	0	0
Sex Offenses, Non-Forcible	2023	0	0	0
Sex Offenses, Non-Forcible	2024	0	0	0
Robbery	2022	0	0	0
Robbery	2023	0	0	0
Robbery	2024	0	0	0
Aggravated Assault	2022	0	0	0
Aggravated Assault	2023	0	0	1
Aggravated Assault	2024	0	0	0
Burglary	2022	0	0	0
Burglary	2023	0	0	0
Burglary	2024	0	0	0
Motor Vehicle Theft	2022	0	0	0
Motor Vehicle Theft	2023	0	0	0
Motor Vehicle Theft	2024	0	0	0
Arson	2022	0	0	0
Arson	2023	0	0	0
Arson	2024	0	0	0
Arrest: illegal weapons possession	2022	0	0	0
Arrest: illegal weapons possession	2023	0	0	0
Arrest: illegal weapons possession	2024	0	0	0
Arrests: drug law violation	2022	0	0	0
Arrests: drug law violation	2023	0	0	0
Arrests: drug law violation	2024	0	0	0
Arrests: Liquor law violation	2022	0	0	0
Arrests: Liquor law violation	2023	0	0	0
Arrests: Liquor law violation	2024	0	0	0
Disciplinary Referral: illegal weapons possession	2022	0	0	0
Disciplinary Referral: illegal weapons possession	2023	0	0	0
Disciplinary Referral: illegal weapons possession	2024	0	0	0
Disciplinary Referral: drug law violation	2022	0	0	0
Disciplinary Referral: drug law violation	2023	0	0	0
Disciplinary Referral: drug law violation	2024	0	0	0
Disciplinary Referral: liquor law violation	2022	0	0	0
Disciplinary Referral: liquor law violation	2023	0	0	0
Disciplinary Referral: liquor law violation	2024	0	0	0
Domestic Violence	2022	0	0	0
Domestic Violence	2023	0	0	0
Domestic Violence	2024	0	0	0
Dating Violence	2022	0	0	0
Dating Violence	2023	0	0	0
Dating Violence	2024	0	0	0
Stalking	2022	0	0	0
Stalking	2023	0	0	0
Stalking	2024	0	0	0

On Campus Property: Defined as buildings owned or rented by John Patrick University of Health and Applied Sciences (JPU), contiguous to JPU and facilities where educational activities are delivered to students.

Non-Campus Property: Defined as streets, sidewalks, lots and areas adjacent to the "campus". Non-contiguous property owned or rented by JPU and used by students.

Public Property: Defined as streets, sidewalks, and lots – adjacent to "campus".