

# STUDENT BROCHURE



## NUCLEAR MEDICINE INSTITUTE

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## **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) began in 1966 as a hospital-based nuclear medicine technology program in Cleveland, Ohio, and relocated to the University of Findlay campus in 1984. Since then, more than 1,800 students have completed the program, with many continuing to maintain certification and serve in the field today.

NMI is dedicated to preparing highly skilled, knowledgeable, and compassionate nuclear medicine technologists who provide quality patient care. Our graduates are recognized nationwide and have gone on to successful careers in healthcare, advanced medical professions, technical fields, and beyond.

## **LOCATION/FACILITIES**

The Nuclear Medicine Institute (NMI) is owned and operated by the University of Findlay (UF) and governed by the University's Board of Trustees. NMI is located in the Diagnostic Services Building at 401 Trenton Avenue on the southwest corner of Morey and Trenton Avenue as part of the UF campus.

NMI features dedicated learning spaces including a classroom, instrumentation lab, iso-lab, imaging and patient care lab, and student resource room.

NMI students also have access to a variety of University of Findlay facilities, including: Fitness and Recreation Complex, Shafer Library, and Cosiano Health Center, as well as many others.

These resources support student wellness, academics, recreation, and campus engagement throughout the program.

## CERTIFICATE/DEGREE PROGRAM

The Nuclear Medicine Institute (NMI) offers a 12-month certificate program in nuclear medicine technology. The certificate may also be applied toward an associate or bachelor's degree through the University of Findlay. Students interested in pursuing a degree should contact the University of Findlay Admissions Office.

Upon successful completion of the program, graduates are eligible to apply for national certification examinations. Certification is typically required for state licensure and employment in nuclear medicine technology.

Applicants should be aware that certification eligibility may be affected by prior misdemeanor or felony convictions, guilty pleas, or pleas of nolo contendere. Students may request a pre-application review directly from the certification boards to determine eligibility.

Students should also note that ARRT clinical procedure requirements may differ from NMTCB requirements. These expectations will be reviewed throughout the program and must be completed for graduation and board eligibility.

## AFFILIATE COLLEGES/UNIVERSITIES

The certificate program offered by NMI is currently accepted by multiple 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. Affiliates are found in several states across the country, including Arizona, Colorado, Florida, Illinois, Indiana, Michigan, New York, Ohio, Pennsylvania, Maryland, and Texas 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 clinical sites may be available at all times. This often depends on workload at the facility and student capacity.**

## CURRICULUM

The program consists of one semester of academic instruction, 31 weeks of clinical training, and one week of 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. The academic instruction and final exam take place at NMI.

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

### Academic Semester in the Fall

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

Total 25 sem. hrs

During the academic instruction, students can expect to be in class for 30-36 hours per week, Monday through Friday. Each class hour is 50 minutes in length.

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

### First Semester of Clinical Training

NMED 485 Clinical Nuclear Medicine I	12 sem. hrs.
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### Second Semester of Clinical Training

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

Clinical training requires a time commitment of 40 hours per week. The clinical training is completed over two consecutive semesters following the academic portion of the program. During this time, the student must document successful completion of a specified number of terminal educational objectives and clinical training hours, as well as successfully complete assigned clinical projects and documentation.

## ADMISSION AND TIMELINES

NMI admits one class per year in the FA-Fall (August). Applications are accepted throughout the calendar year, with specific deadlines. Please note that applications received after the respective deadlines will only be considered if time and space permit. **The deadline for fall applicants is November 1<sup>st</sup> of the prior year.**

As a part of your application to the Nuclear Medicine Technology major, you will be asked to submit a non-refundable \$50 application fee, which may be paid electronically.

### Types of Applicants

- *University of Findlay Student* – The student is seeking a degree (AA or BS) in Nuclear Medicine Technology and a Certificate in Nuclear Medicine Technology. UF will confer the degree and certificate.
- Nuclear Medicine Institute, *Visiting Student* – The student is from an approved academic affiliate seeking a Certificate in Nuclear Medicine Technology. The academic affiliate will confer the degree, and UF will confer the certificate. The NMI courses will transfer to the academic affiliate toward their degree.
- Nuclear Medicine Institute, *Certificate* – The student already has a degree and only seeks a Certificate in Nuclear Medicine Technology. UF will confer the certificate.

**All applicants must submit the NMI Questionnaire and three reference forms to [NMI@findlay.edu](mailto:NMI@findlay.edu). The NMI Questionnaire and Reference Form can be found at <https://www.findlay.edu/health-professions/nuclear-medicine/how-to-apply>**

### How to Apply

- *UF Student Applicants*
  - Apply to the Program & pay the application fee, <https://apply.findlay.edu/register/NMIProgramIntent>
- *Visiting Student Applicants*
  - Apply to the University, <https://www.findlay.edu/admissions/apply-now>
  - Select the intended entry term (NMI is only a Fall start). Please ensure you are applying prior to Nov 1 of the preceding year.
  - Select the correct program of study
    - Students from an affiliate school select “**Nuclear Medicine Institute, Visiting: Certificate**”
  - Submit all Official Transcripts from any institution you have attended
    - Transcripts may be sent electronically directly from the institutions to [admissions@findlay.edu](mailto:admissions@findlay.edu)
  - Submit a non-refundable \$50 application fee, which may be paid electronically on the application portal
  - Your application will be reviewed via the NMI Program application process



- *Certificate Student Applicants*
  - Apply to the University, <https://www.findlay.edu/admissions/apply-now>
  - Select the intended entry term (NMI is only a Fall start). Please ensure you are applying prior to Nov 1 of the preceding year.
  - Select the correct program of study
    - Students who already have an undergraduate degree or a non-degree seeking student should select “**Nuclear Medicine Technology Certificate**”
  - Submit all Official Transcripts from any institution you have attended
    - Transcripts may be sent electronically directly from the institutions to [admissions@findlay.edu](mailto:admissions@findlay.edu)
  - Submit a non-refundable \$50 application fee, which may be paid electronically on the application portal
  - Your application will be reviewed via the NMI Program application process

Updated post-secondary and high school transcripts should also be submitted to the University of Findlay Admissions for consideration ([admissions@findlay.edu](mailto:admissions@findlay.edu)).

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

Nov 1 <sup>st</sup> (of the preceding year)	Student must apply to the University of Findlay, if they have not already. New Applicant Questionnaire must be sent to <a href="mailto:nmi@findlay.edu">nmi@findlay.edu</a> .
Dec 1 <sup>st</sup>	Three references must be sent to <a href="mailto:nmi@findlay.edu">nmi@findlay.edu</a> .
The following dates are approximate:	
Feb 1 <sup>st</sup>	Conditional Letter of Acceptance or a letter informing the applicant of their status will be sent to the applicant.
Feb 20 <sup>th</sup>	Students will be sent a list of available clinical affiliates.
March 1 <sup>st</sup>	Students must return the list of available clinical affiliates with their choices indicated.
March 20 <sup>th</sup>	Students should receive a letter from NMI indicating which clinical site to contact to schedule for an interview.
April 20 <sup>th</sup>	Students should have the clinical interview completed.
May 20 <sup>th</sup>	NMI will notify the student if they are selected by the clinical site or if there is a need to interview at another clinical site.
July 1 <sup>st</sup>	The student must be accepted by a clinical training site and all official transcripts, health forms, and supporting documentation should be submitted.

## ACADEMIC AND CLINICAL CALENDAR

### August 2026 Class

Didactic Session	August 17, 2026	–	December 10, 2026
Clinical Training	December 14, 2026	–	July 16, 2027
Mandatory Review Sessions	July 19, 2027	–	July 22, 2027
Final / Graduation Date	July 23, 2027		

### August 2027 Class

Didactic Session	August 16, 2027	–	December 9, 2027
Clinical Training	December 13, 2027	–	July 14, 2028
Mandatory Review Sessions	July 17, 2028	–	July 20, 2028
Final / Graduation Date	July 21, 2028		

The University of Findlay observes designated University breaks and legal holidays; however, clinical students follow the schedule of their assigned clinical site, which may differ from the University calendar.

## PROGRAM PREREQUISITES AND REQUIREMENTS

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 their 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., Anatomy and Physiology I and 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., Anatomy and Physiology I and II).
7. **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.

**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 four to 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 must be completed within one year of beginning the program and is preferred to be completed after students are conditionally accepted into the program. NMI provides this required form to the student with instructions at the appropriate time.
2. Acceptance by an NMI clinical affiliate for the 1,240-hours of clinical training, 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 prior to starting 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 or clinical hours in the program. 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. Those with 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](mailto: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 their 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

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

The approximate annual cost of attending the Nuclear Medicine Institute for 2026-2027 are:

Tuition*	\$ 30,900.00
Student Activity Fee	300.00 (non-refundable)
Wellness Fee	80.00
General Service Fee	1, 200.00 (non-refundable)
One-Time Registration Fee	100.00 (non-refundable)
One-Time Orientation Fee	150.00 (non-refundable)
NMI Lab Fee	50.00
<b>Total</b>	<b>\$ 32,780.00</b>

### Other Expenses:

Diagnostic Services Housing	\$2,700.00 (estimate – first semester)
Board – first semester only**	3,000.00 (estimate – meal plan)
<b>Total with Housing/Board</b>	<b>\$38,480.00***</b>

\*Tuition will be billed separately for each of the three semesters (one didactic and two clinical) at the current reduced rate for the nuclear medicine program, currently \$634 per credit hour. This rate is subject to change without prior notice and updated undergraduate charges can be found at <https://www.findlay.edu/offices/business-affairs/student-accounts/undergraduate-charges> .

\*\* Please refer to <https://www.findlay.edu/offices/student-affairs/dining/resident-dining-plans> for details.

\*\*\*While most students choose to utilize NMI/DIAG housing the first semester, other on-campus residence options are available for an additional fee beyond what is listed above. DIAG housing has limited availability and students must request to be considered for these accommodations. The costs above are estimated for DIAG housing rates and are subject to change without prior notice. Updated undergraduate charges can be found at <https://www.findlay.edu/offices/business-affairs/student-accounts/undergraduate-charges> .

**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 the three ways below; 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](mailto: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](http://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](http://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.

Student Accounts is always available to assist students in determining the payment option that fits the student’s situation.

## **REGISTRATION FOR CLINICAL TRAINING**

In order for a student to register for clinical training, their 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 can 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, a 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 current estimated cost per student for the entire semester is listed on the Tuition/Fees page above. Utilities 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](mailto: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 they are 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**

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 may require a criminal background check, drug screening, and vaccination against many communicable diseases, i.e. Hepatitis B and Covid-19. 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.

## **REFUND POLICY**

### **Tuition Adjustments and Refund Schedule**

When students adjust their schedule or withdraw from the University, tuition and fees may also be adjusted to reflect the changes. A reduction in credit hours may result in a refund of a portion of the charges. Students with financial aid may receive a recalculation of their financial aid for the semester.

No adjustments will be provided for classes dropped after the fourth week of the semester. Because there are many alternate calendars among the academic programs, it is the student's responsibility to contact the Business Office at 419-434-4690 or [studentaccounts@findlay.edu](mailto:studentaccounts@findlay.edu) for dates and refund percentages not specifically listed within the Charge Adjustment Schedule.

Charge adjustments will be made for the following circumstances:

- Full-time Undergraduate or Professional student who drops below full-time credit hours (12 credit hours)
- Part-time Undergraduate or Professional student who drops classes or withdraws
- Any student who withdraws from all classes
- A graduate student who drops or withdraws from classes

Charge adjustments per the following refund schedules apply to Tuition Only. The 100% Refund dates apply to all mandatory and course fees. Otherwise, fees are non-refundable. Calendar week is defined as Sunday to Saturday.

### **Standard Semester Refund Schedule (16-week {Fall and Spring})**

- 100% Refund: Through the 2<sup>nd</sup> Monday
- 50% Refund: 2<sup>nd</sup> Tuesday through the 2<sup>nd</sup> Saturday
- 25% Refund: During the 3<sup>rd</sup> and 4<sup>th</sup> calendar week
- 0% Refund: After the 4<sup>th</sup> calendar week

**It is the student's responsibility to inform their academic 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. 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, they are 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 their 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.

## **NOTICE OF NON-DISCRIMINATION, ANTI-HARASSMENT, AND HOSTILE CAMPUS ENVIRONMENT POLICY**

The University of Findlay strives for an environment in which all individuals are treated with respect and dignity. Each individual has the right to study and work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, race, ethnicity, national origin, color, religion, sex, gender identity, handicap, sexual orientation, genetic information, veteran or military status and physical or mental disabilities. Harassment of any kind, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

As required by state and federal law, the University does not engage in discrimination in its programs, activities and policies against students, prospective students, employees or prospective employees. The University prohibits and will not tolerate any such discrimination or harassment at its facilities, programs and activities. Inquiries about sex discrimination, sexual harassment and other questions about the application of Title IX and its implementing regulations may be referred to the Civil Rights/Title IX Coordinator, the U.S. Department of Education's Office of Civil Rights' Assistant Secretary, or both.

The University's Non-Discrimination Policy can be found here:

<https://www.findlay.edu/offices/student-affairs/title-ix/non-discrimination>

University of Findlay Harassment Hotline  
(419) 434-6777

U.S. Department of Education's Office for Civil Rights  
1-800-421-3481  
[ocr@ed.gov](mailto:ocr@ed.gov)

Inquiries regarding non-discrimination in employment may be directed to:  
U.S. Equal Employment Opportunity Commission  
800-669-4000

Ohio Civil Rights Commission  
888-278-7101

## **SEX DISCRIMINATION, SEXUAL HARASSMENT, AND OTHER FORMS OF SEXUAL MISCONDUCT**

Title IX prohibits the University from discrimination on the basis of sex in the education programs or activities that it operates. This prohibition extends to admission and employment. The University has adopted a policy that provides for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX and explains the process that the University will use for doing so. A copy of this policy is available on the University's website at: <https://www.findlay.edu/offices/student-affairs/title-ix/title-ix-policy>.

The Title IX Coordinator has been designated and authorized to coordinate the University's efforts to address concerns relating to discrimination and harassment on the basis of sex, gender, gender identity, and sexual orientation. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person who experienced the conduct that could constitute sex discrimination or sexual harassment), at any time including non-business hours by contacting the Title IX Coordinator who can be found on this University's website: <https://www.findlay.edu/offices/student-affairs/civil-rights/non-discrimination>

Inquiries about Title IX may also be directed to the U.S. Department of Education's Office for Civil Rights by contacting 1-800-421-3481 or emailing [ocr@ed.gov](mailto:ocr@ed.gov).

## **UNIVERSITY HONOR CODE**

Each and every student of 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.”

Student’s submitting work at the University make this acknowledgement of the Honor Code:

“I acknowledge that I have fully complied or will comply with all aspects of the University’s Honor Code in submitting this work.”

## **ACADEMIC INTEGRITY POLICY**

The full description of The University of Findlay Academic Integrity Policy is available in the Undergraduate Catalog and may be found at:

<http://findlay.smartcatalogiq.com/en/current/Undergraduate-Catalog/Student-Rights-and-Responsibilities-Statement/VIII-Academic-Integrity>

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.

Penalties:

The penalties for violation of the Academic Integrity Policy or 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.

## **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.

## **ADDITIONAL INFORMATION**

While every effort is made to ensure the accuracy of the information included in 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 via the NMI Student Handbook which outlines program policies and procedures are 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](mailto:nmi@findlay.edu) or (419) 434-4708.

### **What is Nuclear Medicine?**

Nuclear medicine is a specialized field of molecular imaging that uses small amounts of radioactive materials (radiopharmaceuticals) to diagnose and treat disease. Unlike imaging methods that show anatomy, such as X-rays or CT scans, nuclear medicine allows physicians to evaluate how organs and tissues are functioning at the molecular level.

Nuclear medicine can help detect disease in its earliest stages, assess the extent of disease, evaluate treatment effectiveness, and guide personalized patient care.

### **What does a Nuclear Medicine Technologist do?**

A Nuclear Medicine Technologist works under the supervision of a physician to prepare and administer radiopharmaceuticals, perform diagnostic imaging procedures, conduct quality control testing, and analyze imaging data. Technologists work closely with physicians and other healthcare professionals to provide safe, accurate, and compassionate patient care while helping diagnose and monitor a wide variety of medical conditions.

For additional information about the profession, certification, and career opportunities, visit the Society of Nuclear Medicine and Molecular Imaging (SNMMI) <https://www.snmmi.org>.

### **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, and Medical Terminology. A more detailed description of each of these courses is listed under “Program Prerequisites” in this brochure.

### **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 may be asked to provide a written plan of action that outlines how you plan to complete the remaining prerequisites. Please supply updated transcripts as courses are completed.

**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. Those with 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](mailto: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 a four-year degree to work as a nuclear medicine technologist?**

A four-year degree is not currently required, but it is encouraged. NMI offers a one-year certificate program that can be applied toward an associate or bachelor's degree through affiliated institutions. For certification, the ARRT requires candidates to have an associate degree or higher in any field, while the NMTCB does not currently require a degree.

**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 or the NMTCB. The requirements for this exam can be found at [www.arrt.org](http://www.arrt.org) or [www.nmtcb.org](http://www.nmtcb.org). Upon passing the exam you will receive your board certification, which will also 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](http://www.arrt.org) or [www.nmtcb.org](http://www.nmtcb.org).

### **What courses will I take at NMI?**

The NMI curriculum contains 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 mathematics. Course descriptions are available on the NMI website <https://www.findlay.edu/academics/health-professions/nuclear-medicine/>.

### **When do I need to apply to NMI?**

The application process begins **at least one year prior** to your anticipated start date. Submission of your completed UF and NMI applications along with the application fee begins 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.

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

Arrange for all official high school, college, and postsecondary transcripts to be sent directly to the University of Findlay. Applications will be considered incomplete if required transcripts have not been received by the review date.

We recommend contacting NMI before the application deadline to confirm that all required documents have been received. Refer to the **Application and Timelines** section for important dates and next steps.

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

References should be professional in nature, such as teachers, professors, supervisors, coworkers, pastors, or coaches. Relatives may not serve as references.

Submit reference requests through the online recommendation system. A minimum of **three completed references** must be received before your application can be reviewed. Applications with fewer than three references will be considered incomplete.

NMI may contact applicants or references for additional information during the admissions process. By applying, you authorize NMI to contact your references if needed.

### **What happens if I miss the application or document submission deadline?**

Applications submitted after the application deadline may not be considered for the requested class and will be reviewed only as space permits. Otherwise, the application will be moved to the next available admission cycle.

To be reviewed by the NMI Admissions Committee, all required documents must be received by the document submission deadline, including three completed references and all official transcripts. Incomplete applications will not be reviewed for admission.

**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 NMI 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 documentation of successful completion of the prerequisite courses. However, the NMI Admissions Committee can evaluate a partial transcript showing that most prerequisites have been completed, as long as an outline is provided documenting that all remaining prerequisites will be completed prior to the desired NMI start date.

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

NMI traditionally sends conditional letters of acceptance in March for the August 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 NMI 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 NMI 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.

**I received a letter stating that my admission was denied. Why?**

Based on the documentation in your file, the NMI 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 typically starts mid to late August. Dates for a specific upcoming class may be found within this brochure. Academic class session start dates coincide with the academic calendar of the University of Findlay.

**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 meet from 8 am to 12 noon on Friday.

**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 Fall 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. During clinical training, NMI recognizes eight legal holidays (New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, 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 associated with 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. 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 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 finished?**

Clinical training will begin almost 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, totaling 1,240 clinical hours. Depending upon the facility, this may be completed as five 8-hour days or four 10-hour days each week. No weekend training, on-call training, or holiday coverage is required of the student.

**Where can I complete my clinical training?**

NMI has a large number of clinical sites throughout the US, including locations in Arizona, Colorado, Illinois, Indiana, Maryland, Michigan, New York, Ohio, Pennsylvania, and Texas. A list of these sites is available on the NMI website at: <https://www.findlay.edu/health-professions/nuclear-medicine/hospitals-and-clinics>

**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.

**While attending NMI, is housing available?**

University housing is available through the Division of Student Affairs 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?**

While not explicitly prohibited NMI strongly discourages outside employment while completing the program. Class times or clinical training hours will not be adjusted to meet employer needs.

**Is financial aid available?**

The Financial Aid Office at UF can only provide information to University of Findlay students and students enrolled only in the certificate program. Students enrolled at an academic affiliate are encouraged to contact their home institution for financial aid packages.

**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](mailto:nmi@findlay.edu).