



BELIEVING IN BRIGHTER FUTURES



AOS Magnetic Resonance Imaging Program Student Handbook

2023 – 2024

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WELCOME

We would like to thank you for choosing CNI College as you embark on an exciting career path in Magnetic Resonance Imaging Technology. With your cooperation, we will work together to accomplish CNI's mission as stated below.

This handbook has been prepared to help you understand the specific requirements and policies of the AOS MRI Technology department. It is very important that you become familiar with each of them. Please read the contents of this handbook carefully. Should you have any questions please discuss them with your instructor, the AOS MRI Program Director, or the Provost and Chief Academic Officer.

We wish you the best of luck as you pursue your new career!

CNI COLLEGE MISSION STATEMENT

CNI College is committed to providing excellent academic educational opportunities in allied health disciplines for the intellectual, social, and professional development of a diverse student population. CNI is devoted to the community we serve and committed to our graduates' successful employment in the healthcare field.

PHILOSOPHY

The complexity and the dynamic nature of the health care system require a team of health care professionals with education and experience at different levels to meet the demand. There is a need for an educational program to prepare qualified individuals to fulfill the roles of the licensed MRI Technologist.

The human is a complex system of interrelated parts: physiological, psychological, socio-cultural, and developmental. The human is the sum of all parts. The individual has a hierarchy of needs that must be met. As the individual progresses through specific developmental stages, they are affected by stressors in the environment and utilize a variety of adaptive and resolute measures to maintain wellness.

Education is a purposeful, organized, ongoing process that provides a framework in which learning can occur. The student as an adult learner is an active participant building upon prior knowledge and experiences and bears ultimate responsibility for learning. The instructional staff has the responsibility to plan, implement and evaluate the course of study and the student's learning. The goal of the educational experience is the development of critical thinking skills so that the learner can recognize patterns and organize information. The relationship between students and faculty is a partnership characterized by mutual respect and support.

The educator assists the students in the use of the learning process and the application of theory to MRI practice and promotes self-direction of the learner toward achieving independence. The adult learner assumes accountability for the development of professional self-image and behavior.

TERMINAL OBJECTIVES

- Identify, label, and demonstrate knowledge of the basic human systems of Anatomy and Physiology
- Demonstrate and apply understanding of Cross-Sectional Anatomy of the structural as well as the physiological functions of the different body systems.
- Understand and recognize MRI case studies.
- Demonstrate, calculate, and use basic math skills as they pertain to MRI Technology.
- Demonstrate knowledge, identify, and put into practice the principles of MRI Physics.
- Demonstrate knowledge and potential hazards of the magnetic field on the human body.
- Spell, pronounce, articulate, identify, and demonstrate the knowledge of basic medical terminology.
- Demonstrate knowledge and put into practice the importance of health and safety regulations in an MRI health care facility.
- Identify and have knowledge of HIPAA, and OSHA regulations in the medical environment.
- Practice and demonstrate basic patient care, vital signs, asepsis techniques and prevention of infection.
- Demonstration knowledge and perform competency skills in First Aid, Venipuncture and CPR.
- Perform venipuncture for the MRI patient under a physician's supervision.
- Demonstrate and put into practice effective communication skills as related to patient care.
- Apply knowledge and understanding of medical law and ethics in a health care facility.
- Interview and explain procedures to patients, observe patient on closed circuit TV monitor
- Position patient on examining table for all exams.
- Be able to perform the required MRI studies in a health care setting and meet all the required competencies to sit for the ARMRIT and/or ARRT National Exams.

CLASS SCHEDULES AND BREAKS

Quarters 1 and 2 include required general education and online courses.

Quarter 1:	COMP 101 Computer Applications meets on Mondays from 1:00PM – 5:00PM via Zoom - cameras must be on. ENG 101 and MTH 101 are online courses delivered asynchronously.
Quarter 2:	BIO 201 Anatomy & Physiology is taught online via Zoom – cameras must be on. Mondays, Tuesdays, from 4:00PM – 10:00PM All students must be in attendance on Zoom for the full six (6) hours on their assigned nights to get credit.
Quarter 3:	Mondays, Tuesdays, from 4:00PM – 10:00PM Theory via Zoom- cameras must be on. Saturday or Sunday – 8:30AM – 5:00PM at assigned MRI Lab including simulation cases. (every other weekend)
Quarter 4:	Thursday and Friday – 4:00PM – 10:00PM Theory via Zoom - cameras must be on Saturday or Sunday – 8:30AM – 5:00PM at assigned MRI Lab including simulation cases. (every other weekend)
Quarter 5:	Thursday, and Friday – 4:00PM – 10:00PM Theory via Zoom – cameras must be on. Saturday or Sunday – 8:30AM – 5:00PM at assigned MRI Lab including simulation cases. (every other weekend)
Quarter 6:	<u>Externship -1000 Hours including credit for 250 hours of CorsMed Simulation cases completed and ARMRIT/ARRT Competencies completed and signed off.</u> Externship hours range from Monday through Sunday between the hours of 6:00AM – 11:00PM and will vary depending upon site. Students may be scheduled from 8-10 hours per day. Externship requires a mandatory 40 hours per week at the clinical site. <u>Capstone Course</u> Saturday 9:30AM – 1:30PM via Zoom. Cameras must be on. This mandatory capstone course is ten (10) weeks, forty (40) hours required. Students must pass with 80% or will need to repeat the Capstone Course.

Students will attend five (5) mandatory hands-on/simulation lab (8 hours each) each quarter as assigned on Saturday and or Sunday during quarters MRIT 301/302, MRIT401 and MRIT 501. Lab is 20% of your grade for these courses.

Students Must be present in each lab to receive credit.

Please Note: All exams for synchronous online via zoom or teams are held on campus, no exceptions, students must come to campus to take exams on the date and time it is scheduled. Any make-up exams, if allowed, will be scheduled on a specific date and time. Make-up exams must be taken on that date, no exceptions. The maximum score a student may achieve on any make-up exam is 70%.

Breaks must be used appropriately. Students are expected to attend the full lecture time and return from breaks in a punctual manner. Returning from breaks late or departing the classroom before being dismissed for a break will result in disciplinary action and time lost from attendance hours.

Each student is required to attend the scheduled session that they enrolled for and will not be allowed to attend a different session without prior written approval from the Director of AOS MRI Technology.

Note: AOS MRI externship sites do not allow externship rotation for pregnant students. Students will need to take a leave of absence if applicable or withdrawal from the program and then reenroll in the program after the pregnancy with a medical clearance to complete the program requirements. This is a CNI College policy and there will be no exceptions, it is for your safety.

SCHOOL HOLIDAYS AND IN-SERVICE DAYS
SCHOOL HOLIDAYS & IN-SERVICE DAYS

(ALL DATES SUBJECT TO CHANGE – NO SCHOOL FOR STUDENTS ON THESE DAYS)

NOTE: The schedule below is tentative, and all dates are subject to change.

- * Faculty In-service training dates to be determined (held two times a year)
- (Student schedules may be rescheduled due to in-services and holidays)

2024 - 2025	
January 1, 2024	New Year's Day
December 25, 2023 – January 2, 2024	Winter Break
January 2, 2024	First day of school after winter break
January 15, 2024	Martin Luther King Jr. Day
February 19, 2024	President's Day
May 27, 2024	Memorial Day
July 4, 2024	Independence Day
September 2, 2024	Labor Day
November 28 – 29, 2024	Thanksgiving holiday
December 22, 2024 – January 5, 2025	Winter Break (Back to School January 6, 2025)
January 6, 2025	First day of school after Winter Break

2025 - 2026	
January 1, 2025	New Year's Day
December 22, 2024 - January 5, 2025	Winter Break
January 6, 2025	First day of school after Winter Break
January 20, 2025	Martin Luther King Jr. Day
February 17, 2025	President's Day
May 26, 2025	Memorial Day
July 4, 2025	Independence Day
September 1, 2025	Labor Day
November 27 – 28 2025	Thanksgiving holiday
December 24, 2025 – January 4, 2026	Winter Break (Back to School January 5, 2026)
January 5, 2026	First day of school after Winter Break

The schedule above is tentative, and all dates are subject to change.

Note: Schedules for weeks with holidays will be modified and will include extra hours and different days of the week to make up for hours and labs. Please see AOS MRI Director of Program for schedules.

***Please note, in case of an emergency where classes cannot be held on campus, students must take directions from their Program Directors and Instructors regarding online education. Please check your emails and Canvas daily for guidance and directions. Be sure we have your current phone number. Feel free to call the college and leave a message and someone will get back with you as soon as possible. Please refer to CNI College website for any emergency bulletins from the President of CNI College. Your health, safety, and continuance of education for your success is extremely important. We are always here to support you.**

AOS MRI Technology Program Course Outline

CIP Code 51.0920

SOC Code 29-2034.01

Method of delivery is blended.

All courses in this program are taught in English.

Program length in months: 18.75*

Evening/weekend classes: 75 weeks*

*Program length may vary depending on schedule.

1746 Clock Hours

101.0 Credit Units

The Associate of Occupational Science Degree in Magnetic Resonance Imaging (MRI) Technology Program is a 1746 clock hour comprehensive course of study, represented by 101 quarter credits. The structure of this course combines introduction to medical/patient care skills, physics, math, English, medical terminology, human anatomy, cross sectional anatomy, theory, laboratory, computer skills, and an externship consisting of 1000 hours which includes 250 hours of simulation cases completed with CorsMed.

The student is taught Magnetic Resonance Imaging Technology and learns to operate the MRI scanner to produce cross sectional images of the patient for diagnostic purposes. While technologists must be proficient in understanding the MRI system, compassion and strong patient care skills are emphasized as well as being a team member alongside the radiologist and physician, dedicated to providing excellence in patient treatment.

This curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitude and skills which will enable them to become safe and competent in MRI Technology and prepare the graduate for an entry-level position as an MRI Technologist.

Employment opportunities for the MRI Technologist are found in medical clinics and imaging centers (under the supervision of a physician and radiologist), not in hospitals.

The candidate for an Associate of Occupational Science Degree in Magnetic Resonance Imaging (MRI) Technology Program must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom, and laboratory skill proficiency standards.
- Complete all clinical /simulation, externship requirements hours and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.
- The State of California does not require nor provide an MRI certification exam or licensure at the present time. However, it is customary that employers will expect a potential employee to have at least passed a MRI National Certification Exam. Therefore, the AOS MRI Technology program prepares students to take the National ARMRIT and/or ARRT exams by requiring satisfactory completion of a capstone course and meeting all the required competencies to sit for the exams. CNI College encourages all AOS MRI students to sit for the National ARMRIT and/or ARRT exams.

AOS Magnetic Resonance Imaging (MRI) Technology		CLOCK HOURS			OUTSIDE CLASS HOURS	TOTAL CLOCK HOURS	Total Academic Credits Awarded
Course Number	Course Titles	Lecture	Lab	Extern.			
Quarter 1							
COMP 101	Computer Applications **	40	0	0	0	40	4
ENG 101	Written Communication *	40	0	0	0	40	4
MTH 101	College Mathematics *	40	0	0	0	40	4
Quarter 2							
BIO 201	Anatomy & Physiology **	120	0	0	0	120	12
Quarter 3							
MRIT 301	Fundamentals of Imaging Science & Healthcare***	81	45	0	0	126	10
MRIT 302	MRI Pathology**	20	0	0	0	20	2
Quarter 4							
MRIT 401	Principles and Physics of MRIT***	120	40	0	0	160	14
Quarter 5							
MRIT 501	MRIT Cross Sectional Anatomy***	120	40	0	0	160	14
Quarter 6							
MRIT 601	MRIT Clinical Externship MRIT 601A (250 hours) MRIT 601B (250 hours) MRIT 601C (250 hours) MRIT 601D (250 hours)	0	0	1000	0	1000	33
MRIT 602	Capstone**	40	0	0	0	40	4
PROGRAM TOTALS		621	125	1000	0	1746	101
* Online distance education asynchronous ** Blended with residential labs and online synchronous via zoom *** Blended with residential exam and online synchronous via zoom Residential Clinical Externship at clinical facility All Exams will be taken on campus for online synchronous via zoom courses						Total Hours	1746

Please note: All exams for synchronous online via zoom or teams are held on campus, no exceptions, students must come to campus to take exams on the date and time it is scheduled. Any make-up exams, if allowed, will be scheduled on a specific date and time. Make-up exams must be taken on that date, no exceptions. The maximum score a student may achieve on any make-up is a 70%

Transfer of Credits

Transfer from an Accredited Institution

Transfer credit will only be granted for courses equivalent to those required in the AOS Magnetic Resonance Imaging (MRI) Technology program and that were completed at an accredited institution. Acceptance of transfer credits will be at the discretion of the AOS MRI and Education Departments. Credit for General Education (GE) courses will only be granted if the courses were taken within **10 (ten)** calendar years of the student's start date and a grade of **C (2.0)** or above was earned (ENG 101 Written Communication/4 Units) and (MTH 101 College Mathematics/4 Units). Transfer credit will not be granted for COMP 101 Computer Applications or BIO 201 Anatomy and Physiology.

Prior to admission the candidate must sign a request for transfer credit form and provide the Registrar with an official transcript of record from the accredited institution(s) in which the prior courses were taken, as well as the catalog course description and/or syllabus of all courses for which transfer credit is being requested.

****Transfer Credits for CNI Graduates that were enrolled in the MRIT Diploma Program****

CNI College Graduates from the MRIT Diploma Program may qualify to enroll in the AOS Magnetic Resonance Imaging (MRI) Technology program and be able to take the General Education and Capstone courses to complete the Associate of Occupational Science degree if they were enrolled in the MRIT Diploma Program as of June 10, 2019, when the time of the AOS Magnetic Resonance Imaging (MRI) Technology program was launched. CNI Graduates must have a current CPR, IV Access, and immunizations, which they are responsible for completing prior to admission into the AOS Magnetic Resonance Imaging (MRI) Technology Program. An updated background check must also be completed prior to the externship in the AOS Magnetic Resonance Imaging (MRI) Technology Program. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the college.

***Transfer Credits for Former CNI Graduates of the MRIT Diploma Program. Diploma Transfer Students are required to take 200 hours of externship. ***

General Education Requirements:

Term 1:

College Mathematics	40 hours
Computer applications	40 hours
Written communication	40 hours

Term 2:

Bio 201 Anatomy and Physiology	120 hours
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Core Requirement

Term 6:

MRIT-602 40 hours of Capstone Course	40 hours
MRIT-601D Clinical Externship	200 hours

During 601D, the student must complete the 17 Mandatory and 11 ARRT Clinical Competency Requirements to be eligible to sit for the ARRT Exam.

CNI College Graduates who completed the MRIT Diploma Program within the last three years and are currently working as an MRI Technologist may qualify to enroll in the AOS Magnetic Resonance Imaging (MRI) Technology program to complete the Associate of Occupational Science degree. CNI Graduates must have a current CPR, IV Access, and physical examination/immunizations, which they are responsible for completing prior to admission into the AOS Magnetic Resonance Imaging (MRI) Technology Program. An updated background check must also be completed during the program. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at the college.

Please review the ARRT Appendix II rules and regulations regarding qualifying to sit for the ARRT exam available through the ARRT website. It is the student's responsibility to meet all ARRT rules and regulations to qualify to sit for the ARRT exam, which must be taken within three (3) years of graduation.

COURSE DESCRIPTIONS**COMP 101 Computer Applications****4.0 Credit Units**

This course is designed to introduce the student to the online learning environment and the use of technology (e.g., laptop computer, Microsoft programs, Canvas, computer-based learning resources MyITLab, internet search, LIRN, academic honesty/plagiarism). Upon completion, students will be able to demonstrate proficient computer application skills permitting academic success (online via Zoom using electronic learning resources). This course consists of a total of 40 theory hours. This course is a General Education Course delivered as a Distance Education (online via Zoom). Prerequisites Required: None.

ENG 101 Written Communications**4.0 Credit Units**

This course reviews basic English concepts and introduces students to college level writing with an emphasis on basic grammar and composition. Students will apply their learning to a variety of writing activities emphasizing the development of paragraphs and essay. This course is a General Educational Course delivered as a Distance Education (online) course. Prerequisites Required: None.

MTH 101 College Mathematics**4.0 Credit Units**

This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to the concepts of whole numbers, fractions, decimals, ratio and proportion, integers, order of operations, percent, signed numbers, measurements, geometry, statistics, probability, and basic algebra concepts. This course is a General Education Course delivered as a Distance Education (online) course. Prerequisites Required: None.

BIO 201 Anatomy & Physiology**12.0 Credit Units**

This course is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the cell, tissues, cellular metabolic, skin, muscle, bone, nervous system, eye and ear anatomy and function, endocrine system, blood components, circulatory system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system. The functions and interrelationships of these systems are studied. This course emphasizes the homeostatic nature of these systems with reference to human disease states. This course is a General Education Course delivered as a Distance Education (online via Zoom) course. Prerequisites Required: COMP 101, COMP ENG 101, MTH 101.

MRIT 301 Fundamentals of Imaging Science & Health Care**10.0 Credit Units**

This course introduces the fundamentals of imaging science and health care in which concepts related to medical terminology, patient management, medical law and ethics, pharmacology, CPR, and professional development are addressed. This course provides an overview of the foundations in radiologic science and the Practitioner's role in the health care delivery system. The principles, practices and policies of the health care organization(s) are examined and discussed. This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes and body structure. Patient management for MRI is presented as a progression in competency levels through patient performance objectives and competency exams. Students can access the facilities, personnel, examinations, and educational materials necessary to competently achieve content objectives. CPR will also be taught. Critical thinking and communication skills are applied. The fundamental background of ethics will address the historical and philosophical

bases of ethics and elements of ethical behavior are discussed. The student examines a variety of ethical issues and dilemmas found in clinical practice. Pharmacology concepts cover the theory and practice of basic techniques of venipuncture and administering diagnostic contrast agents and/or intravenous medications. The appropriate delivery of patient care during these procedures is emphasized. This course is facilitated through the CorsMed platform, and students are required to actively engage in case analysis, aligning with the syllabus provided. By the conclusion of Quarter MRIT 3, students are expected to have submitted a minimum of 50 simulated cases. The cumulative case submissions will account for 20% of the final class grade, underscoring their commitment to the course.

Professional development will assess personal strengths, career expectations, developing job search techniques and proper resume preparations with mock interview practicum. This course is a blended course delivered online via Zoom and Labs.) Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201.

MRIT 302 MRI Pathology**2.0 Credit Units**

This course familiarizes the student with the common pathologies found in magnetic resonance imaging and the appearance of these pathologies in various imaging protocols. The course content is inclusive of all commonly- imaged body systems and areas. This course is facilitated through the CorsMed platform, and students are required to actively engage in case analysis, aligning with the syllabus provided. By the conclusion of Quarter MRIT 3, students are expected to have submitted a minimum of 50 simulated cases. The cumulative case submissions will account for 20% of the final class grade, underscoring their commitment to the course. This course is delivered as a Distance Education (online) course via zoom. Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201.

MRIT 401 Principles & Physics of MRIT**14.0 Credit Units**

This course provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the Level of knowledge desired. Topics include the history of MR, nuclear MR signal production, health and safety regulations, tissue characteristics, pulse sequencing, imaging parameters/options and computer in imaging formation and medical informatics. The student will demonstrate advanced application of knowledge in imaging parameters and formations. This course is facilitated through the CorsMed platform, and students are required to actively engage in case analysis, aligning with the syllabus provided. By the conclusion of Quarter MRIT 4, students are expected to have submitted a minimum of 50 simulated cases. The cumulative case submissions will account for 20% of the final class grade, underscoring their commitment to the course. This is a blended course. Theory via zoom; and Saturday and Sunday labs. Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201, MRIT 301, MRIT 302.

MRIT 501 MRIT Cross Sectional Anatomy**14.0 Credit Units**

This course is a study of human anatomy as seen in multiple orthogonal planes. Bones, muscle, vascular structures, organs, and soft tissue of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen, and pelvis. This is a blended course. This course is facilitated through the CorsMed platform, and students are required to actively engage in case analysis, aligning with the syllabus provided. By the conclusion of Quarter MRIT 5 students are expected to have submitted a minimum of 50 simulated cases. The cumulative case submissions will account for 20% of the final class grade, underscoring their commitment to the course. Theory via zoom; and Saturday and Sunday labs. (Theory credits: 12.0; Lab Credits 2.0) Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201, MRIT 301, MRIT 302, MRIT 401

MRIT 601 Clinical Externship**33.0 Credit Units**

This course will allow the student the opportunity to practice skills necessary to obtain high quality MR images, to objectively alter protocols based on patient pathology or physical condition, and to identify image quality problems and make appropriate corrections. Clinical extern-ship education is a total of 1000 hours and is conducted at a clinical facility for 750 hours and 250 hours of CorsMed with simulation after or in conjunction with didactic instruction. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student will be allowed to perform the activity under direct supervision. When the instructor is satisfied with the student's proficiency, the student will proceed with performing studies under indirect supervision to gain experience and expertise in MR imaging. This course is presented with a progression in competency levels in the form of clinical performance objectives at externship sites and CorsMed with simulation and competency exams. The student will have access to the facilities, CorsMed with simulation, personnel, examinations, and educational material to competently achieve the course objectives. In accordance with this policy, it is imperative that only those students who successfully fulfill the case submission requirements within the designated timeframes are eligible to avail themselves of the CorsMed cases, which count towards their externship hours. This policy has been devised with the explicit aim of enabling students to harness the benefits of CorsMed, allowing them to both enhance their practical skills and accrue up to 250 hours of externship credit. During MRIT 601E, the student must complete the 17 Mandatory and 11 ARRT Clinical Competency Requirements to be eligible to sit for the ARRT Exam.

A comprehensive course tailored for AOS MRI students, is structured into four distinct phases. These phases are defined by time-based milestones, serving as markers of progress throughout the program. Students are required to perform and submit a specified number of cases upon reaching each milestone. Every two hundred and fifty (250) hours the student will be evaluated and receive a grade for their externship/simulation and documented as follows:

- MRIT 601-1 Grade
- MRIT 601-2 Grade
- MRIT 601-3 Grade
- MRIT 601-4 Grade

Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201, MRIT 301, MRIT 302, MRIT 401, MRIT 501. **Please refer to Clinical/Externship Student Handbook for more information.**

MRIT 602 Capstone**4.0 Credit Units**

This mandatory course provides the MRI-AOS Degree student with the needed continued preparation to complete the certification exam process. This course will reinforce their academic knowledge, professional accountability, independent decision making, and the critical nature of self-assessment. Completion of mock certification exam(s) is required. This capstone course will be held on Saturdays and prepares the student to sit for both National Certification Exams, the ARMRIIT and the ARRT.

In addition, this course is presented with a progression in competency levels in the form of clinical performance objectives at externship sites and CorsMed with simulation and competency exams. The student will have access to assigned facilities, CorsMed with simulation, personnel, examinations, and educational material to competently achieve the course objectives. In accordance with this policy, it is imperative that only those students who successfully fulfill the case submission requirements within the designated timeframes are eligible to avail themselves of the CorsMed cases, which count towards their externship hours. This policy has been devised with the explicit aim of enabling students to harness the benefits of CorsMed, allowing them to both enhance their practical skills and accrue up to 250 hours of externship credit. During MRIT 602, the student must continue to complete the 17 Mandatory and 11 ARRT Clinical Competency Requirements to be eligible to sit for the ARRT Exam. Completion of this course is mandatory for the program with 80% or higher on the exams. Director to sign off the student to apply for the exams. The Capstone course is delivered as a Distance Education (online) course via zoom. Prerequisites Required: COMP 101, COMP ENG 101, MTH 101, BIO 201, MRIT 301, MRIT 302, MRIT 401, MRIT 501.

ADMISSIONS

Admissions Procedure

1. Initial personal interview with admissions advisor.
2. Official proof of completion of 12th grade education, GED, or foreign equivalency.
3. Proof of age.
4. A score of 18 or higher on the Wonderlic exam.
5. Complete financial aid checklist and schedule appointment with an advisor.
6. Interview with AOS MRI Program Director.
7. Background check required.
8. Medical (including physical, mental, and emotional health) approval required.

Admissions Policy

Minimum requirements for entrance are open to persons 17 years or older having the following:

1. Proof of completion of 12th grade education, GED, or foreign equivalency.
2. Passing score on the Wonderlic admission exam.
3. Completion of an enrollment agreement. If the applicant is under 18 years of age, the enrollment agreement must be signed by a parent or guardian.

Additional procedures:

1. All applicants must complete an application for admission.
2. All applicants must attend an initial interview with an admissions advisor.
3. All applicants must complete financial agreements prior to admission.

Admission Selection

The Admissions selection process begins with an initial interview with a college admission advisor. Areas of discussion with the potential applicant may include their history, ability, goals, interests, and placement potential. Potential problems to program completion will also be discussed. Proof of age and education will be required. A tour of the facility will be conducted. The opportunity to ask questions about the program and view the classroom and skills lab will be given.

Applicants are required to pass an entrance exam. Successful candidates will have an interview with the AOS MRI Program Director to discuss the AOS MRI program. Student and program expectations and goals will be covered. Potential student social problems that may hinder program success will be identified and information on how to remedy the problem will be provided.

Acceptance into the program is granted after successful completion of all components of admission.

Additional Requirements for Admission

- All students attending externship programs must be in good physical, mental, and emotional health. The student must possess sufficient visual acuity to independently read and interpret writing of all sizes; independently be able to provide verbal communication to and receive communication from clients/patients and members of the healthcare team; as well as possess sufficient gross and fine motor skills to independently position and assist in lifting clients/patients, manipulate equipment and perform other skills required at a satisfactory level demonstrating the required competencies of a MRI Technologist.
- Students must pass a general physical and have a physician's release prior to the start of the program.
- Students must produce an Immunization Record and be free from transmittable diseases, including measles, mumps, rubella, hepatitis, tuberculosis, and sexually transmitted diseases.
- A student in the health care field is at a higher risk of contracting Hepatitis B than the general population. Vaccination is recommended. Information on the risks and benefits Hepatitis B vaccination will be provided.
- CNI College has a campus physician that will do health screenings/physicals, blood titers, and immunizations to ensure that all students meet the externship requirements to participate at the externship rotation. All students must have proof of a physical and all required immunizations. Please see the “Health Screening and Immunization Disclosure” section below for more details.
- To comply with requests from community and externship agencies, the AOS MRI Program requires a background check on all eligible applicants. A clear background check will be necessary for entry into the program and the externship sites. If a student’s background status changes while in school, they must immediately notify the Director of the Program as it may disqualify them to complete the program, be placed at a site, or sit for the national exam. If a student goes on a leave of absence, that student may be asked to do a new background check at their own expense when returning. A clear background check is required to be maintained throughout the course of the MRI program.

Health Screening and Immunization Disclosure

Externship sites require that students have current health/physical screening information to ensure that they are free from any condition which might interfere with the performance of their duties or the successful completion of their externship experience. CNI College provides medical history and physical exam clearance (using the school prescribed form) included with tuition. The physical exam component includes:

- Tuberculosis (TB)/PPD (Mantoux) two-step skin test
 - After the PPD, the student must have the test read within 48-72 hours or else the test must be administered again at the student’s own expense. If necessary, the results of a student’s test can be read by qualified personnel associated with CNI College. If this test is not completed accurately, students’ risk not being placed at an externship site.
 - This test must be administered in California.

- This test must be renewed yearly.
- Blood titers for rubella (German measles), rubeola (measles), and varicella (chicken pox).
- Hepatitis B immunizations. This is a series of 3 shots that must follow a strict timetable:
 - The first shot can take place at any time but must be administered at least 6 months prior to externship.
 - The second shot must not be administered any later than 60 days/2 months after the first shot.
 - The third shot must not be administered any later than 180 days/6 months after the first shot.

CNI College does not pay for the following health screening services. Students are responsible for completing them by the required times and paying for any associated costs:

- TDAP (Tetanus, Diphtheria, and Pertussis) vaccination.
- Chest x-ray associated with a positive TB two-step skin test. Proof of the exam or a radiology report is required.
- Vaccinations if measles, mumps, and rubella (MMR) titer shows non-immunity (negative).
- Flu vaccinations.
- **COVID-19 tests and vaccination, and boosters are required for all sites.**

A hard copy of the test result (such as a laboratory result signed and dated by the physician with their stamped license number, clinic name, and address) is needed for any additional tests or screening. Students are responsible for providing the college with a copy of their original immunization records and a copy of their CPR cards (American Heart Association only).

COVID-19 Regulations

Due to the ongoing COVID-19 pandemic, students must adhere to the most current COVID-19 rules and regulations set forth by the California Department of Public Health, CNI College, and externship facilities.

Pregnancy Disclosure

- Students who are pregnant at the time of enrollment must provide the Program Director with a full medical release from their physician prior to starting the program.
- **A student who becomes pregnant after starting school must disclose this in writing to the Program Director and provide a full medical release from their physician.**
- A leave of absence due to pregnancy will affect expected graduation date.
- AOS MRI externship and laboratory sites do not allow rotation for pregnant students.
- Students will need to take a leave of absence if applicable or drop from the program and then reenroll after the pregnancy with a medical clearance to complete the program requirements.
- To reenroll, students must go through the admissions/financial aid process again with an additional fee. This is a CNI College policy and there will be no exceptions.

ATTENDANCE POLICY

General Attendance Policy (For Theory and Lab):

1. Since the amount of material to be learned is substantial, it is essential that students are not absent. Dedication and commitment to your chosen program (including lectures, labs, and externship experiences) is mandatory to the success of meeting all program objectives.
2. A student must maintain attendance of at least 90% each term during Quarters 1-5 and during MRIT 602 Capstone.
3. A student with absences totaling up to 10% of the quarter attendance will be placed on probation.
4. A student with absences totaling more than 10% of the quarter attendance will be dropped from the program.
5. Absences will not be excused. However, extenuating circumstances (death in the immediate family [parent/spouse/child/sibling/grandparent], documented illness or hospitalization, military service, sequestered jury duty, or acts of nature such as an earthquake) will be given consideration with proper documentation. Proper documentation to verify the absence must be provided to the AOS MRI Program Director. At the discretion of the program director, make-up hours/work may be assigned.
6. If a student is absent on the day of a test or during the week of the final, they must provide proper documentation to make up the exam. If documentation cannot be provided, the student will receive a zero for the exam.
7. There are five labs per quarter. These labs are mandatory as they provide students with the competencies that are necessary to attend externship. There are no make-up labs. The student will receive a Zero which equals an (F) Failing Grade for Lab when absence. The student will be given a detailed assignment that is due within 5 days from the absence. The highest grade a student can get on the make-up assignment is a 70%. More than one absence from lab will result in being dropped from the program.
8. **If a student does not meet the required attendance percentage, they will not be eligible to progress to their externship and will need to repeat the quarter for failure to meet the Lab Program Objectives.**

Externship Attendance Policy:

1. Students attend MRIT 601 Externship for 40 hours per week for six to seven months until 1000 hours of externship education has been completed.
 - a. During the 1000-hour externship, students will be evaluated for satisfactory academic progress every 200 hours. The student's 1000 hours of externship and completed ARRT competency procedures must be checked off by the AOS MRI Program Director /Clinical Manager and is required for student to be completed with their externship.
 - b. Students must submit 200, 400, 600, 800 and 1000-hour binders during their externship. Any student who fails to submit the binders by the due date will be given a written notice of non-compliance per externship policies. If binders are still not received within 48 hours of written notice, the student will be removed from their externship site assignment, which will affect the student's ability to complete course objectives, which may result in their termination from the MRI Program. If externship

binders are not received within 72 hours of the due date, the student will be dropped from the AOS-MRI Program.

2. A student must maintain availability for externship assignments Monday through Sunday between the hours of 6 AM and 11 PM. **Externship sites are not responsible for accommodating a student's availability. It is the responsibility of the student to adjust their work or personal schedules around their assigned externship hours.**
3. During the MRIT 601 Externship, a student is expected to maintain 100% attendance.
 - a. **If a student misses one scheduled day of externship, they will receive a Letter of Concern from the program administration.**
 - b. **If a student misses two scheduled days of externship, they will be placed on probation.**
 - c. **If a student misses three scheduled days of externship, they will be dropped from the program at the Program Director's discretion based on provided circumstances and documentation.**
4. In addition to logging their hours, students are also required to send daily attendance sheets to mriextern@cnicollege.edu at the end of each shift. Hours completed over the weekend must be submitted no later than Monday morning.
5. Weekly attendance sheets must be signed by the student and the clinical instructor and emailed to mriextern@cnicollege.edu at the end of every week.
6. If a student is having technical difficulties in submitting their attendance, they are required to contact the Program Director, Clinical Manager, and CNI IT Support (itsupport@cnicollege.edu) immediately.
7. Students who are late in submitting their attendance more than 3 times will be placed on attendance probation.
8. **Students who fail to maintain compliance with attendance policies, fail to submit proper documentation of attendance hours, or fail to promptly communicate with or respond to the AOS-MRI Program administration are at risk of being dropped from the program.**

PROCEDURE FOR REPORTING AN ABSENCE

General Policy

- In the event of an extreme circumstance in which an absence cannot be avoided, students are required to contact (by text, email, and/or phone/voicemail) the AOS MRI Program Director and the appropriate instructors at least one hour prior to the start time.
- Students are responsible for providing all written documentation for an absence to their instructor and AOS-MRI administration within 5 business days. **Failure to provide documentation may result in probation or dismissal from the program.**

Externship Policies

- In the event of an extreme circumstance in which an absence cannot be avoided, students are required to contact (by text, email, and/or phone/voicemail) the AOS MRI Program Director/ Clinical Manager, and the clinical instructors/externship point person at least one hour prior to the start time.
- **Students are responsible for providing all written documentation for an absence to their instructor and AOS-MRI administration within 5 business days. Failure to provide documentation may result in probation or dismissal from the program.**

ATTENDANCE, TARDINESS, MAKE-UP STANDARDS, AND ATTENDANCE PROBATION

Regular attendance and punctuality will help develop the good habits necessary for a successful career. To help students achieve this goal, CNI College maintains and enforces the following policies:

1. Students must schedule medical, dental, personal, or legal appointments outside of school hours.
2. A student with absences totaling up to 10% of the quarter attendance will be placed on probation. A student with absences totaling more than 10% of the quarter attendance will result in the student being dropped from the program.
3. Since absences are not excused, any make-up work may be assigned at the discretion of the Program Director.
 - a. If a student receives the opportunity to make up missed work, all work must show a satisfactory understanding of the required lessons and competencies and be turned in within seven days.
 - b. If the student does not receive the opportunity to make up work, they will receive a zero for the assignment.
4. No student can progress to the next quarter without all required hours and work completed.
5. **Quarter 5 students may not take their final exam or attend the externship portion of the program if all hours, assignments, labs, and immunizations, CPR and Venipuncture are not signed off before the externship starts.**
6. Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record.
 - a. Students who accumulate a total of four late arrivals and/or early departures will accrue one day of absence on their attendance record.
 - b. Excessive tardiness or instances of leaving early may lead to probation or dismissal from the college.
7. Students who have been absent from their scheduled classes for 14 consecutive calendar days (not including scheduled school holidays) will be dropped from their training program, except for those required to participate in military duties. Students must provide CNI College with written documentation verifying the required military duty and length of service requested.
8. Students whose enrollment has been terminated for attendance policy violations may utilize the appeal process to be considered for reentry into the program. Students may only appeal for reentry once.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical, or other problems that make it difficult to attend classes. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program.

An LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. A leave of absence may be granted for up to 180 days. Leaves are limited to a total of 180 days within in a 12-month period; the 12 months begin from the first day the student goes on the first leave.

Students will not be assessed additional tuition charges while on their leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held.

Students cannot attend any clinical, extern, lab, or theory class while on leave of absence. Students cannot make up any schoolwork while they are on leave of absence.

Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated.

Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to the first day of the leave. In these cases, the loan payment will be due as stated on the promissory note.

LOA's may also affect the scheduled progression of the student's program. If a student does not return from an LOA as scheduled, the rotation of the remaining courses may not be immediately available. Many courses have prerequisites and may not be taken without completing these requirements. LOA's are scheduled based on the student's progression in the program; CNI College will not be held liable for students who extend or alter the original LOA contract. Students may have to wait months until the course becomes available again and may then only retake it if there is seating available. CNI College cannot promise that students will remain on the same schedule that they enrolled with.

CNI COLLEGE CONDUCT POLICY

CNI College is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, CNI College has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

- Students will be held responsible for their actions while in attendance at CNI College and at other facilities associated with CNI College.
- Students will be held responsible for any theft or damage they do to college or externship facility property and will be expected to reimburse the institution for such damage or loss.
- Any actions that disrupt the learning opportunities of other students will not be tolerated.
- Students may not be under the influence of or in possession of any intoxicating beverage or drug while on college or externship facility property. Students may not be in possession of a weapon or create a safety hazard to others while on college or externship property.
- The college is a non-smoking facility. Smoking is permitted outside of the buildings in designated areas.
- Animals are not permitted on the college grounds except for animals designated to assist the physically impaired, and they must be approved.
- The college does not provide childcare services. Children are not permitted in the instructional areas.
- Students must adhere to all required health and safety standards.
- Dishonesty on the part of any student may result in probation, suspension, or termination from the college. Dishonesty includes, but is not limited to cheating, plagiarism, knowingly assisting

another student in cheating or plagiarism, and knowingly furnishing false information to staff, faculty, administrators, or other officials. Providing fraudulent information, continuing misrepresentation, or failing to disclose information at any point in the enrollment process or program progression will result in immediate dismissal from the program.

- Violation of any of the guidelines listed above may result in suspension, probation, or termination from the program.

AOS-MRI GENERAL CONDUCT POLICY

1. A professional environment is maintained by CNI College. Students are required to be respectful towards instructors, staff, and fellow students. Students are expected to always maintain professional conduct at CNI College and all affiliated externship sites.
2. School policies must be observed regarding curriculum, testing, absences, tardiness and in the externship area.
3. Failure to abide by these rules of conduct will result in probation or termination from the program.

EXTERNSHIP/LAB CONDUCT POLICIES

CNI College is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, CNI College has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

- Students will be held responsible for their actions while in attendance at the college and at other facilities during labs or externships.
- Any disciplinary action will result in the student being removed from the externship site and being placed on probation with an action plan.
- Students on probation will be required to attend a mandatory meeting with the AOS MRI Program Director, Clinical Manager, and/or necessary administrative personnel to establish a plan of action before returning to an externship site. There is no guarantee that students will be placed at their previous externship site. Failure to attend this mandatory meeting will result in dismissal from the AOS-MRI Program.
- Student progress will be evaluated weekly while on probation.
- **Once a student has been placed back in an externship site, any reoccurrence in disciplinary action will result in immediate dismissal from the AOS-MRI program.**

REQUIREMENTS FOR EXTERNSHIP

- All students must satisfactorily meet all lab objectives and pass a lab skills competency test before being assigned to their externship site.
Quarter 5 students may not take their final exam or attend the externship portion of the program if all hours, assignments, labs, immunizations, CPR and Venipuncture are not signed off before the externship starts.
- **All externship students must attend an orientation and follow the Clinical Externship Handbook policies and procedures to meet the program objectives for their 1000 hour externship.**

- All externs must have completed 1000 hours and the required studies for ARRT Mandatory and Elective competencies to pass this portion of the program and meet the program objectives to graduate. Any student who does not meet these requirements will not graduate and will need to repeat the externship portion of the program.
- Students will be evaluated and graded 250, 500, 750, and 1000 hours during the 1000-hour externship/clinical/simulation rotation.
- All students must abide by OSHA and HIPAA rules and confidentiality at their lab and not divulge any information regarding patients and/or other students.
- Students deficient in any skills or externship objective will be given remediation at their externship site.
- Students who demonstrate unsatisfactory skills after remediation will be removed from the externship site and receive a failing grade.
- At the discretion of the AOS MRI Program Director, a student may be reassigned to a new externship site.
- **If a student needs to be removed from a second extern site, they will be dropped from the program.**

GRADING SYSTEM

The grading system outlined below is used for all courses except MRIT 602 Capstone. Only letter grades are posted to the student’s official college transcript. Course withdrawal will not affect a student’s grade point average.

A = 90-100%	4.0	W = Withdrawal
B = 80-89%	3.0	I = Incomplete
C = 70-79%	2.0	
F = < 70%	.0	

The grading system outlined below is used for MRIT 602 Capstone.

A = 90-100%	4.0	W = Withdrawal
B = 80-89%	3.0	I = Incomplete
F = < 79%	.0	

Please refer to individual course syllabi for information on what the final course grade consists of.

A student must maintain attendance of at least 90% each term during Quarters 1-5 and during ST 602 Capstone. A student with absences totaling up to 10% during a quarter will be placed on probation. A student who has absences totaling more than 10% of the quarter attendance will result in the student being dropped from the program. **This policy will be strictly enforced.**

EXAM POLICY

- Quizzes are not eligible for make-up examinations.
- A student must pass the final exam to progress to the next course.
- In theory and lab courses, a passing grade for the final exam and course is 70% or better.
- In MRIT-602 Capstone, a passing grade for the final exam and course is 90% or better.
- Any test that is not taken at its initially scheduled date/time is considered a make-up.
- If possible, students must inform their instructor in advance if unable to attend class on a scheduled examination day.
- Proper documentation must be submitted to the instructor to be eligible for a make-up examination. It is at the discretion of the AOS MRI Program Director to determine if a make-up test will be administered.
- The maximum allowable score for a make -up test is 70%.
- All exams for online synchronous zoom or teams will be on campus.

Please note: All exams for synchronous online via zoom or teams are held on campus, no exceptions, students must come to campus to take exams on the date and time it is scheduled. Any make-up exams, if allowed, will be scheduled on a specific date and time. Make-up exams must be taken on that date, no exceptions. The maximum score a student may achieve on any make-up is a 70%

INCOMPLETE GRADES

All final exams and/or final assignments must be completed on time to receive a course grade. In the case of documented extreme circumstances that prevents them from completing the final exam or final assignment on time, a student may be given a temporary incomplete grade and an extension of seven days to complete the final exam or final assignment. As with any made-up test, the maximum allowable score is 70%. If a student does not pass or complete the final exam or final assignment, the incomplete grade will be replaced with a failing grade for the course.

CONSEQUENCES OF INADEQUATE PERFORMANCE**Remediation/Tutoring**

- During remediation of any exam/course, extra tutoring may be provided and scheduled by the instructor and/or AOS MRI Program Director.

Course Repeat

- A student who did not pass the course may be given one chance to repeat the course.
- Students may only repeat two classes throughout the course of the AOS-MRI Program.
- The maximum allowable grade for a repeated course is 70%.
- A student who fails the repeated course will be dropped from the program.

PROBATION AND DISMISSAL

CNI College reserves the right to place students on a probationary status or dismiss them from their program of study for any of the following reasons:

- A cumulative grade of less than 70%.
- Failure in attending Mandatory Labs on Saturday and Sunday and meeting the program Lab Objectives.
- Failure in attaining externship objectives and/or satisfactory externship performances for the scheduled evaluation period.
- Violation of the 90% Attendance Policy.
- Violation of the Alcohol and Drug Policy.
- Failure to adhere to CNI College Conduct Policy, AOS MRI General Conduct Policy, or participation in unprofessional conduct in the classroom or externship area.

Students on probation will be required to attend a mandatory meeting with the AOS MRI Program Director, Clinical Manager, and/or necessary administrative personnel in order to establish a plan of action. Failure to attend this mandatory meeting will result in dismissal from the AOS MRI Program. Failure to correct and/or improve the deficiency will result in dismissal from the AOS MRI program.

ACADEMIC DISHONESTY

Academic dishonesty is defined as committing or contributing to dishonest acts by those engaged in learning, research, and related academic activities. Examples of academic dishonesty include but are not limited to giving or receiving help during exams, submitting papers or reports which are not entirely the work of the reporting student, submitting papers or reports that were written for another class, and citing source material improperly. Academic dishonesty is a serious offense, regardless of whether it was committed intentionally or not.

When a student is accused of academic dishonesty, the resolution of the accusation is between the instructor and the student. If the solution is unsatisfactory, the student has the right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Any removal or copying of test items from the college, talking during testing, and/or collaboration on written papers will constitute violation of the ethical standards of the AOS-MRI Department and will result in a grade of zero for the work.

STUDENT COMPLAINTS AND GRIEVANCE

STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES

If a situation arises in which a student has a complaint or grievance of any kind, the following procedure is in effect.

Student Complaint:

1. Discuss the complaint with the Director of Student Services. All discussions are to be held before or after class or by a scheduled appointment.

Student Grievance:

1. Students may file a formal written grievance within five (5) days of being notified of the Director of Student Services' decision if they do not believe their complaints to be resolved.
2. Appointments with the Review Board are scheduled through the Director of Student Services'. The Review Board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint. The following procedure is in effect:
 - The student will be notified by the Director of Student Services to attend a Review Board meeting which will convene within five (5) days from receipt of the written grievance.
 - The Review Board may be composed of the Provost, Chief Operations Officer, Chief Compliance Officer, Director of Student Services', Dean of Students, Dean of Nursing (if nursing student), the appropriate Program Director or their designee and a faculty member not affiliated with the student's program depending on the grievance.
 - The Review Board convenes with the student. Evidence will be presented by the student and then by all other parties involved.
 - The Review Board will immediately meet in the absence of those involved to review the evidence and resolve the student's complaint. The Review Board members support the provost's decision. The provost's decision is final and binding.
 - The provost's decision will be communicated in writing to the student within five (5) days of the Review Board Meeting.
 - For additional information, refer to the college's accrediting/approving agencies and the

procedures for processing complaints of unlawful discrimination and other grievances.

Bureau for Private Postsecondary Education (BPPE), Physical Address: 1747 N. Market Blvd. Suite 225 Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; or (888) 370-7589; <http://www.bppe.ca.gov>

CNI College is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94302. The department's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

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COMPUTER REQUIREMENTS FOR ONLINE LEARNING

Since the general education curriculum in the AOS MRI Technology Program includes online courses, students will need to have access to a secure computer with internet access to complete coursework. An orientation specific to distance learning and the Canvas learning management system (LMS) will be included on campus prior to the first day of class to acclimate students to the distance education learning methodology and to learn how to navigate the online classroom. Policies related to the online environment include student conduct, plagiarism and academic dishonesty, consequences of academic dishonesty, and netiquette guidelines. Online course syllabi will include specific expectations related to participating in online discussions, completing assessments, and submitting assignments in the Canvas LMS. Cameras must always be on and CNI College background must be used, no other background is excepted during class.

NETIQUETTE GUIDELINES

Netiquette is vital to the success of the online educational experience. It is imperative that we always treat each other with courtesy and respect. Please keep the following in mind when posting to discussion boards or sending emails to classmates or instructors.

- Never write in all CAPS. On the internet, using all capital letters is often considered the equivalent of shouting at someone.
- The use of profanity is never acceptable in an academic environment.
- Do not send junk mail or chain letters to your classmates or instructor. Restrict your email communication to course-related issues.
- Consider carefully how the “tone” or intent of your messages may be misinterpreted. Avoid sarcasm at all costs.
- Keep in mind that once you send a message, it cannot be taken back. Think carefully about what you write, especially if you are angry or upset at the time.
- Flaming occurs when someone is being verbally abusive in a discussion board or through email messages and is considered a violation of student conduct standards.

If you find yourself dealing with this type of situation, contact your instructor directly with your concerns. The following are also helpful suggestions for improving the quality of electronic communication and make for a more pleasant online learning experience.

- Take the time to ensure that your messages use good grammar and spelling. Poor grammar and spelling reflect poorly on you and your message.
- Proofread your message to ensure the proper tone of your intended message.
- Write to your audience. Consider the needs and level of understanding of your audience. Do not assume that they have all the information that you have.
- Get to the point. Be concise. Avoid unnecessary rambling and wordiness.
- Be respectful, polite, friendly, and professional at all times.

DRESS CODE POLICY

Uniforms

After admission to the program, the student must comply with the following dress code, which is derived from concepts of asepsis, protection of the patient, and professional appearance. The basic school dress policy will be followed until school uniforms are issued.

- Students are to be always dressed in full uniform.
- Students may only wear school issued scrubs on campus.
- If unable to wear school issued scrubs, the student must wear full externship uniform.
- Only the approved school uniform is to be worn during externship, except when a specific medical clinic or imaging center requires a specific dress policy.
- The uniform should be laundered and free of wrinkles each time it is worn in the externship area.
- A white cardigan or lab jacket may be worn on campus or at the externship site. If a cardigan is worn, the name tag must be attached at the collar. No jackets or sweatshirts are allowed at any time while in uniform.

- No clogs, platform shoes, open-toed shoes, or any other shoes are allowed. White sneakers or solid white tennis shoes without design may be worn on campus. Socks must be white.
- The name tag is to be always worn. It must be attached to the tab on your uniform. No emblems or tags may be affixed to the name tag.
- Nothing is to be worn around the neck including jewelry, lanyards, pencil holders.
- Hats may not be worn.
- Fanny packs may not be worn.
- Students are not permitted to carry cell phones or pagers in the classrooms or externship areas. If an emergency arises, the school or clinical instructor should be contacted. The student will be immediately notified.

Personal Hygiene and Grooming

Good personal hygiene is expected.

- Gum chewing and smoking are not allowed at medical clinic or imaging center units.
- Hair must be worn off the collar and face. Hair must be secured to avoid the possibility of falling into food or onto a sterile field. Hair must not be allowed to fall onto a patient. Ponytails are permitted if secured at both ends. If hair is dyed, it must be natural hair color.
- Makeup should be subdued.
- No perfume or cologne is allowed. Strong scents in hairsprays, deodorants, or lotions may be offensive to clients or may cause an allergic reaction.
- Fingernails must be kept short and clean. Nail polish may not be worn. Acrylic nails are not allowed.
- No facial, ear, or oral jewelry is allowed.
- Only one plain band may be worn on one finger.
- Bracelets or necklaces may not be worn at any time.
- One watch with a second hand will be always worn
- A current CPR card must be in the student's possession when at an externship assignment.

Required Supplies for Externship Settings

The Clinical Externship Handbook must be always carried as required by ARMRIT regulations and procedures must be recorded daily.

- Wristwatch with a second hand
- Name badge
- Pen
- CPR Card

Infraction of Dress Code Policy

- Students not complying with the dress code policies will be sent home and be given an absence. School policies regarding externship absences will be in effect.
- If the infraction is correctable (hair, jewelry, makeup, etc.), the student must correct it and remain in the externship area. A deficiency notice will be written explaining the infraction. With the second infraction, the student will be immediately sent to school to see the AOS MRI Program Director. This will be considered an absence.
- If the infraction is not correctable (improper uniform, etc.), the student will be immediately sent to school to see the AOS MRI Program Director. A deficiency notice will be written, and the student will receive an absence. With the second infraction, the student will be removed from the externship site and immediately sent to school to see the AOS MRI Program Director. The student will receive an absence for the day and will be placed on performance probation until quarter completion.
- Students are responsible for the upkeep of uniforms and must replace all lost or damaged uniforms and equipment.

GRADUATION REQUIREMENTS

- Must complete all theory courses, lab courses, and externship hours of the program.
- Must achieve a minimum of 70% in each course.
- Must earn a Satisfactory (Pass) in each externship segment.
- Must not be on probationary status for absenteeism or behavioral deficiencies.
- Must have completed the program within 1 ½ times the planned program length.
- Must earn a minimum of 90% in all Capstone class assignments and tests, which includes pre-national exams. Students who do not achieve this will be dropped from the program.
- Must have completed all hours and ARRT competency requirements to sit for the ARMRIT and ARRT National Exams.
- Must be in good financial standing with the college.

COMMENCEMENT CEREMONY

CNI holds one formal annual commencement ceremony for all students who have satisfactorily met all program requirements. Students who wish to participate in the ceremony must meet the graduation criteria check off list and pay a cap and gown fee to participate in the ceremony.

DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION

In accordance with Federal Government law, this institution is committed to maintaining a drug-free workplace and school. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol, or other controlled substances, including the possession of the associated paraphernalia, at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

This institution will impose disciplinary action to the extent allowed by state and federal laws against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, federal prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

As required, this Institution will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Also, employees, as a condition of employment, are required to provide written notice to this Institution of their conviction for a criminal drug offense occurring at the workplace within five days after the conviction. Additionally, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulations to report that conviction in writing to the:

Director of Grants and Services
US Department of Education
400 Maryland Ave. SW
Room 3124, GSA Regional Office Blvd. #3
Washington, DC 20202-4571

The report must be made within ten days after the conviction. In addition to institution sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol, including the possession of the associated paraphernalia, could face local, state, and federal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment, and the seizure of drug related assets. Drug awareness programs, counseling, treatment, and other related services are available on an ongoing basis through:

Resource Center: 800-879-2772 and 800-662-4357

Students and employees seeking assistance in overcoming a drug or alcohol related problem, are encouraged to contact one of these organizations.

CAMPUS DRUG POLICY AND RESOURCE GUIDE

It is the policy of the school that no students shall be involved with unlawful use, possession, sale, or transfer of illegal drugs and/or narcotics in any manner that may impair their ability to perform.

The school is a drug-free work and educational environment and is committed to enforce all policies related to such, including contacting law enforcement officials if caught on campus using drugs or alcohol. The school is committed to confidentiality if a student wished to contact us for assistance in obtaining help.

Effects of Drug Abuse

Physically, many drugs have profound effects upon various body systems that are extremely dangerous to good health. Psychological, excessive drug use tends to focus the user on their drugs and their availability. Life becomes centered on drugs to the exclusion of health, work, school, family, and general well-being. Functionally, when life becomes centered on drug use, other areas suffer and responsibilities

and duties to self and others are neglected. Therefore, excessive drug use or drug abuse has profoundly negative effects on the user and those people and organizations with which they are involved.

Often, the effects of drug use are complicated by increasing tolerance developed by the user to the drug of choice. This tolerance may be psychological, physiological or both. Such tolerance may lead to greater danger of overdose. When you detect a change in the ability of a student, a colleague, a friend, or family member, or in yourself to function adequately, it is appropriate to be concerned with drug use and abuse. Although other causes for negative functional changes clearly exist, given the present high level of drug use in our society, concern about drug abuse is certainly justified.

Types of Drugs and Their Effects

Alcohol

The alcohol we refer to is chemically known as ethyl alcohol or ethanol. There are numerous other types of alcohol, which have very toxic and poisonous effects. Alcohol is the most widely used psychoactive drug. Some 90% or more of the population has used alcohol regularly. Whether the alcohol is contained in wine, beer, or hard liquor makes no difference as to its effects. It is the amount of alcohol consumed that is of importance, not the mixture in which it is consumed.

To many users, alcohol is experienced as a very attractive drug, because its immediate effects at low to moderate consumption levels are felt to be very pleasant. It increases sociability, gives some feeling of euphoria or well-being, and may increase appetite.

At heavier dosage levels, it causes loss of balance and coordination, mental dysfunction, including speech and thought disruption, and severe lapses in judgment leading to very serious dangers such as drunk or other dangerous risk taking.

At heavier dosage levels, alcohol causes loss of consciousness. At very heavy dosage levels it yields loss of involuntary nervous system control leading to respiratory system depression as well as heart and circulatory system failure which may result in death. At moderate to heavy levels of use there is the vomiting and hangover syndrome so widely known.

Beyond its immediate effects, alcohol use in excess causes many serious chronic health problems including liver dysfunction, heart inflammation, brain damage and various types of digestive system cancers. Long term abusive alcohol use may also cause organic brain disease and psychiatric illness.

Heavily abusive drinking of alcohol over long time periods is termed alcoholism. This is generally agreed to be an addictive disease with very poor prognoses unless the patient ceases alcohol consumption. Alcoholics Anonymous (AA) has had the best record in dealing with people whose lives are so focused around alcohol that we label them alcoholics. Medical treatment is indicated for acute and/or chronic alcohol abuse. There is some evidence that a genetic component exists in alcoholism.

Central Nervous System Depressants

There are many central nervous system (CNS) depressants of varying chemical makeup. They are generally labeled with the name "downers," although specific drugs have specific names. The CNS depressants include all sleeping medications, anti-anxiety drugs such as Valium or Librium, and alcohol.

They are widely prescribed medically, probably far beyond their actual medical usefulness. They are also widely available illicitly or on the street under a variety of names.

Many of the CNS depressants interact with each other or with alcohol to produce a toxic effect far more severe than one would expect. Thus, these drugs are very life threatening and have a high potential for producing severe medical emergencies. Users of these drugs become increasingly tolerant of them. Thus, they tend to increase their dosage and put their lives at severe risk.

CNS depressants produce a "buzz," or feeling of well-being similar to that of alcohol. Some users report a kind of floating magical sensation that is very peaceful and pleasant. These drugs tend to block out worry and anxiety and to cover depressant and other unpleasant mood states.

As with alcohol, low to moderate dosages produces the feelings of well-being referred to earlier. At heavier dosages, some of the same toxic reactions will occur including loss of judgments and coordination, unconsciousness, and thought disruption.

Many of these drugs at high dosage levels will lead to heart and respiratory collapse, including death. When used abusively, withdrawal from these drugs, as with alcohol, may produce effects that need proper medical care and treatment. Addiction to CNS depressants is like alcoholism in that it is a very serious disease. Medical treatments and/or AA involvement is recommended with CNS depressant abuse

Central Nervous System Stimulants

Unlike CNS depressants, CNS Stimulants increase activity in the central nervous system. Thus, they are generally known as "uppers" although there are particular street names for particular drugs. The most available and popular of the CNS stimulants appear to be amphetamines. There are various kinds of amphetamines; a popular form in street use is Methamphetamine or "crystal." Cocaine, a stimulant drug of a different chemical make-up, has also been widely available and abused. Often, amphetamine is purposely sold as cocaine by deceptive dealers. Most CNS stimulants are highly addictive.

Caffeine and nicotine, chemically known as Xanthine, are also CNS stimulants. However, given their different effects, they will be discussed in a separate section.

CNS stimulants produce a sense of excitement and arousal often called a "high." Thus, the slang name of uppers. They may decrease fatigue and increase alertness. Subjective feelings of heightened sexual arousal feelings may occur. Deceptive feelings of increased physical strength and coordination may also occur.

After using CNS stimulants, the body tends to try to re-stabilize itself and thus after use, depression may occur. This leads the user to take more of the drug to rid him/her of the depression. Accordingly, these drugs tend to reinforce their own use. Tolerance also develops to CNS stimulants. Consequently, users tend to increase their dosage leading to increased potential to overdose. The effects of overdose may be excess excitability, excess irritability, delusions of grandeur, excess aggressiveness, severe loss of judgment, suspiciousness, as well as heart and circulatory system failure and arrest. CNS stimulants have addictive properties as do alcohol and the CNS depressants. Medical treatment of abuse is indicated. Beyond AA, originates have been formed to aid CNS stimulants users: Narcotics Anonymous

(NA) and Cocaine Anonymous (CA). There is a national cocaine hot-line, 1-800-COCAINE, for anonymous and confidential help to cocaine users.

Marijuana or the Cannabinols

In the sixties, marijuana was the most popular of the illicit drugs among a large portion of the population. It is still a very wide used drug. Since 1970, scientific cultivation and increased imports from tropical climates have greatly increased the potency of today's marijuana. It is now a quite powerful drug and has more potent mind-altering effects than in the past.

The active ingredient is called tetrahydrocannabinol or THC. THC is also the active ingredient of hashish, a refined form of marijuana produced from marijuana plants and in a resin form.

Marijuana use produces sense of euphoria and altered sense of time. It therefore tends to relieve the user of worry and anxiety and to produce a false sense of well-being. Some people who use marijuana experience visual and auditory hallucinations, although this is a common occurrence.

Unlike the drugs discussed above, neither increasing tolerance nor physical dependence is a major problem with marijuana. Many users become heavily dependent psychologically upon it and have a difficult time ceasing use.

As with other drugs, people who use marijuana abusively tend to focus their lives on the drug and neglect other areas of functioning. Marijuana also produces errors in judgments and negatively affects physical coordination that leads to accidents. Driving under the influence of marijuana is like driving under the influence of alcohol.

Other Types of Drugs

Marijuana is particularly dangerous for people with heart conditions as it may increase the heart rate over-stressing the heart. New medical evidence clearly shows that chronic use of marijuana has toxic effects on the lungs. It may lead to chronic bronchitis and other obstructive lung diseases. There is evidence that chronic use may also lead to lung cancer. Treatment of abuse may require medical intervention. AA and NA are valuable treatment alternatives.

Opiates and Other Pain Killers

This class of drugs is called narcotic analgesics. An analgesic is another word for a painkiller. Although these drugs are clearly sometimes medically useful, they have no valid non-medical use. Some drugs such as heroine and morphine are made from opium poppy. Others are synthetically produced such as Darvon and Demerol. Regardless of their origin, they are highly addictive. Their use leads to severe withdrawal reaction when the drug is removed from addicted persons. Users of these drugs rapidly develop tolerance to them. Thus, to get a desired effect, they increase their dosage. This produces life threatening and life ending situations through overdose.

As many of these drugs are injected intravenously, many users contract severe diseases such as hepatitis (liver disease) or AIDS (acquired immune deficiency syndrome) from contaminated needles and drug paraphernalia.

Users of opiates who develop into addicts often find themselves engaged in criminal activity to provide funds for purchasing drugs. This pattern of using criminal means to support a "habit" is also common among users of other mind-altering drugs, particularly amphetamine and cocaine.

Specific "antagonist" drugs exist for opiate users and are used at times of treatment of overdoses. These antagonist drugs are not useful in long-term treatment. As mentioned above, opiates carry a high health risk in terms of death from overdose caused by respiratory and coronary collapse. Users are also at risk from very serious and at times fatal diseases passed through contaminated needles directly into the bloodstream.

Medical treatment of opiate abusers and addicts is strongly indicated with follow-up and maintenance programs necessary for long-term success.

Psychedelics or Hallucinogens

These are drugs that produce mental images and distortions known as hallucinations. Hallucinations are imaginary phenomena produced by the brain that appear real to the hallucinator. They may be seen, heard, felt, tasted, or smelled by the subject. Most often these drugs produce visual hallucinations. Often, the hallucinations are very frightening to the user and cause the user to become very anxious and sometimes to panic. Reassurance and the provision of prompt medical treatment are indicated.

Some hallucinogens are LSD (lysergic acid diethylamide), psilocybin (mushrooms), STP and PCP. PCP is a particularly dangerous drug, and the user may become highly anxious and aggressive and very difficult to control. PCP is very widely available on the street and is substituted for other drugs or mixed with other drugs, leading to unexpected and unwanted hallucinatory effects that are more frightening to the user. It is reasonable to expect PCP involvement with someone who is very anxious, and or fearful, and out of control. Intervention in this circumstance requires professional help from paramedics, police, or other trained sources of aid.

Hallucinogenic drugs are generally addictive. However, high levels of overdose can produce life threatening physical symptoms such as fever and convulsions.

Some other common substances are used for their mind hallucinogenic properties. Among them are nutmeg and morning glory seeds. Catnip is also sometimes used. These drugs provide a mild delusion-like experience. Morning glory seeds, if taken intravenously, may produce a shock syndrome with potential lethal consequences.

Resources for Drug Abuse Treatment

As community and governmental concern has increased, resources for and knowledge about drug treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Larger cities are likely to have a larger number of resources available. Generally, those resources for treatment and aid that are part of a patient's home community are most useful. This is due to ease of access and likelihood for continuing with aftercare that is so important in drug abuse treatment. Various types of resources are available:

Hospital Emergency Room

These are preferred facilities of choice when an overdose of mind-altering drugs is suspected. Since the results of overdose of many of these drugs can be life threatening, it is best to treat potential overdose situations conversely and to obtain emergency treatment with all due speed.

Police, Fire, and Paramedic Services

If a drug abuse situation appears especially dangerously based on the symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of the police and paramedic service is also appropriate.

Emergency Outpatient Treatment Facilities

These facilities, sometimes known as "Redi-care", "Surgi-care", differ from fully equipped hospital emergency rooms in their ability to provide a wide range of treatment options. They also cannot provide in-patient care. In serious abuse situations, use of a hospital E.R. is to be preferred.

Drug Treatment Centers

Many types of drugs treatment centers exist. Some work on outpatient basis and others on in-patient depending on the type of abuse involved and their philosophy of treatment. It is wise to survey the community for types of treatment centers available, the kind of patients they treat, and the economics of treatment.

<http://www.hopeinstitute.org/>

<http://www.newdirectionsforwomen.com/>

<http://www.matrixinstitute.org/>

<http://www.soberliving.com/>

<http://www.cooperfellowship.org/>

Alcoholics Anonymous and Similar Organizations

AA is a very important resource for those dealing with alcoholic problems. As mentioned earlier, similar organizations exist to cocaine abusers, COCAINE ANONYMOUS, and other drug users, Narcotics Anonymous.

These organizations are non-profit, no-cost groups run by their membership. Many of the most successful drug treatment programs are based upon AA methods. Many communities have multiple chapters of all these organizations with multiple meetings and contact opportunities. Their important as a primary resource in drug abuse treatment cannot be overemphasized.

<http://www.oc-aa.org/>

<http://occa.info/>

Community Agencies and Social Service Groups

Communities provide social service-based facilities and groups for drug treatment. Various types of treatment methods are used, depending upon the community, the range of services available, and the severity of the abuse involved. Information about such treatment resources can be obtained through community departments of social services or medical services. <http://www.oc.ca.gov/hca/>

Church Groups

Many churches and religious organizations have programs to aid drugs users and abusers. These groups are generally without fee. Information can be obtained through churches directly or often through community social service agencies.

Resource Center

The Resource Center maintains two free statewide telephone numbers (1-800-879-2772) and (1-800-662-4357) for California residents to use in their search for alcohol or other drug treatment information or publications. Request for treatment information is referred to the alcohol and other drug programs' administrative office in the county in which the caller resides. The Resource Center can also be reached from outside California by calling (916) 327-3728. The Resource Center provides non-emergency information only and does not operate a crisis line.

PERSONAL PROPERTY NOTICE

CNI College assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to college property.

CHANGE IN PROGRAM OR POLICY NOTICE

CNI College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, locations in the interest of improving the student's education or where deemed necessary due to industry changes, academic scheduling, class size or profession requirements.

When ongoing federal, state, or professional changes take place that affect students currently in attendance, the college is required to make the appropriate changes.

MAKE-UP NOTICE AND PLAN

Student Name: _____

Key #: _____ Start Date: _____

Quarter: One Two Three Four Five Capstone Externship

Reason:

- | | |
|---|--|
| <input type="checkbox"/> Unsatisfactory homework/projects | <input type="checkbox"/> Unsatisfactory skills lab |
| <input type="checkbox"/> Unsatisfactory externship skills | <input type="checkbox"/> Low quiz/exam scores |
| <input type="checkbox"/> Scores less than 70% | <input type="checkbox"/> Missed Work |
| <input type="checkbox"/> Other: | |

Assessment:

Plan:

Evaluation Date:

Evaluation:

Student Signature

AOS MRI Instructor Signature/Official College Signature

EXTERNSHIP BINDER REQUIREMENT ACKNOWLEDGMENT

Student Name: _____

Key #: _____ Start Date: _____

This is to inform all AOS MRI Externship students that per the Externship Handbook you are required to prepare a binder upon completion of 250 hours due 250, 500, 750, and 1000 hours during externship to be checked off, and a upon completing 1000 hours which is due. Upon receipt of these binders, you will be awarded a pass/fail score according to submission of binders and completing your assignments as indicated in the handbook.

Please schedule an appointment one week prior to your due date to meet with the AOS MRI Program Director and submit your binders. It is imperative to submit your binders to the AOS MRI Program Director and take your receipt for submitting to be evaluated for a pass or fail grade.

Any student who fails to submit the binder by the due date will be given a written notice of non-compliance per externship policies. Student is aware if binders are still not received within 48 hours of written notice this will result in losing externship site assignment, affecting the ability to complete course objectives, which may result in their termination from the AOS MRI Program. **If externship binders are not received within 72 hours of due date student fully understands the results is automatic termination of the AOS MRI program, no exceptions.**

I, _____, certify that I have read, understand, and comply with CNI policies, regulations, and mandates.

Student Signature: _____ Date: _____

CNI Official Signature: _____ Date: _____

ARRM/ARRT REVIEW CLASSES ACKNOWLEDGMENT

Student Name: _____

Key #: _____ Start Date: _____

Once students have completed 10 weeks of externship, they are required to attend the Capstone Class for the ARMRIT/ARRT review classes every Saturday from 9:30 AM to 1:30 PM via zoom to maintain externship eligibility, although the days of the class may vary. Attending this capstone class is mandatory without exception and a requirement for graduation. This class must be taken before students finish their externship rotation. **Any student who is not consistently attending the weekly review classes will be given a written notice of non-compliance. A second notice will result in the student losing their externship site assignment, which may affect the student's ability to complete course objectives. Failure to complete course objectives may then result in the student's termination from the AOS-MRI program.**

I, _____, certify that I have read, understand, and will comply with all CNI policies, regulations, and mandates.

Student Signature: _____ Date: _____

CNI Official Signature: _____ Date: _____

ADDENDUM

PROFESSIONAL PRACTICE PROCESS

CONDUCT POLICY

CNI College educates future healthcare professionals and maintains a professional environment. Students are required to behave in a professional manner consistent with the best interest of CNI College and conforming to local, state, and federal laws, on campus, in the online learning environment, and in the clinical area. Students must be mindful of the rights of their peers, faculty members, and other CNI College personnel. Incivility towards faculty members, peers, or CNI College personnel will not be tolerated.

Violations of student conduct standards include, but are not limited to the following:

- Disruptive actions, verbal or other, that hinder the learning environment and academic opportunities of other students
- Displays of disruptive unprofessional behavior which involve inappropriate language, graphic symbols and harmful or threatening communications to self or others
- Abusive, harassing, or threatening e-mail or text messages sent to faculty members, peers, or CNI College personnel
- Harassing or abusive acts which invade an individual's right to privacy, any form of sexual harassment or abuse against members of a particular race, ethnic, religious, or cultural group
- Threats to damage property or cause physical harm to others
- Plagiarism, cheating, theft, or unauthorized or unethical use of another's work in completion of assignments or exams
- Use, design, or implementation of destructive or invasive software, such as viruses or worms, with intention to globally harm hardware, software, or data files

CNI College reserves the right to dismiss or suspend any student for violations of student conduct standards.

ACADEMIC DISHONESTY POLICY

CNI College faculty members consider acts of academic dishonesty inconsistent with safe and professional practice. Students are expected to consistently demonstrate integrity and academic honesty as described in the CNI College Program Student Handbook.

Academic dishonesty is defined as "Intentional participation in deceptive practices in one's academic work or the work of others." (Academic Dishonesty, n.d.) The following describes examples of academic dishonesty.

Cheating is any act or attempted act of fraud, deception, or distortion of the truth by which a student misrepresents proficiency or knowledge of academic material. Cheating includes, but is not limited to:

1. Submitting work completed by another person as one's own work.
2. Submitting work previously completed by the student for another class or assignment.
3. The use of unauthorized sources of information during tests such as crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the faculty member. It also includes any act or the use of any item which would be considered as cheating by a reasonable person.
4. Using another person's exams, assignments, or other work, or allowing another student to do so.

5. Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for oneself.
6. Altering graded assignment and resubmitting that work for review.
7. Engaging in any unauthorized assistance or communication with another person during an exam.
8. Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other assignment.

Plagiarism is to present as one's own, the ideas, words, or creative product of another without permission. Self-plagiarism is presenting work that was completed for another course or assignment as new, original work. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts, which are not common knowledge.

Collusion occurs when any student unknowingly or intentionally helps another student perform an act of academic dishonesty. Collusion is an act of academic dishonesty and will be disciplined in the same manner as the act itself.

TurnItIn

TurnItIn is an online tool that finds matches between student work and other sources from earlier papers, articles, books, and Internet resources. TurnItIn is located within the course resources as part of the assignment submission process. A TurnItIn percentage report help the student and faculty member find the specific source of information used to support the assignment composition. TurnItIn is used as an identifier for potential writing issues related to improper citations, overuse of quotes, APA errors, and/or inappropriate paraphrasing.

A high percentage (over 18%) report may indicate a direct copy and paste from a source, approved templates, references listed on a paper, or even a properly cited quotation. Faculty member will read and evaluate the percentage report with the student to determine if a coaching intervention is needed or if there is unmistakable evidence of plagiarism.

Violations of academic standards are documented and filed in the student's academic record. Violations of academic standards may result in one of the following actions:

- Reduction in grade on the assignment on which the violation occurred
- No credit on the assignment or exam on which the violation occurred
- A failing grade in the course
- Suspension or dismissal from CNI College

Prevention Techniques

Students have the responsibility to adhere to these policies. The following is a list of ways in which to prevent and confront academic/conduct violations.

- If a student observes or has knowledge of an academic integrity/conduct policy violation, then report it by using the Chain of Communication.
 - Faculty or staff member
 - Program Director
 - Director of Student Services
 - Dean of Students (Conduct)
 - Provost (Academic)
- Make it difficult and unacceptable for other students to cheat by:
 - Covering work during examinations
 - Denying others access to computer programs
 - No sharing of written work with other class members unless needed
 - No discussion of quiz or exam with other students until all members of the class have taken it and grades are posted

- Not supplying current and old quizzes and exams to other students
- Reporting suspicious test-taking behavior during the quiz or exam
- Avoid academic integrity violations by
 - Avoid temptation to cheat using communication technology
 - Understand the role of Turnitin
 - Document sources correctly using APA formatting
 - Ask faculty member for assignment clarification

Academic/Attendance/Conduct Violation Process

1. Any CNI College student, faculty member or staff may report the violation at the time of observation or immediately after to the faculty member.
2. Faculty member will follow the Chain of Communication and document the violation via the Reporting form.
3. The student is notified of the alleged violation and given the opportunity to respond to the Letter of Concern or Academic Probation with an explanation.
 - a. If the student supplies information that explains the concern, the allegation may be dismissed at the time.
 - b. If not, the Professional Practice Process will begin.
4. The Director of Student Services, if deemed necessary, may refer this violation directly to the Professional Practice Committee.

Consequences of Academic/Attendance/Conduct Violations with the exception of cheating.

1. The consequence of **first offense** will require a 1:1 meeting with the faculty member to discuss the suspected violation and may include one or more of the following sanctions.
 - a. A completed and signed Letter of Concern with an action plan.
 - b. Documentation regarding the attendance issue if applicable.
 - i. Makeup assignment for class, clinical/externship, or lab session missed.
 - c. No credit for the initial submitted assignment if applicable.
 - i. One resubmission allowed and partial credit given.
 - d. Successful completion of action plan
 - e. Failure to adhere to the action plan, the student will receive probation.
2. The consequence of **second offense or unsuccessful completion of first action plan** and depending on the serious nature of the violation, one or more of the following sanctions.
 - a. A completed and signed Academic and/or Attendance and/or Conduct Probation document with an action plan.
 - b. Documentation regarding the attendance issue if applicable.
 - i. Makeup assignment for class, clinical/externship, or lab session missed.
 - c. Ineligible for clinical/externship placement
 - d. Ineligible for scholarships or awards
 - e. Ineligible for nominations for any CNI leadership programs
 - f. Failure to adhere to the action plan will result in referral to the Professional Practice Committee (PPC). The PPC will conduct a thorough inquiry, examination, and evaluation. The final outcomes derived from the PPC will be recommended to the Administration for assessment, review, and final decision.
3. The consequence of cheating will result in referral to the Professional Practice Committee (PPC). The PPC will conduct a thorough inquiry, examination and evaluation. The final outcomes derived from the PPC will be recommended to the Administration for assessment, review, and final decision.

PROFESSIONAL PRACTICE COMMITTEE

The Professional Practice Committee's responsibilities are

- Actively listening to the student issue
- Reviewing all submitted documents
- Determining if a violation occurred
- Issuing appropriate sanctions

The Professional Practice Committee may enforce any of the following sanctions:

- Suspension for one quarter
- Course failure
- Dismissal from program

ACADEMIC INTEGRITY STUDENT PRECAUTIONS

CNI College faculty members consider acts of academic dishonesty inconsistent with safe and professional practice. Students are expected to consistently demonstrate integrity and academic honesty as described in the CNI College Program Student Handbook.

Cheating is any act or attempted act of fraud, deception, or distortion of the truth by which a student misrepresents proficiency or knowledge of academic material. Cheating includes:

1. The use of unauthorized sources of information during exams such as crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the faculty member. It also includes any act or the use of any item which would be considered as cheating.
2. Using another person's exams, assignments, or other work, or allowing another student to do so.
3. Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for oneself.
4. Engaging in any unauthorized assistance or communication with another person during an exam.
5. Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other assignment.

Please Read the following statements and insert your initials which means that you reviewed, understood, and acknowledged each statement.

Initials	Statement
	I am not wearing a hat, headband, sunglasses, hoodie, or jacket.
	I turned my cell phone and smart watch off and placed them into my bag under my desk.
	If I need a cell phone available to me for an emergency, I arranged this with the faculty member prior to the exam.
	I am using noise cancelling ear plugs and not headphones or ear buds.
	I will not communicate with another student during an exam through any means.
	I will not ask the faculty or proctor any questions about the exam during the exam.
	I will only use a pen or pencil and proctor-provided scratch paper on my desk during the exam and will turn it in at the end of the exam.
	I will always use one screen for the exam.
	I will use CNI College-approved calculator if applicable during the exam.
	I did not see or possess an unauthorized copy of this exam or the questions before today.
	Once I complete the exam, I will press SUBMIT , gather my belongings quietly and leave the room. I will not return to the classroom.
	One student at a time can leave the classroom to use the restroom. I will wait my turn as directed by the proctor.
	If the proctor sees that I am violating the academic integrity policy, the proctor will note the time and question # of the alleged occurrence. I will be allowed to complete the exam and further investigation of the alleged violation will begin after the exam is over.
	I will avoid any actions that might be misinterpreted by the proctor as academic integrity violation.

Student Name _____

Student Signature _____ Date _____