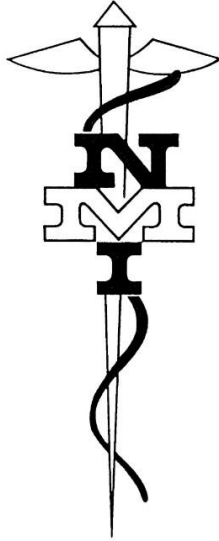


STUDENT BROCHURE



NUCLEAR MEDICINE INSTITUTE

Diagnostic Services Department
College of Health Professions
University of Findlay
1000 N. Main Street
Findlay, OH 45840

Telephone: (419) 434-4708
Email: NMI@findlay.edu

Website: www.findlay.edu Keyword: Nuclear Medicine

2021 – 2022

Updated September 2021

WHAT IS NUCLEAR MEDICINE TECHNOLOGY?

Nuclear Medicine Technology is a paramedical field concerned with the safe and effective use of radioactive materials for the diagnosis of various disease states and for the treatment of some specific disorders.

WHO IS A NUCLEAR MEDICINE TECHNOLOGIST?

A nuclear medicine technologist is a highly trained individual who has a solid background in mathematics and the physical, chemical, and biological sciences. Under the supervision of a physician, the nuclear medicine technologist is responsible for the preparation and quality control of radiopharmaceuticals, the performance of in-vivo imaging procedures, non-imaging procedures, instrumentation quality control, and the computer analysis of data used by the physician for diagnosis. The nuclear medicine technologist works closely with other personnel and professionals within the medical community to provide quality patient care.

WHY THE NUCLEAR MEDICINE INSTITUTE?

The Nuclear Medicine Institute (NMI) started in 1966 as a hospital-based program in nuclear medicine technology. Originally located in Cleveland, Ohio, NMI moved to the University of Findlay (UF) campus in 1984. Throughout the history of NMI our graduates have contributed significantly not only to the medical field, but to other fields as well. Graduates have used their nuclear medicine skills as a stepping stone into other health or technical fields as well as advanced professions including medicine and law. Over 1750 students have successfully attended NMI, and it is estimated that over 80% of them continue to maintain their certification in the field.

Part of the NMI's mission is to provide the field of nuclear medicine technology with highly skilled, knowledgeable, and concerned technologists who can provide quality patient care in the medical community. The quality of the NMI graduate is known nationwide.

LOCATION/FACILITIES:

NMI is owned and operated by UF and is governed by the University's Board of Trustees. It is located in the Diagnostic Services Building located at 401 Trenton Avenue (on the southwest corner of Morey and Trenton) and is part of the UF campus. NMI has its own dedicated classroom, instrumentation lab, iso-lab, imaging and patient care lab, and analysis office. University facilities that may be of interest to NMI students include: The Ralph and Gladys Koehler Fitness and Recreation Complex (indoor track; basketball, volleyball, and tennis courts; cardio center; exercise and weight equipment; rock climbing wall; a Student Recreation Center including pool tables, a handball court, and lounge; Derrick's—smoothies, protein shakes, fruit/veggie cups, etc.); the Croy Physical Education Center (gymnasium, swimming pool, and basketball court); the Gardner Fitness Center (exercise and weight rooms); Shafer Library; the Alumni Memorial Union; the Center for Student Life; the Bucher Center (enrollment services, counseling services); and the Cosiano Health Center.

CERTIFICATE/DEGREE PROGRAM:

The course of study offered by NMI is a 12-month certificate program in nuclear medicine technology. This certificate may be applied towards a two-year associate or four-year baccalaureate degree. Individuals interested in a degree from the University of Findlay should contact The UF Office of Admissions at (419) 434-4732 or admissions@findlay.edu.

Upon successful completion of the program, the student will be eligible to apply for the national certification examination in nuclear medicine technology offered by The American Registry of Radiologic Technologists (ARRT). Certification is needed to apply for licensure so that the individual may legally work within the confines of each individual State.

Students enrolled in and applicants to NMI's nuclear medicine technology training program should be aware of the eligibility requirements of the ARRT in regards to prior conviction, a plea of guilty, or a plea of *nolo contendere* to a crime that is either a misdemeanor or felony. Students may file a pre-application with the board in order to obtain a ruling of the impact on their eligibility for examination. A student should contact the ARRT directly concerning this issue.

In addition, students and applicants should also be aware of the ARRT eligibility requirements. These requirements will be explained throughout the program. However, all applicants should review the requirements that may be found at www.arrt.org.

AFFILIATE COLLEGES/UNIVERSITIES:

The certificate program offered by NMI is currently accepted by nine academic affiliates, including UF, toward completion of an associate or baccalaureate degree. Specific information is available from each individual academic affiliate. A list of these affiliates is available upon request and can be found at <https://www.findlay.edu/healthprofessions/nuclearmedicine/> > Program Affiliates > Academic Affiliates.

Please note, applicants from (non-UF) affiliates are considered to be **transient**/visiting students; knowing this designation may be helpful if speaking with Admissions. Financial Aid will still be handled through the office at the applicant's home institution.

AFFILIATE CLINICAL SITES:

NMI cooperates with a number of approved affiliate hospitals and PET imaging centers throughout the United States. These sites are located in Arizona, Colorado, Illinois, Indiana, Michigan, New York, Ohio, Pennsylvania, Maryland, Texas, and Virginia for the clinical internship of NMI students. A list of these affiliates is available online at <https://www.findlay.edu/health-professions/nuclear-medicine/hospitals-and-clinics>. **Please note: not all sites may be available at all times.**

CURRICULUM:

A conjoint advisory committee, with a representative from each clinical and academic affiliate, provides guidance for curriculum development and help in assessing the program's needs. The program consists of one semester of academic instruction, 31 weeks of clinical training, and one week of self-directed review concluding with the final exam. Note that specific academic requirements must be met in order to proceed to clinical training, which takes place at one or more of NMI's clinical affiliates and possibly a radiopharmacy affiliate. The academic instruction and final exam take place at NMI.

During the academic instruction, classes meet for 28-32 hours per week, Monday through Friday. Each class hour is 50 minutes in length followed by a ten-minute break.

The academic portion of the NMI Program consists of the following academic courses at UF:

NMED 406 Molecular Imaging Mathematics	3 sem. hrs.
NMED 416 Molecular Imaging Physics	2 sem. hrs.
NMED 425 Molecular Imaging Radiobiology	1 sem. hr.
NMED 435 Molecular Imaging Radiation Protection	2 sem. hrs.
NMED 445 Molecular Non-Imaging Procedures	3 sem. hrs.
NMED 455 Molecular Imaging Procedures	5 sem. hrs.
NMED 462 Radionuclide Therapies	1 sem. hr.
NMED 465 Radiochemistry and Radiopharmaceuticals	3 sem. hrs.
NMED 472 Molecular Imaging Instrumentation	3 sem. hrs.
NMED 475 Molecular Imaging SPECT	1 sem. hr.
NMED 477 Molecular Imaging PET	1 sem. hr.

Clinical training requires a time commitment of 40 hours per week. During this time, the student must document successful completion of a specified number of terminal educational objectives and clinical training hours and successfully complete assigned clinical projects.

UF course designations for the clinical training session are as follows:

NMED 485 Clinical Nuclear Medicine I	12 sem. hrs.
NMED 486 Clinical Nuclear Medicine II	12 sem. hrs.
NMED 487 Molecular Imaging Capstone	1 sem. hr.

ADMISSION & TIMELINES:

NMI admits two classes per year: one in the SP-Spring (January) and one in the FA-Fall (August). Applications are accepted throughout the calendar year, with specific deadlines that are based on the class being applied to. **Please note that applications received after the respective deadlines will be only be considered if time and space permit.**

In their junior year of study, University of Findlay students currently enrolled in the Nuclear Medicine Technology Programs major will be considered for admission to the upcoming cohorts upon submission of the items below, prior to the respective deadlines of April 1st/November 1st:

- NMI New Applicant Questionnaire (available on the NMI website at <https://www.findlay.edu/health-professions/nuclear-medicine/how-to-apply>)
- All current post-secondary transcripts (including UF transcripts – available for free from the UF Registrar)
- Written plan outlining how remaining prerequisites will be completed
- Written indication of which cohort (FA or SP) and year is being applied to

Please send these as one submission via email to nmi@findlay.edu.

Three letters of reference (available online) and high school transcripts are also due as outlined.

Non-UF transient (visiting) or non-degree/certificate-seeking students applying directly to the Nuclear Medicine Institute must first apply to the University of Findlay.

When applying to the University, visit <https://www.findlay.edu/admissions/apply-now>.

Please select the entry term you intend to begin classes. Nuclear Medicine Technology Program courses are offered with Spring (SP) and Fall (FA) start dates. Please ensure you are applying prior to the respective deadline of April 1st or November 1st of the preceding year.

Transient (visiting) and non-degree seeking students should select the "Certificate Seeking" option in the application, then select "Nuclear Medicine Technology." As a part of your application to the University of Findlay with a Nuclear Medicine Technology major, you will be asked to submit a non-refundable \$50 application fee, which may be paid electronically.

In order to be considered for admission, you must also submit:

- NMI New Applicant Questionnaire (available on the NMI website at <https://www.findlay.edu/health-professions/nuclear-medicine/how-to-apply>)
- All current post-secondary transcripts (including UF transcripts – available for free from the UF Registrar)
- Written plan outlining how remaining prerequisites will be completed
- Written indication of which cohort (FA or SP) and year is being applied to

Please send these as one submission via email to nmi@findlay.edu.

Three letters of reference (available online) and high school transcripts are also due as outlined.

The following timeline applies to Spring (January) NMI applicants:

- April 1st (of the preceding year) New Applicant Questionnaire, all post-secondary transcripts, written plan for completion of prerequisites, and written indication of cohort/year desired must be sent to nmi@findlay.edu.
- May 1st High school transcripts and three references must be sent to nmi@findlay.edu.

The following dates are approximate:

- June 1st Conditional Letter of Acceptance or a letter informing the applicant of his/her status will be sent to the applicant.
- June 20th The student will be sent a list of available clinical affiliates.
- July 1st The student must return the list of available clinical affiliates with his or her choices indicated.
- July 20th The student should receive a letter from NMI indicating which clinical site to contact to schedule for an interview.
- August 20th The student should have the clinical interview completed.
- September 20th NMI will notify the student selected by the clinical site or, if there is a need, to interview at another clinical site.
- December 1st The student must be accepted by a clinical training site and all official transcripts, health forms and supporting documentation should be submitted.

The following timeline applies to Fall (August) NMI applicants:

- Nov 1st (of the preceding year) New Applicant Questionnaire, all post-secondary transcripts, written plan for completion of prerequisites, and written indication of cohort/year desired must be sent to nmi@findlay.edu.
- Dec 1st High school transcripts and three references must be sent to nmi@findlay.edu.

The following dates are approximate:

- Feb 1st Conditional Letter of Acceptance or a letter informing the applicant of his/her status will be sent to the applicant.
- Feb 20th The student will be sent a list of available clinical affiliates.
- March 1st The student must return the list of available clinical affiliates with his or her choices indicated.
- March 20th The student should receive a letter from NMI indicating which clinical site to contact to schedule for an interview.
- April 20th The student should have the clinical interview completed.
- May 20th NMI will notify the student selected by the clinical site or, if there is a need, to interview at another clinical site.
- July 1st The student must be accepted by a clinical training site and all official transcripts, health forms and supporting documentation should be submitted.

CALENDAR:

August 2021 Class

Didactic Session	August 16, 2021	–	December 9, 2021
Clinical Training	December 13, 2021	–	July 15, 2022
Mandatory Review Sessions	July 18, 2022	–	July 21, 2022
Final / Graduation Date	July 22, 2022		

January 2022 Class

Didactic Session	January 10, 2022	–	May 5, 2022
Clinical Training	May 9, 2022	–	December 9, 2022
Mandatory Review Sessions	December 12, 2022	–	December 15, 2022
Final / Graduation Date	December 16, 2022		

August 2022 Class

Didactic Session	August 15, 2022	–	December 8, 2022
Clinical Training	December 12, 2022	–	July 14, 2023
Mandatory Review Sessions	July 17, 2023	–	July 20, 2023
Final / Graduation Date	July 21, 2023		

January 2023 Class

Didactic Session	January 9, 2023	–	May 4, 2023
Clinical Training	May 8, 2023	–	December 8, 2023
Mandatory Review Sessions	December 11, 2023	–	December 14, 2023
Final / Graduation Date	December 15, 2023		

During the academic session, Thanksgiving Recess, Spring Break, Fall Break, and Easter Break are scheduled as appropriate, along with the following legal holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Students in clinical training are to follow the calendar and scheduling for their individual clinical site, which may vary from that of UF/the Nuclear Medicine Institute. Students in clinical training will receive holiday time off for the following legal holidays that may occur during their training period: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

UF and the Nuclear Medicine Institute reserve the right to adjust these calendars if necessary.

PREREQUISITES:

NMI program applicants must document completion of, and/or submit a plan of action for completing, college/university (post-secondary) courses in the areas listed below. A grade of 73% (“C”) or better must be achieved in each of the prerequisite courses. Those students pursuing a degree may need to take courses in addition to the NMI prerequisites below. Each applicant should contact his/her academic affiliate for specific degree requirements.

1. **College Algebra** – College level algebra course emphasizing formula manipulation and problem solving. Knowledge of exponentials and natural logs is required. Calculator skills are expected.
2. **English Composition** – Course should emphasize skills in literature research and writing styles. Formal written papers must be required in the course syllabus. Papers written for other courses within a curriculum do not meet this requirement.
3. **General Chemistry (Inorganic Chemistry)** – Course should include traditional inorganic chemistry topics such as acids, bases, chemical reactions, bonding, etc. A course including a laboratory session is required. One semester or quarter is sufficient; however, two semesters or quarters are recommended.
4. **General Physics (College physics)** – Course should be algebra-based and cover the traditional physics topics such as mechanics, heat, light, electricity, optics, etc. A course including a laboratory session is preferred. One semester or quarter is sufficient; however, two semesters or quarters are recommended.
5. **Human Anatomy** – Course must cover the entire human body. Can be one or two semesters (or three quarters) and a laboratory session must be included. May be done in conjunction with Human Physiology (e.g., A&P I/II).
6. **Human Physiology** – Course must cover the entire human body. Can be one or two semesters (or three quarters) and a laboratory session must be included. May be done in conjunction with Human Anatomy (e.g., A&P I/II).
7. **Humanities** – Course could be in any of the following areas: philosophy, literature, art forms (art, music, theater or other performing arts), cultural expressions, global education, ancient literature, film studies, communication studies (this would be in addition to the speech/oral communications course that is also required), foreign language, gender studies, humanities, history, or religion.
8. **Medical Terminology** – Course should include the development of terms used in the field of medicine, vocabulary, and pronunciation. This course may be incorporated into another health profession course if appropriate documentation is provided.
9. **Social Science** – Course could be in any of the following areas: anthropology, archaeology, behavioral sciences, criminal justice, demography, development studies, economics, education, environmental studies, geography, gerontology, international education, international relations, law, liberal arts, library science, linguistics, political science, psychology, public administration, social sciences, social work, or sociology.

10. **Speech/Oral Communications** – Course should include the theory and development of formal speeches and the oral presentation of a developed topic area. Speeches prepared and presented for other courses within a curriculum do not meet this requirement.
11. **BLS** – While there are various levels of CPR training courses available, Basic Life Support (BLS) certification is specifically required. The course must cover adults, infants, and children, and must be valid during the entire clinical training period. BLS training may be obtained through sources such as the American Red Cross and/or American Heart Association. It is recommended that students complete this requirement prior to arriving at NMI. For those who cannot complete this requirement ahead of time, a BLS class will also be offered during the didactic phase of the NMI program.

Courses designated by a College/University as “Developmental” will *not* meet prerequisite requirements for NMI.

Additional NMI Program requirements include the following:

1. Documentation of a minimum of eight hours of observation in any nuclear medicine department. Some clinical training sites require the student to spend additional observation time in order to be accepted for clinical training at that particular facility. This should be completed after students are conditionally accepted into the program. NMI will send the required form with instructions at the appropriate time.
2. Acceptance by an NMI clinical affiliate for the 1240-hour practicum, which is coordinated by NMI and via an interview process with the clinical affiliate. Please note: students should be aware that interviews are competitive in nature. A clinical site should be successfully secured within three (3) interview attempts; not doing so may cause the conditionally accepted student to be dismissed from the program.
3. Documentation of good medical health that satisfies the requirements specified by NMI and the student’s clinical training site.
4. Completion and acceptance of a student background check that will be coordinated with the student by NMI. This must be completed **before** the student starts the NMI program and within six months of starting clinical training.
5. Professionalism displayed throughout the entire application and interview process, as well as during the entire program. A lack of professionalism at any time may cause the student to be removed from the program.

Please note: Prospective candidates with 12 or more credit hours of NMI prerequisites remaining **as of one semester prior to the program start date** will be reviewed and considered on an individual basis. Once the student provides documentation to the NMI office of less than 12 credit hours remaining, a list of available clinical sites will be provided to the student in accordance with the timeline located in the NMI Student Brochure.

A student enrolled at UF or in one of NMI’s academic affiliates as a nuclear medicine major and/or who is being sponsored by a clinical affiliate, if academically qualified, will receive preference for class placement. However, acceptance into the program is not guaranteed, but

rather is competitive based on the number of qualified applicants and acceptance of the applicant by an affiliate hospital for clinical training.

CREDIT FOR PREVIOUS NUCLEAR MEDICINE TRAINING:

Due to the specific nature of the NMI program, previous secondary and post-secondary educational experiences will not fulfill the requirements of individual NMI courses. However, a student presently or previously enrolled in an accredited nuclear medicine technology training program may apply for credit for courses and/or clinical training received towards an AA or BS degree through The University of Findlay.

Students interested in obtaining a degree from UF should follow the normal application process for NMI **plus** complete an application to UF, including submission of an official transcript showing courses taken (plus course descriptions or syllabi), clinical training, and grades earned. Questions regarding transfer of previous post-secondary coursework toward a UF degree should contact the Office of Undergraduate Admissions at (419) 434-4732 or admissions@findlay.edu.

Note: A student under academic/disciplinary suspension, or who has been dismissed from another college/university/accredited nuclear medicine technology program, will not be considered for enrollment until eligible to return to his/her former college/university/program.

INTERNATIONAL APPLICANTS:

Applicants receiving post-secondary education outside the United States must have their credentials evaluated by an acceptable credentials evaluation service or University to show U.S. equivalency. Official transcripts or mark sheets and degree completion certificate in English attested to by a school official may be sent to NMI and NMI will have The University of Findlay's International Academic Advising and Services Office evaluate them.

Examples of acceptable credentials evaluation services are:

The International Education Research Foundation
Credentials Evaluation Service
P.O. Box 66940
Los Angeles, CA 90066
(310) 390-6276

World Education Services, Inc.
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
(212) 966-6311

This evaluation must be completed and submitted directly to NMI by an acceptable credentials evaluation service. NMI does not pay fees associated with transcript evaluation.

In addition, official proof of English proficiency in the form of TOEFL (61), IELTS (6.0), iTEP (3.5) or PTE Academic (50) scores must be provided. You may also use successful completion of Level 8 of The Language Company. If the score is below these levels, or if no score is provided, the applicant will need to successfully complete the Intensive English Language Program prior to entering the NMI Program.

TUITION/FEES:

Costs of attending the Nuclear Medicine Institute for 2021-2022 are:

Tuition*	\$ 27,550.00
Student Activity Fee	300.00 (non-refundable)
General Service Fee	1010.00 (non-refundable)
One-Time Registration Fee	100.00 (non-refundable)
NMI Lab Fee	50.00
Total	\$ 29,010.00

Other Expenses:

Diagnostic Services Housing	\$1,800.00
Board**	2,699.00 (if a meal plan is required)
Total with Housing/Board	\$33,509.00***

*Tuition will be billed separately for each of the three semesters (one didactic and two clinical) at the rate of \$551 per credit hour.

** Please refer to <http://catalog.findlay.edu/current/Undergraduate-Catalog/Copy-of-University-Policies/Meal-Plan-Participation-Requirement> for details.

***While most students choose to utilize NMI/DIAG housing, other on-campus residence options are available for an additional fee beyond what is listed above.

Payment in full or an official UF Payment Agreement is due one week before classes begin.

FINANCIAL AID:

Students accepted into NMI may be enrolled in one of three ways; financial aid procedures vary for each:

- UF degree-seeking students—may receive their usual aid for the academic portion of the program (typically one semester)*
- Transient (“visiting”) students who will take courses at UF and transfer the credits back to their “home” institution (the college or university from which they are receiving the degree)—should work with the financial aid office at their “home” institution
- Students who are enrolled at UF strictly for the NMI certificate—may apply for aid, and determination of that aid will be made by UF’s Financial Aid Office

*Degree-seeking students at UF need to be aware that any institutional merit- or need-based scholarship or grant will not renew for the clinical portion of the program.

Questions about the financial aid process may be directed to the financial aid office, which is located in Old Main across from the Business Office. The phone number is 419-434-4791; email is finaid@findlay.edu. The University reserves the right to change the fee structure (and/or reimbursement policy) as necessary.

HOW TO PAY YOUR TUITION BILL:

Student account payments are accepted by the following methods:

- **Pay by Electronic Check - Recommended**
Log onto www.findlay.edu. On the *Quick Find* menu choose *Payments Online* and follow the prompts.
- **Mail a Check** to: University of Findlay, 1000 North Main St, Findlay OH 45840.
Make checks payable to “University of Findlay” and be certain to include the student’s UF ID# and full name.
- **Pay In-Person**
Pay by cash or check at the Business Office, which is located in Old Main. The office is open Monday through Friday from 8 a.m. – 4:30 p.m. Payments received after 3:30 p.m. are applied the next business day.
- **Pay Online by Credit Card**
Web pay with American Express, Discover, MasterCard or Visa. Go to www.findlay.edu. On the *Quick Find* menu choose *Payments Online* and follow the prompts. There is a service charge for the convenience of making online credit card payments. The fee will be displayed for your review and acceptance before the payment is processed.

UF PAYMENT AGREEMENT:

Students who choose to defer payment must complete an official UF Payment Agreement to make four equal monthly payments throughout the semester. If financial aid is coming through another school (i.e. transient / “visiting” students), please contact the UF Business Office at (419) 434-4690 for instructions.

- For students in the academic phase of the program in the fall semester, payments are due Aug. 15, Sept. 15, Oct. 15 and Nov. 15.
- For students in the academic phase of the program in the spring semester, payments are due Dec. 15, Jan. 15, Feb. 15, and Mar. 15.
- On-campus housing may be included on your bill and in your payment agreement.
- Interest is charged at 1.5 percent each month on any outstanding balances.

REGISTRATION FOR CLINICAL TRAINING:

In order for a student to register for clinical training, his/her financial obligation to the University must be current. Following are the guidelines for registration:

- Students who deferred payments by signing a Payment Agreement must be current in their payments in order to register for next semester.
- Students who owe \$500 or more may not be allowed to register.

Questions concerning payment of these fees, the reimbursement policy, or the optional insurance plan should be directed to The University of Findlay’s Business Office (419) 434-4690.

HOUSING:

UF offers on-campus housing for the one semester that you are taking classes here at NMI; this is available on a first-come, first-serve basis and will be discussed in the letter of conditional acceptance into the NMI program. Houses are non-coed, will be rented only to Diagnostic Services Department students, and are located nearby so students could easily walk to NMI. These are not new homes, but they are safe, clean, and inexpensive.

Each student will have a private bedroom that can be secured; the kitchen, living room area, and bathroom(s) will be shared. The bedroom will have an extra-long twin bed, a desk, dresser and a place to hang clothes. The living room will have furniture, and the kitchen will contain a stove, refrigerator, microwave, table and chairs. A washer and dryer will also be supplied. Students should bring their own bed clothes, towels, personal items, lamps, dishes, cookware, etc.

The 2021-2022 cost per student is \$1800.00 for the entire semester. Utilities, including cable and internet, are included. The full amount will be billed to student's account and may be paid through the Business Office along with tuition. For questions about housing, please contact the UF Student Services Office at (419) 434-4570 or studentservices@findlay.edu.

Housing Requirements

- A. As a condition of being admitted to UF every full-time undergraduate student who, **prior to the start of an academic year**, is under the age of 22 and has a class standing at UF of either freshman (0-27 credit hours completed) or sophomore (27.01-57 credit hours completed), must reside in on-campus housing for the entire academic year. Class standing is determined strictly by number of credit hours successfully completed.
- B. A student classified at UF as one of the following **prior to the start of an academic year** is not required to live on campus: senior (87.01 or more credit hours completed), junior (57.01-87 credit hours completed), graduate student, veteran, married student, part-time student, student age 22 or older, or a student commuting from the home of a parent, grandparent, or legal guardian (who lives within the 30-mile commuting radius). If a student in this category chooses to live on campus, then he or she is subject to all terms stated in the Housing License Agreement (see section C below).
- C. Once a student is assigned to on-campus housing, the Housing License Agreement is in effect for the entire academic year and may only be terminated for the following reasons: the student withdraws from the University; or the student is required to live away from Findlay in order to fulfill an academic program requirement (e.g. internship).

Requests to reside off campus or terminate a Housing License Agreement must be initiated at the Office of Student Affairs. Requests will be referred to the housing appeals committee for review. Upon review, the committee will render a decision. This decision shall be final and is not subject to appeal. All students will be charged for housing (and meals, if applicable) until given written permission from the committee to reside off campus.

OTHER EXPENSES:

An estimated cost of textbooks, which are **mandatory**, is \$1000-1200.

Each student must undergo a physical exam required by the clinical training site and/or NMI. Physical forms will be provided to the student and coordinated through the University of Findlay Cosiano Health Center. Some hospitals require a criminal background check, drug testing or screening and vaccination against many communicable diseases, including Hepatitis B and Rubella. All costs for any physical exam and/or medical testing, screening, vaccinations and criminal background check are the responsibility of the student.

The student will also incur expenses during the clinical training session which may include (but not be limited to) room and board, transportation, uniforms, and other miscellaneous expenses such as application fees for the national certification exams. Actual costs will depend on the geographical area to which the student is assigned.

If returning for the review sessions and final exam, students will need to make their own arrangements for housing and meals at local hotels/motels and restaurants.

REIMBURSEMENT POLICY:

The Tuition Refund Policy for Voluntary Withdrawal in effect at UF is as follows:

FIRST Semester of UF Enrollment Only (Voluntary withdrawal from all coursework)

- Fall and Spring Semester (enrollment period 15 weeks)
- Withdraw during the first calendar week 99%
- Withdraw during the second calendar week 75%
- Withdraw during the third calendar week 60%
- Withdraw during the fourth calendar week 45%
- Withdraw during the fifth calendar week 30%
- Withdraw during the sixth calendar week 15%
- After the sixth calendar week 0%

AFTER First Semester of Enrollment (Voluntary withdrawal)

Voluntary withdrawal from all coursework—students receiving Federal Title IV or State Funds:

- Withdraw on or before the first day of class 100%
- Withdraw after the first day of class through the first 10 % of the enrollment period 90%
- Withdraw after the first 10 % through the first 25 % of the enrollment period 50%
- Withdraw after the first 25% through the first 50% of the enrollment period 25%

In the case of voluntary withdrawal (no Federal Title IV or State Funds) or the reduction in number of credit hours, tuition is refunded on the following basis:

- Fall and Spring Semester (enrollment period 15 weeks)
- During the first calendar week of the semester 99%
- During the second calendar week 50%
- During the third and fourth calendar week 25%
- After the fourth calendar week 0%

Contact the Business Office at (419) 434-4690 for dates and refund percentages for all courses that do not fit into the above schedules.

It is the student's responsibility to contact his/her advisor or the Office of the Registrar and officially drop the classes before the start of the session in order to receive a 100% refund. Once the session has started, the student is only eligible for a maximum of 99% refund of tuition. Fees are non-refundable. Students should always retain a copy of all transactions related to adding or withdrawing from classes. Refunds are based on the day the course is officially dropped, not the last day the course was attended. If a student attends a class session, he or she is considered officially enrolled. Failure to drop a course could cause the student to receive an "F" grade and full charge for the class.

Financial Aid Refund Policy:

When a student withdraws from all classes after the beginning of a term, the University's charges for tuition, fees, room, and board may be adjusted. In that event, adjustments to financial aid are likely as well. For the federal programs (e.g., Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [SEOG], Federal Perkins Loan, Ford Federal Direct Loan, Federal PLUS Loan), adjustments will be made in line with federal regulatory policy, which allows the student to keep the federal aid that has been earned.

Room and Board Refund Policy:

Before any charges will be refunded, a student must officially check out of his/her room. To officially check out, a student must contact a Residence Life staff member to schedule a check-out time, sign a room condition form after the staff member inspects the room, return all keys, and remove all personal belongings from the room.

ROOM and BOARD charges are refunded according to the following schedule:

Check out during the first calendar week	90%
Check out during the second calendar week	75%
Check out during the third calendar week	60%
Check out during the fourth calendar week	45%
Check out during the fifth calendar week	30%
Check out during the sixth calendar week	15%
Check out after the sixth calendar week	0%

If a student is dismissed or suspended for disciplinary reasons, no cancellation of charges will be made regardless of the time the dismissal takes place.

UF TITLE IX POLICY:

For the most current Title IX information, please visit <https://www.findlay.edu/offices/student-affairs/title-ix/non-discrimination>.

Prohibition of Harassment and Discrimination; Sexual Harassment and Discrimination Reporting Requirements

The University of Findlay prohibits harassment and discrimination in any of its programs and activities, including those conducted in partnership with another institution. Harassment or discrimination based on sex, age, race, ethnicity, national origin, color, religion, gender identity, handicap/ability, sexual orientation, genetic information, veteran or military status and physical or mental disabilities is strictly prohibited.

Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following: (i) an employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; (ii) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity, or (iii) sexual assault, dating violence, domestic violence, or stalking.

Harassment on the basis of other protected traits may include any conduct which the submission to or rejection of: (i) is made either explicitly or implicitly a term or condition of the person's grade or evaluation in the program, (ii) is used as the basis for employment or educational decisions affecting an individual in the program, or (iii) creates an intimidating, hostile, or offensive working or educational environment within the program.

Specific definitions and examples are provided within the applicable policies below.

- **Mandatory Reporting of Sexual Harassment/Discrimination:** Allegations of sexual harassment or discrimination by or against a University of Findlay student **MUST** be reported to the University of Findlay Title IX Coordinator immediately. Allegations of harassment or discrimination against a University of Findlay student by someone at the preceptor's institution should also be reported to the preceptor institution in accordance with its institutional policies.
 - University of Findlay Title IX Policy: <https://www.findlay.edu/offices/student-affairs/title-ix/title-ix-policy>
- **Reporting of All Forms of Harassment/Discrimination:** Any allegations of harassment or discrimination that involve a University of Findlay student on experiential rotation may be reported to the University of Findlay Director of Equity and Title IX or to the Harassment Hotline.
 - University of Findlay Non-Discrimination and Anti-Harassment Policy: <http://catalog.findlay.edu/en/Archived-Current/Shared-Content/Student-Rights-and-Responsibilities-Statement/Student-Rights-and-Responsibilities-Statement/X-Non-Discrimination-Anti-Harassment-and-Hostile-Campus-Environment-Policy>

Individuals involved in making a report as indicated above are protected from retaliation. More information about those protections can be found in the policies listed above.

Preceptors must assist the University of Findlay in providing adequate supportive measures to ensure University of Findlay students have continuing access to the program.

Contact Information

University of Findlay Title IX Coordinator

Director for Equity and Title IX

Skylar Mettert

(419) 434-4733

metters@findlay.edu

Office Location: Old Main 45, University of Findlay, 1000 N. Main Street, Findlay, OH 45840

University of Findlay Harassment Hotline

(419) 434-6777

NMI Integrity Policy (May 2018)

This policy is to guide those students who are currently pursuing a professional program at the University of Findlay.

As a student preparing to enroll or currently enrolled in a professional program (e.g. the Nuclear Medicine Technology Program/the Nuclear Medicine Institute) at the University of Findlay, you are a representative of the discipline, the Program, and the University, no matter the location (on- or off-campus). Please remember that engaging in discussions or offering comments on certain topics may be considered offensive or inappropriate by your colleagues.

In order to be prepared as a student for the Nuclear Medicine Technology professional program, the individual must:

- abide by the University of Findlay's rules, regulations, and policies, including but not limited to the Student Honor Code and Academic Integrity Policy
- communicate effectively and maintain the highest standards of courtesy and cooperation with superiors, peers, and others in light of the stress of a demanding program
- read, understand and use printed and/or written documentation
- multitask
- understand and respond appropriately to verbal/written instructions
- complete all required tasks while demonstrating accuracy, consistency, and retention of learned skills and information
- respect the dignity and rights of colleagues and faculty
- conduct him- or herself in a manner that helps to create and maintain a positive and cooperative learning atmosphere

While on the premises, the student will refrain from:

- selling of any items
- engaging in any verbal or physical abuse
- cheating or plagiarizing
- commenting or behaving in any manner that could be perceived as sexist, discriminatory, and/or racist
- using profanity and inappropriate language or innuendo

Expectations

It is expected that every student will:

- respect the privacy, dignity, and right to confidentiality within all clinical, UF, and NMI facilities and/or affiliates
- consistently demonstrate honesty and integrity
- refrain from the use of illegal substances and never report to didactic or clinical training while under the influence of alcohol and/or drugs
- readily submit to drug testing at any point throughout the NMI program (see Drug Testing Policy)
- demonstrate an attitude of respect for him-/herself as well as all faculty, staff, and peers

- retain information regarding program and department policies and procedures
- accept constructive criticism with a positive attitude
- demonstrate follow-through on advice/direction given
- demonstrate a good work ethic (e.g., punctuality, initiative, responsibility)
- report to appointments and/or class in an alert condition and in compliance with the dress code (see below)
- follow all policies set forth by NMI and its affiliates
- not sleep during training
- not engage in theft
- not engage in immoral conduct as defined by NMI and/or the University of Findlay Undergraduate Catalog
- not engage in habitual or excessive tardiness and/or absences throughout the Program
- not eat, use a cellular telephone or smoke in areas where prohibited
- not use equipment and/or supplies for personal use (this includes usage of telephone or web services)
- accept all assigned duties, tasks, and direction given by the supervisor or designee, commensurate with the student's capabilities
- not leave assigned area(s) without permission from the supervisor or designee

Decorum

- All interactions are for achieving agreements that are in the best interest of the student, faculty, staff, and/or peers
- Challenges to stated opinions are a useful part of education, but it is better to identify the strengths and weaknesses of an idea during discussion before, rather than after, a decision has been made by a faculty or staff member
- All students are expected to put at least as much energy into trying to understand other points of view as in trying to convince others of one's position, with the focus being on crafting a good solution rather than winning a debate
- Argue facts, not personalities; avoid terms that may make others defensive since this makes it difficult to discuss issues productively
- Be tolerant of different styles of processing information; some think out loud by verbalizing their thought process while others process silently and speak only when they have reached a conclusion
- Don't hesitate to let others know in a neutral way that you're not comfortable with their tone or approach
- Good ideas are forged in the fire of passionate discussion, but it is sometimes productive to take a break to process information for issues that evoke strong reactions
- Paraphrasing another's statement or stating how you interpreted it with a qualifying remark such as "you seem to be saying" or "as I understand you" to acknowledge that you are making an interpretation is a key to a good, constructive discussion
- If criticism is in order, do so in a polite and constructive manner; in turn, be willing to accept constructive criticism
- Be prepared to apologize; accept apologies graciously
- Give praise when it is due
- Faculty and staff are charged with assuring that all issues are addressed in a timely manner—help the faculty or staff member by making deliberations productive; repeating points already made generally does not advance the discussion

- There are many topics that may be discussed concurrently do not let emotions regarding one issue carry over to other issues
- As a student preparing for a professional program, you are responsible for your own degree and program completion, with the faculty and staff playing a part in creating a productive decision-making environment

Dress Code

Reasonable and proper attire is expected of all students during the academic session of the professional program, clinical training, and when meeting for appointments, scheduling, etc. Dress neatly, conservatively and comfortably.

Visitation

Children, family members, associates or friends are welcome for occasional, brief visits in the didactic portion during appropriate times. However, children, family members, associates or friends may not visit the facility if their presence conflicts with department policy, federal, or state law. The faculty member may approve non-routine visits that do not interfere with another student's productivity or ability to perform his/her work.

Relationship

Students or family members in situations where one student/family member has influence over the other's conditions of clinical rotation (i.e., hours worked, shifts, etc.) is inappropriate. For the purpose of this policy, family members are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law or father-in-law.

In some cases, a concern over conflict of interest may arise involving other close relatives - such as aunts, uncles, cousins, or relatives by marriage. In any case, when a student is unsure about a potential conflict, they should fully disclose the circumstances in writing to the Clinical Coordinator or Program Director.

Student(s) who have any relationship to another should be disclosed to the Program Director to arrange for separate Clinical Training sites. Students at any Clinical Site are strictly forbidden from having any relationship. The program will make every reasonable attempt to accommodate.

If one family member has influence over another family member's conditions, the following should occur:

In collaboration with the Clinical Coordinator, the involved students will be provided sufficient time to decide regarding a change. Options include, but are not limited to:

- one student may be asked to leave their clinical site
- the reporting structure in the department is revised so that one employee no longer has influence over the student's conditions

If a decision is not reached by the end of the thirty-day period, the Program Director, or Clinical Coordinator, or next level of administrator, will resolve the situation.

Student Honor Code Acknowledgement

Each and every student at the University will adhere to the following Honor Code:

“I will not knowingly engage in any dishonorable behavior, cheat, steal, lie, or commit any act of plagiarism during any academic work, course, or endeavor. If I observe an act which I believe violates the University’s Honor Code, I may, at my discretion, report it to the appropriate personnel.”

The following is taken from documents provided by the Academic Support Center at The University of Findlay.

The University of Findlay Student Honor Code:

Statement of Purpose:

In order to foster the development of University students, the University of Findlay establishes a Student Honor Code which shall be fair and equally applied to all University students. The purpose of the Honor Code is to establish principles by which the students of the University will govern their school conduct. The University does not condone forms of conduct that bring discredit to the student body or to the University. The Honor Code is intended to provide fair protection to the members of the student body from the unethical activities of fellow students and to protect the rights of all students accused of such activities.

Duties and Obligations of the Honor Code:

A student should always conduct herself or himself honorably. Each and every student at the University is formally bound by the Honor Code. Each and every student has the responsibility to refrain from dishonorable conduct. Cheating, stealing, lying, plagiarism, undue persuasive pressure, or aiding or assisting another to do so is prohibited under the Honor Code.

The full description of The University of Findlay Student Honor Code is available in the Undergraduate Catalog.

Penalties:

The penalties for violation of the Honor Code are the same as set forth in the current editions of the University of Findlay’s Catalog(s), Faculty Manual, and Policies of the University of Findlay.

Academic Integrity

Disciplinary procedures in instances of student misconduct of an academic nature.

When, in the opinion of a faculty member, a student is responsible for violating University rules, regulations, or policies of an academic nature on- or off-campus, the faculty member must report the incident following the policy protocol.

The full description of The University of Findlay Academic Integrity Policy is available in the Undergraduate Catalog.

Penalties:

The penalties for violation of the Academic Integrity Policy are the same as set forth in the current editions of the University of Findlay's Catalog(s), Faculty Manual, and Policies of the University of Findlay.

Code of Ethics; Personal Counseling

A nuclear medicine technologist must demonstrate attributes pertaining to all three domains of learning: cognitive, affective, and psychomotor (Bloom's Taxonomy). While the academic program provides cognitive and psychomotor training through academic preparation and clinical performance, a student's affective behavior plays an equally important function in the educational process and in future employment in the healthcare setting.

Affective behavior encompasses the ability to function as a caring, ethical individual. It covers such areas as professionalism, attitude, judgment, honesty, and integrity. It pertains to the student's ability to relate to the patient's needs and abilities and to work as a contributing member of the healthcare team to provide quality patient care.

In keeping with the profession's Scope of Practice and Code of Ethics, program students and graduates are expected to have and demonstrate the necessary skills in all three domains of Bloom's Taxonomy. To this end, program faculty may work with the student to develop and reinforce the necessary effective behaviors required by the profession. Students may be counseled regarding their behavior and attitude as evident during the academic and clinical training sessions. In certain circumstances, a student may be required to seek assistance through the University's Counseling Services Office in order to continue in the program. If after professional counseling intervention is provided and the student's affective behavior has not improved or reached an acceptable professional level, the student may be dismissed from the program.

Scheduling for Classes

Students are now required to self-schedule via the UF Workday system. Prepare a schedule of classes you want to take, along with the section numbers (times). Have alternate sections or classes in mind in case the section or class that you want is closed. You can check the status of the courses online through the University's website to see if the section you want is still available.

Section numbers assigned to courses explain the manner in which the class is delivered. Sections .01 to .29 meet during regular daytime hours (7 am to 5 pm). Sections .51 to .59 meet during evening hours (5 pm to 10 pm). Sections .41 to .45 meet the first half of the semester and Sections .46 to .49 meet during the second half of the semester during the Weekend College Session. Sections .90 to .99 are part of the First Year Experience Program and are open only to entering freshman. Online course sections are designated .N1 to .N9 and may specify a required chat time.

Registration for Clinical Training

In order for a student to register for clinical training, his/her financial obligation to the University must be current. Following are the guidelines for registration:

- Students who deferred payments by signing a Payment Agreement must be current in their payments in order to register for next semester
- Students who owe \$500 or more may not be allowed to register

Disciplinary Action

When a student action does not require immediate removal from the class or clinical setting, the instructor will inform the student that his/her behavior has been inappropriate. The instructor will explain to the student specific changes that are necessary and provide a summary of the discussion. The student will be given an opportunity to modify his/her behavior in accordance with the changes outlined.

If the student believes that the instructor's expectations are unreasonable, he/she may confer with the Program Director (PD). The PD may choose to support the changes outlined by the instructor or may work with the instructor to develop a modified set of expectations. If there are subsequent changes, the PD will provide a copy to the student and the instructor.

Should a student's behavior continue to be unacceptable the instructor will inform the PD, who may initiate additional discussion with the instructor and/or the student in order to generate a plan of action. If the PD determines that the agreed-upon plan of action did not occur, the student may be dismissed from the program.

Dismissal

- Failure to comply with the University, NMI, or clinical site policies
- Academic or professional misconduct (may be found in the Undergraduate Catalog and online at www.findlay.edu)
- Failure to meet minimum academic or clinical standards
- Obtaining, possessing, selling or using any illegal drug or alcohol on university or clinical affiliate grounds, reporting to class or clinical training under the influence of any of these substances, and/or refusal to submit to a drug test
- Theft, abuse or destruction of property or equipment of any patient, visitor, student, employee, clinical affiliate and school
- Disclosing confidential information about patients, students, employees, clinical affiliates and or the school
- Possession or use of weapons on University or clinical affiliate grounds
- Assault, the threat of assault, abuse, or negligent treatment of any patient, visitor, student or employee of the clinical affiliate and/or the school
- Misuse, falsification or removal of a patient, student, clinical affiliate and/or school records without proper authorization
- Plagiarism, cheating, fabrication

Readmission Policy

- A student dismissed from the NMI program due to disciplinary reasons and/or academic dishonesty may not be considered for readmission

Acknowledgment Page

Each student will need to sign and complete this acknowledgement page that the UF Honor Code and NMI Integrity Policy has been reviewed and is understood by the student. This will be completed during the mandatory NMI Orientation Session held on the first day of class for the academic semester. This acknowledgement must be completed and on file at NMI within the first week of the academic semester. Not completing the acknowledgement page could lead to dismissal from the program.

Honor Code:

“I will not knowingly engage in any dishonorable behavior, cheat, steal, lie, or commit any act of plagiarism during any academic work, course, or endeavor. If I observe an act which I believe violates the University’s Honor Code, I may, at my discretion, report it to the appropriate personnel.”

I have read and understand all parts of the NMI Integrity Policy and that it can be found in the NMI Student Brochure and NMI Student Handbook. I understand it is my responsibility to comply with all parts of this policy and abide by The University of Findlay’s policies. All my questions have been answered prior to the signing of this Acknowledgement. I understand that my signature will verify that I comprehend and agree to abide by all components of the Integrity Policy as outlined above.

ADDITIONAL INFORMATION

While every effort is made to ensure the accuracy of the information available at the time copy is prepared for this brochure, The University of Findlay and the Nuclear Medicine Institute reserve the right to make changes at any time without prior notice.

UF and NMI are committed to the policy that all persons shall have equal access to its programs, facilities, and employment. No student shall be subject to discrimination in violation of State or Federal Law.

Any student admitted to UF and NMI who has documentation identifying a learning disability has the right to request and receive modifications in accordance with Title V, Section 504 of the Rehabilitation Act of 1973. Any student who displays characteristics typical of a learning disability may request accommodations.

Information pertaining to the Student Right-to-Know and Campus Security Act is available upon request from the University's Office of Admissions and the Office of Student Services.

PROGRAM POLICIES AND PROCEDURES

Additional information regarding the NMI program, policies, and procedures will be provided to the NMI student during the mandatory NMI Orientation Session held on the first day of class. An NMI Student Handbook outlining program policies and procedures is distributed and reviewed on the first day of class.

FREQUENTLY ASKED QUESTIONS

Thank you for showing interest in the Nuclear Medicine Institute (NMI) at The University of Findlay. This section of the NMI Student Brochure contains questions we are frequently asked as well as the answers to those questions. It may help answer questions you have about nuclear medicine, NMI and the NMI admissions process. If you have any specific questions that are not addressed below, please feel free to contact us directly at nmi@findlay.edu or (419) 434-4708.

What is Nuclear Medicine?

Nuclear medicine is a specialization within the field of molecular imaging, which provides detailed pictures of what is happening inside the body at the molecular and cellular level. Where other diagnostic imaging procedures—such as x-rays, computed tomography (CT) and ultrasound—offer pictures of *physical structure*, nuclear medicine allows physicians to see how the body is *functioning* and to measure its chemical and biological processes.

In nuclear medicine, very small amounts of radioactive materials (radiopharmaceuticals) are safely and effectively used to diagnose and treat disease. These radiopharmaceuticals are detected by special types of cameras that provide very precise pictures of the area being imaged. Nuclear medicine can also be used to treat certain types of cancer and other diseases.

Utilizing nuclear medicine can have great benefits, such as:

- providing information that is unattainable with other imaging technologies or that would require more invasive procedures such as biopsy or surgery
- identifying disease in its earliest stages or determining the exact location of a tumor, often before symptoms occur or abnormalities can be detected with other diagnostic tests

Nuclear medicine can help physicians:

- determine the extent or severity of a disease and assess its progression, including whether it has spread elsewhere in the body
- select the most effective therapy based on the unique biologic characteristics of the patient and the molecular properties of a tumor or other disease
- determine a patient's response to specific drugs
- accurately assess the effectiveness of a treatment regimen
- adapt treatment plans quickly in response to changes in cellular activity
- identify recurrence of disease and help manage ongoing care

Adapted from: Society of Nuclear Medicine and Molecular Imaging. (n.d.) *What are molecular imaging and nuclear medicine?*
Retrieved from <http://www.snmmi.org/AboutSNMMI/Content.aspx?ItemNumber=6433>

What does a certified Nuclear Medicine Technologist do?

Under the supervision of a physician, the nuclear medicine technologist is responsible for the preparation and quality control of radiopharmaceuticals, performance of in-vivo imaging procedures (i.e., tests done within the living body rather than in a laboratory or test tube), non-imaging procedures, instrumentation quality control, and computer analysis of data used by the physician for diagnosis. The nuclear medicine technologist works closely with other allied health personnel and professionals within the medical community to provide quality patient care.

What prerequisite courses are needed?

A certified nuclear medicine technologist is a highly trained individual who has a solid background in mathematics and the physical, chemical, and biological sciences. Prerequisite courses for application to NMI include: College Algebra, English Composition, General Chemistry, General Physics, Human Anatomy, Human Physiology, Humanities, Medical Terminology, Social Science, and Speech/Oral Communications. A more detailed description of each of these courses is listed on pages 8-9 of this manual.

Do I need to have all prerequisite courses completed prior to applying to the program?

No, you may apply at any time prior to the respective application deadlines. However, there must be a college or postsecondary transcript on file prior to the document submission deadline. This transcript may show partial completion of prerequisite courses and, if applicable, courses in progress. You should also provide a written plan of action that outlines how you plan on completing the remaining prerequisites.

I previously took courses in nuclear medicine and/or obtained clinical education experience through another program. Can these courses be used for credit in the Nuclear Medicine Institute program?

The NMI program is uniquely designed in how and when courses are taught and clinical experience is attained. Because of this, previous educational experiences in nuclear medicine will not fulfill requirements of individual NMI courses or the NMI certificate. However, this prior academic experience may qualify to be applied toward a degree from UF. Questions regarding transfer of previous post-secondary coursework toward a UF degree should contact the Office of Undergraduate Admissions at (419) 434-4732 or admissions@findlay.edu. Questions about eligibility for admittance to the Nuclear Medicine Institute should be directed to NMI.

I have my college/university degree from another country. Can these courses be used to meet the NMI entrance requirements?

Applicants receiving their post-secondary education outside the United States must have their credentials evaluated by an acceptable credentials evaluation service, such as the World Education Service, Inc. or The International Education Research Foundation, or the University, to show U.S. equivalency. All applicants must document successful completion of the prerequisite courses regardless of the degree(s) acquired.

Do I need prior medical experience to apply to NMI?

Prior medical experience via working or volunteering is not required for admission to NMI. Each student who is conditionally accepted into the program must document a minimum of eight hours of observation in a nuclear medicine department prior to the start of the professional curriculum. A form to document this time will be provided at the appropriate time. A few clinical affiliates require that the student selected to train in that facility will spend more than the minimum eight hours. This should be discussed during the clinical interview process.

Do I need a four-year degree to work as a nuclear medicine technologist?

At this time, a four-year college degree is not mandated, but it is encouraged. The program offered by NMI is a one-year certificate program. This certificate program is presently accepted by our nine academic affiliates toward completion of a two-year or four-year degree in Nuclear Medicine Technology. The American Registry of Radiologic Technologists (ARRT) requires that candidates applying for certification must have earned an associate, baccalaureate, or graduate degree in any major.

How do I obtain national certification as a nuclear medicine technologist?

Upon successful completion of the program offered by the Nuclear Medicine Institute, you may apply and take the national certification exam in nuclear medicine technology that is offered by the ARRT. The requirements for this exam can be found at www.arrt.org. Upon passing the exam you will receive your board certification, which will allow you to obtain a state license, if needed, to work.

What if I was convicted of a crime and what is the policy regarding drug testing?

Child abuse clearance and student background checks are required. A particular site can refuse to accept a student if a criminal record exists or a positive drug test is noted. The clinical training sites also have the right to ask for random drug testing. Inability to gain clinical training will result in the inability to meet program objectives and outcomes. Students must comply with the ethical behavior expected of a healthcare professional. Additional information regarding ethical and professional behavior may be found at www.arrt.org.

How many students does NMI accept?

NMI can accept up to 35 students (maximum) per class as long as clinical training sites are available. Classes may be smaller based on the number of eligible applicants. In the past, applications for the program have exceeded the number of seats available per academic session.

What courses will I take at NMI?

The NMI curriculum contains the professional courses in nuclear medicine technology. Specifically, you will take courses in nuclear physics, radiation safety, radiation biology, radiopharmacy, imaging procedures, non-imaging procedures, medical ethics and law, radiation detection instrumentation, radionuclide therapy, and applied math. Course descriptions are available on the NMI website.

When do I need to apply to NMI?

The application process should start **at least one year prior** to your anticipated start date. Submission of your completed UF and NMI applications along with the application fee will start the process. Additionally, you will need to submit official transcripts for all post-secondary education, official high school transcripts, and a minimum of three personal reference forms. Deadlines are set for each step in the application process, as outlined on earlier pages within this brochure.

What happens to my application when it is received by the NMI office?

A file is created for you and placed in the applicant files for the specific class to which you have applied. You will receive an acknowledgement of your application, application fee and any other pertinent documentation that may have already been received. This message will also indicate what documentation is missing from your file or prerequisite courses remaining to be documented. Please also refer to the Application & Timeline section on previous pages for a timeline of what to expect, and when.

Once I have submitted my application and application fee, what should I do next?

Make arrangements for your official high school, college, and any postsecondary training **transcripts** to be sent **directly to NMI** (not to the University of Findlay). NMI may never receive documents or transcripts addressed only to the University. This situation most likely will delay or result in the denial of your admittance into the program. If no transcripts are received at the time the Admissions Committee reviews your application, your file will be considered incomplete and you will not be considered for admission into the program for the class requested. You may want to contact NMI prior to the application deadline to determine which documents have been received and which are outstanding. Please also refer to the Application & Timeline section on previous pages for a timeline of what to expect, and when.

Who can be used as a reference? What should I do with the reference forms?

Utilizing the online recommendation form, send a request to the individuals that you are asking to serve as a reference. References should be of the *professional variety*, such as: teachers, college professors, coworkers, supervisors, pastors, coaches or anyone else who would be able to evaluate you on the characteristics indicated. A relative **cannot** serve as a reference.

A minimum of three reference forms must be on file at the time of review by the Admissions Committee. If there are not three references in your file at the time of review, your file is considered incomplete and you will not be considered for admission into the program for the class requested. Please note that extended/typed letters of recommendation are permissible in lieu of the standard reference form, but are not necessary to be submitted along with the reference form. Their presence/absence will neither increase nor decrease your chances of admission to the program.

Applicants and their references may be contacted by NMI during the admission period for additional information. By applying to the nuclear medicine technology program you agree to participate in a phone interview with NMI; and agree to allow NMI to contact your references, if necessary.

What happens if I don't meet the application deadline for the class that I want to attend?

If your application is submitted after the application deadline, you may not be considered for that specific class. Late applications will be considered **only as time and space permit**. Otherwise, your application will automatically be placed in the next available class for review.

What happens to my application if my references or transcripts are not received by the documentation submission date?

All documents must be received by the documentation submission date in order for the application to move on to the next step, which is to be reviewed by the Admissions Committee. If there are fewer than three completed reference forms, or if there are official transcripts missing (including the high school transcript), then your application is considered to be incomplete and the Admissions Committee will not review or consider your application for the class desired.

What happens if the semester at the college that I am attending does not end until after the documentation submission date, so I don't have a transcript showing course grades?

Without an official transcript showing course grades, the Admissions Committee will have nothing to review and you will be denied admission based on an incomplete file. You cannot be accepted into the program without any documentation of successful completion of any of the prerequisite courses.

If I apply and all of my documentation is received and course work completed by the deadlines, will I automatically be accepted into the program?

No. An application is just that. It is an application for consideration for acceptance. Acceptance is competitive based on the number of applications received, the number of degree-seeking applicants, and the number of clinical openings that exist. Some students who have all of the prerequisites documented, with references on file, and who have met all of the deadlines still may not be accepted into the program due to space limitations. Students enrolled as a nuclear medicine major at one of NMI academic affiliates are given preference for class placement; however, acceptance into the program is not guaranteed. Students should have an alternate major or plan of action should they not be accepted into the professional program.

I received a "D" in one of the prerequisite courses. Can I still attend the program?

No. All prerequisite courses must have a grade of "73%" ("C") or higher. Any prerequisite course with a "C-" or below a 73% must be repeated to meet the academic admission requirements of the program. Even if the low grade is acceptable by the college/university that you are attending, it does not meet the NMI requirements and therefore will need to be repeated prior to entering the NMI program.

I have applied for the certificate program only and I am not working towards a degree at any of the academic affiliates of the program. Will I still be able to attend the program?

Due to contracts with all of the academic affiliates, students enrolled in a degree-seeking program will be given preference for class acceptance. This does not mean automatic acceptance into the professional program, but only that the Admissions Committee will review those applicants first, assuming that all other application requirements such as official transcripts, reference forms, etc. are on file by the deadline. Once all academic affiliate degree-seeking applicants are reviewed and applicant status determined, the Admissions Committee will then consider certificate-only applicants for the class.

When will I know if I am accepted into the program?

NMI sends conditional letters of acceptance in February for the August academic session and in June for the January academic session.

I received a letter of conditional acceptance for the program. What does this mean?

A conditional acceptance letter means that you can proceed to the next step of the admission process while completing any missing prerequisite courses. This next step involves working with the NMI Clinical Coordinator to obtain a clinical training site. You will receive a letter from the NMI Clinical Coordinator outlining the process and steps for choosing and interviewing at the clinical site. It is vitally important that you follow the steps indicated and meet any deadlines given. Remember, not all approved clinical sites may be available at all times.

I received a letter indicating that I am an alternate for the class. What does this mean?

NMI receives many applications from individuals qualified for the program. Only a limited number of these applicants can be accommodated in any class. As an alternate, you would be considered for any opening in the class that may become available if any of the conditionally accepted students withdraw. The Admissions Committee will consider all alternates when an opening becomes available and the best possible candidate will be chosen.

If I am an alternate for a class and there are no openings available, will I automatically be accepted into the next class?

No, acceptance is not automatic. You can be considered for the next class, but your application goes through the same Admissions process that any new application goes through.

I received a letter indicating that my file was incomplete. What does that mean? Do I need to reapply for a future class?

The Admissions Committee could not review your application because the supporting documents (i.e., official high school, college, university, post-secondary transcripts, reference forms, BLS certification, etc.) were not on file by the published deadline. You will receive a form to indicate whether or not you want to reapply or want your file to be closed. This form needs to be submitted by the deadline or your file is automatically closed and destroyed.

I received a lettering stating that admission was denied. Why?

Based on the documentation in your file, the Admissions Committee determined that you did not meet the criteria for admission into the program. Your file is automatically closed.

When do classes start at NMI?

NMI starts two academic class sessions every year. Starting times are late August and early January. Dates for a specific class may be found on the NMI website and within this brochure.

What are the class times?

NMI classes are held from 8 am to 12 Noon and 2 pm to 5 pm Monday through Thursday. Classes, when scheduled, meet from 9 am to 12 Noon on Friday. Review sessions will be held throughout the semester on Friday afternoons. Students are expected to attend these weekly reviews.

Will I need a physical exam/health form?

Yes. All students enrolled in the nuclear medicine technology program must be free from communicable diseases and able to physically and mentally handle the requirements of the program. A health form will need to be completed in conjunction with the University's Cosiano Health Center and returned to NMI prior to the start of classes. In addition, each clinical affiliate may require specific medical test results and exams be completed before the start of clinical training. All medical requirements must be met prior to the start of the NMI academic session and/or clinical training. The cost of all medical tests is the responsibility of the student.

How much vacation time and sick time do I have during the program?

The NMI program runs consecutively for one year. During the academic session, NMI follows the University of Findlay's semester schedule. University-recognized holidays and vacation breaks will appear on your daily schedule of classes. Clinical training begins immediately after the academic session. Once in clinical training, NMI recognizes seven legal holidays (New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day). During the clinical training session, you may take up to 40 hours of vacation/sick/personal time as arranged with your Affiliate Education Supervisor.

What costs are involved in the program?

UF sets the tuition for the NMI program. In addition to tuition, an activity fee, technology fee, and general service fee are assessed. **Required** textbooks for the program are estimated at \$1000-\$1200. If living in University-owned housing, fees are charged for your housing and, if selected, an optional meal plan. Health/Accident Insurance is automatically billed unless you sign a waiver by the deadline. The University reserves the right to change the fee structure and/or reimbursement policy as necessary. You should check the NMI website for the latest updates on these fees. During clinical training, your personal living expenses, including uniform requirements, food, shelter, transportation, etc., are your responsibilities and are not included in the tuition.

When is clinical training done?

Clinical training will begin immediately following the academic session. Clinical training lasts 31 weeks. Students are committed to a 40-hour training week for each of the 31 weeks for a total of 1240 clinical hours. Depending upon the facility, this time may be as five 8-hour days or four 10-hour days. Typically, no weekend training, on-call training or holiday coverage is required of the student.

Where can I do my clinical training?

NMI has a large number of sites throughout the US that are used for clinical training. Sites are located in Arizona, Colorado, Illinois, Indiana, Michigan, New York, Ohio, Pennsylvania, Rhode Island, Texas, and Virginia. A list of these sites is available on the NMI website.

How do I choose a clinical site for training?

Once you have been conditionally accepted into the NMI program, you will receive a letter from the NMI Clinical Coordinator that will outline the procedure for obtaining a clinical training site. A list of available sites will be sent to you. **Not all affiliate training sites are available to every class.** You will indicate your top five choice locations and return the list to NMI. The NMI Clinical Coordinator will then notify you and the clinical site to set up an interview time.

All students must interview with the designated Affiliate Education Supervisor at the clinical site chosen. It is the Affiliate Education Supervisor who will decide if you will be placed in that facility for training. Note that you may not receive your first choice in site placements, particularly if you submit your form past the deadline. A student must successfully secure a clinical site within three (3) interview attempts. Students who have not done so may be dismissed from the program.

Prospective candidates can choose any clinical site from the available clinical site list provided, however, clinical sites have certain requirements for consideration. Letters of recommendation, overall grade point average (GPA), and a list of reference's contact information may all be requested by the clinical site. If you wish to interview and/or attend a site requiring any of this documentation, it is **your responsibility** to provide this directly to the site. **NMI will not release any of this information on your behalf.**

What is the dress code for clinical training?

Appropriate attire is defined by each of the clinical sites. Once you have been conditionally accepted into the program and have been accepted by a clinical affiliate for training, you can determine the dress code for that site. Examples of proper attire are hospital scrubs of a specific color, hospital uniforms (white), or dress shirt/tie/slacks for men and blouse/slacks for women. Hospital or duty shoes are encouraged and usually no tennis shoes or open-toe shoes are permitted. A white lab coat may also be required. Usually, jeans are not permitted. Excessive jewelry, makeup, cologne/aftershave should not be worn. Long hair may need to be pulled back and tied or worn pinned up. Artificial nails may not be allowed depending upon the facility.

How many students can a clinical training site take?

Most facilities can take only one student at a time. There are a few major medical centers that are approved for more than one student. Some of the facilities that NMI uses are also affiliated with other nuclear medicine training programs and so slots for NMI students may be limited at times.

While attending NMI, is housing available?

University housing is available through Student Services for the didactic portion of the program only. Information on housing is provided once the student has been conditionally accepted into the program. Please note: students are responsible for their own housing arrangements during clinical training.

Can I work while I am enrolled in the program?

Any outside employment must not interfere with scheduled class times or clinical training hours. NMI strongly recommends that no outside employment be attempted during the program. Class times or clinical training hours will not be adjusted to meet employer needs.

Is financial aid available?

Financial aid is available to the NMI student. The types and amounts of financial aid available depend on the student's needs, educational goals, and home institution. Students enrolled at an academic affiliate are encouraged to contact their home institution for financial aid packages. The Financial Aid Office at UF can only provide information to University of Findlay students and students enrolled only in the certificate program.

What is the starting salary and job outlook for a certified nuclear medicine technologist?

Please refer to the US Department of Labor website for additional information on the field of nuclear medicine. Applicants are strongly encouraged to review this material and to perform additional research on the field before making their final decision on their career path. The website for the US Department of Labor is:

<http://www.bls.gov/ooh/Healthcare/Nuclear-medicine-technologists.htm>

Additional questions? Call the NMI office at (419) 434-4708 or email us at nmi@findlay.edu.