Addendum to

Academic Bulletin

for Undergraduate and Graduate Studies

2020-21

Summer 2020

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Contents

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Major Changes in this Addendum

1. **Financial Information:** A statement was added to the Undergraduate Tuition section regarding prohibitions on penalties for veterans, and the description of veterans' benefits was revised in the section on Types of Financial Aid.

2. **Graduate Financial Information:** A statement was added to the Tuition section regarding prohibitions on penalties for veterans.

3. **Advanced Imaging Technologies:** The term certificate was replaced with modality; the information on who may petition for receive credit for previous clinical experience was clarified; Advanced Cardiac Life Support training was removed from ADIM 412 and moved into ADIM 360 (1 credit) for those students who require it; ADIM 412 (6 credits) was replaced by ADIM 413 (5 credits); and ADIM 396 Variable Independent Clinical was eliminated.

4. **Advanced Imaging Technologies Course Descriptions:** Course descriptions for ADIM 360 and ADIM 413 were added and the description for ADIM 412 was deleted.

5. **Nursing Course Descriptions:** A course description for the new course, NRSB 100 Nursing Readmission Remediation, was added.

Financial Information

APPLICATION FEE

A $15 fee must accompany each online application for admission. The fee is nonrefundable.

ACCEPTANCE DEPOSIT

When the applicant receives notice of acceptance, he or she has 10 days in which to send in the nonrefundable acceptance deposit. This is a guarantee to the College that the applicant will attend. In turn, it also guarantees the applicant a place in the curriculum to which acceptance was granted, provided the applicant registers for classes by the required date. Applicants who do not enroll in the semester for which they have been accepted will forfeit their acceptance deposit. The acceptance deposit for a matriculated student will appear as a credit on the first month's financial statement.

DEPOSIT FOR INTERNATIONAL STUDENTS

In addition to program and Residence Hall deposits, a deposit of $1,500 (U.S. dollars) is required from an international student before an I-20 will be issued. This deposit will be held until the student completes an academic program, withdraws from the program, graduates, or transfers to another college. The $1,500 will be credited to the student's account at that time.

ROOM DEPOSITS AND CHARGES

Residence Hall space may be requested by remitting a $200 deposit, along with the Residence Hall information card, as directed by the letter from the admissions office. Early remittance of the deposit and the information card will help ensure Residence Hall lodging. Students who reserve Residence Hall space and then elect not to move into the Residence Hall must submit written notification to the admissions office by the date specified in the letter of acceptance to be eligible for a deposit refund.

Lease agreements must be signed in order for students to reside in the Residence Hall. At the beginning of each semester, a room charge is applied to the student account. Room rate information is available from the Residence Hall dean.

UNDERGRADUATE TUITION

Tuition is charged per credit. Please refer to the tuition and fee schedule on the Kettering College website (www.kc.edu) for details. Tuition is payable by the deadline shown in the online academic calendar. See the

Kettering College website. Courses taken for audit are charged at a reduced rate. Students taking only courses for audit must remit payment for the entire semester at the time of registration.

Kettering College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that **a Chapter 31 (Voc. Rehab.)** or **Chapter 33 (Post 9/11)** recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. (The policy is limited to tuition funds paid by the U.S. Department of Veterans Affairs and enforced at Institutions of Higher Learning, Non-College Degree Programs, and Flight Schools.)

TUITION REFUND

Tuition and fees will be refunded based on the length of each individual course in which the student is enrolled. See the chart below to determine the length of the refund periods. After the time frames listed below, the only refund given will be based on the federal refund calculation for Title IV recipients (see the financial aid office for details).

Course length	Last day to withdraw from course and receive 100% refund
7 weeks	5th business day of course
10 weeks	10th business day of semester
15 weeks	10th business day of semester

A student who does not officially complete withdrawal procedures through the records office will be responsible for the full amount of the applicable tuition and fees. Non-attendance at classes, notification to the instructor, or notification to the academic department does not constitute official withdrawal.

PAYMENT OPTIONS

Kettering College offers students two payment options.

- Students may elect to pay their entire tuition, fee, and Residence Hall (if applicable) bill before the semester begins.
- The College also offers a payment plan option that allows students to make four (three during the summer semester) monthly payments on the bill for tuition, fees, and Residence Hall. A signed payment plan agreement and a down payment of $800 are due from all new students, as well as from those students who have not attended Kettering College within the past two semesters, in order to register for classes.

Students may make payments on the remaining balance throughout the semester. Students whose financial aid in place at the time of registration is equal to or more than the tuition and fees for the semester do not have to make the $800 down payment. A student's account balance must be below $100 prior to registering for subsequent semesters.

Currently, Kettering College does not charge a fee or interest to those utilizing the payment plan option, although late fees may be applied to a student's account if payments are not received by the due date. The College reserves the right to decline a student's payment plan request based on the account history of the individual. Should a student choose to withdraw from classes after the 100% refund period (see tuition refund section), he or she is still responsible for remitting all payments as scheduled.

METHODS OF PAYMENT

Kettering College accepts cash, money orders, checks made payable to Kettering College, or credit cards (Visa, MasterCard, Discover, and American Express). Credit card payments must be made online through the CAMS student portal at https://camsweb.kc.edu/student/login.asp. Please allow two business days for payments made online to be applied to a student's account. If paying by check, please indicate the student's name and student ID number on the check to ensure that the proper account is credited.

Checks coming from outside the United States must have indicated on the check that the amount is in U.S. dollars.

BUSINESS OFFICE CLEARANCE

Each semester of attendance, a student must receive business office clearance before registering online or submitting the registration form to the records office. Business office clearance consists of:

- For returning students, having the current semester's balance less than $100 and a signed payment plan agreement for the upcoming semester on file with the student finance office.

- For new students and those who have not attended Kettering College within the past two semesters, remitting a down payment of at least $800 along with a signed payment plan agreement or having adequate financial assistance in place at the time of registration to cover 100% of the tuition and fees for the semester. Students unable to make an initial down payment or not having adequate financial aid in place must have an approved student finance appeal on file in the student finance office (see the director of student finance for more details) before receiving financial approval.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

Kettering College's satisfactory academic progress (SAP) policy for financial aid applies to all students who want to establish or maintain financial aid eligibility.

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Students must meet at least the minimum standards outlined here; they apply to a student's entire academic transcript, including terms in which financial aid was not received. Specific financial aid programs or Kettering College's academic programs standards may be different from those in this section.

The satisfactory academic progress policy for financial aid is different from the academic probation/dismissal policy. A student may be suspended from receiving financial aid but not be dismissed from Kettering College. Different procedures must be followed if a student is placed on academic probation (refer to the academic policies section). Check with the financial aid office and the registrar's office if there are questions about the different policies.

The Higher Education Act of 1965, as amended, requires undergraduate students to maintain satisfactory progress toward the degree in order to receive financial aid. Satisfactory academic progress (SAP) for financial aid is a three-part federal regulation with minimum standards. Minimum standards must be attained in all three areas:

- Standard 1: Maintain a cumulative grade point average (GPA) of at least 2.0 at all times (undergraduate).
- Standard 2: Successfully complete at least two-thirds (67%) of the credits in which the student is enrolled each semester (based on the credits a student is registered for at the end of the 100% refund period). Successfully completed credits include grades of A, A-, B+, B, B-, C+, C, P, and Y. Receiving a grade of C-, D+, D, D-, F, NG, WP, WF, I, IP, or Z is not considered successful completion of a course and may affect a student's satisfactory academic progress for financial aid status. If an incomplete grade (I) or an in-progress grade (IP) has brought about a probation/suspension status, the student may submit the final grade to the director of student finance for review. Courses taken for audit (non-credit courses) are not counted toward financial aid load, satisfactory academic progress status, or graduation requirements.
- Standard 3: Complete a degree within 150% of the published length of the program, measured in credits attempted. Example: If the program of study consists of 120 credits, a student may only attempt 180 credits (120 x 150% = 180) while receiving financial aid.

Repeating courses for better grades: Federal regulations permit a student to repeat a class with a passing grade (C or above) one time and receive financial aid for it. Regardless of the grade the student receives in the second attempt, the student will not be eligible to receive financial aid for a third attempt. All course repeat attempts will be counted toward a student's 150% maximum time frame for completing the program. The most recent grade received in a repeated course will be used to calculate the student's cumulative GPA to determine a student's satisfactory academic progress status for the next semester.

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FAILURE TO MEET REQUIREMENT

Satisfactory academic progress is reviewed at the end of each semester after grades have been submitted. Students not meeting one or more of the SAP standards will receive written notification detailing which standard(s) hasn't been met and the implication for future financial aid.

Satisfactory academic progress (SAP) warning: Students who do not meet one or more of the SAP standards will be placed on financial aid warning at the end of the semester in which they do not meet the standard(s). Students under this status will be eligible to receive financial aid for the next semester they are enrolled at Kettering College. Students under this status are not required to appeal for reinstatement of their financial aid eligibility.

Students placed on financial aid warning will be sent written notification advising them of their status, the standard(s) not being met, the impact of future financial aid eligibility, and the importance of seeking assistance/guidance from the appropriate staff.

Students who fail to meet any of the minimum SAP standards after the financial aid warning semester will be denied eligibility for financial aid for future semesters and be placed on financial aid suspension status until the minimum SAP standards are met or a satisfactory academic progress appeal is approved.

Satisfactory academic progress (SAP) probation: Students who do not meet the satisfactory academic progress standards after being placed on financial aid warning will be placed on satisfactory academic progress suspension status for future financial aid until the minimum SAP standards are met or they have a satisfactory academic progress appeal submitted and approved.

A satisfactory academic progress appeal may be submitted for consideration if an extenuating circumstance (i.e. personal illness, accident, serious illness, death in the immediate family, or other circumstance beyond a student's reasonable control) has prevented the student from meeting the minimum standard(s). If a student's appeal is approved, he/she will be placed on satisfactory academic progress probation status as long as he/she is complying with the prescribed requirements of the academic plan that must be submitted as part of the SAP appeal process.

THE SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PROCESS

For financial aid reinstatement, a student must complete the following steps:

- Complete the applicable financial aid satisfactory academic progress (SAP) appeal form(s), available at http://kc.edu/admissions/financial-aid/financial-aid-forms/.
- Meet with the director of academic support services to complete an academic plan for each applicable standard.

- Submit the form, documentation, and academic to the director of student finance by the date indicated on the financial aid suspension notification.
- The appeals committee will respond within 10 business days.

Students changing majors or seeking a second degree: A student who changes majors and/or returns for a second degree at Kettering College may not receive financial aid for credits beyond the 150% maximum credits attempted limit of the new major. All of the credits a student attempted in his/her prior major at Kettering College, as well as any credits transferred from other institutions, will be taken in to account when calculating the maximum credits for which a student may receive financial aid. Before changing majors or seeking a second degree, a student should meet with his/her academic advisor for an evaluation of courses needed to complete the new major.

The 150% credit limit for Kettering College associate degree graduates who wish to enroll in a Bachelor of Science completion degree program will be calculated by adding the credits needed to obtain the completion degree to the credits earned in the associate degree program.

Re-establishing eligibility after suspension:

- Any student with extenuating circumstances who has been placed on financial aid suspension status may submit an appeal for reinstatement.
- An undergraduate student who had financial aid suspended for not meeting the minimum 2.0 cumulative grade point average may have financial aid reinstated the semester after reaching a 2.0 or higher, provided all other standards are being met.
- A student who has had financial aid suspended for failing to complete 67% of the attempted credits but has brought the completion percentage to a minimum of 67% may have financial aid reinstated the semester after he/she meets the standard, provided all other standards to receive financial aid are being met.

FINANCIAL AID INFORMATION

Applicants and current students must complete a financial aid packet consisting of the Free Application for Federal Student Aid (FAFSA) and a Kettering College financial aid application. A new financial aid packet must be completed each year. The following checklist will guide individuals through the financial aid application process:

- Complete the FAFSA or the Renewal Application to the Federal Student Aid Programs online at www.fafsa.ed.gov.
- Complete and submit the Kettering College financial aid application to the Kettering College student finance office. The application is available online at www.kc.edu.
- Submit any additional paperwork as instructed by the Kettering College student finance office.

A student must be enrolled at least half time (six credits) in order to receive most types of financial aid. Financial aid resources are first applied to charges on the student's account. Any remaining credit balance may then be issued to the student for living expenses.

TYPES OF FINANCIAL AID

To apply for any type of federal or state financial aid, a student must complete a Free Application for Federal Student Aid (FAFSA). Notification of federal and state eligibility will be directly forwarded to the Kettering College student finance office. Contact the associate director of financial aid for additional information regarding the following:

Federal Pell Grant: A federally sponsored grant program. Undergraduate students who are citizens of the United States are eligible to apply for Federal Pell Grants. The amount of the Federal Pell Grant is determined by financial need, the cost of attending Kettering College, and the number of credits for which the student is registered. Students registered less than full time will have their grants reduced accordingly. Students may apply for the Federal Pell Grant online (www.fafsa.ed.gov) beginning in January for the following academic year.

Nursing Student Loan (NSL): For undergraduate nursing students only. The NSL program enables eligible students to borrow funds and repay them following graduation or semesters of less than half-time enrollment. The interest rate is 5% with a nine-month grace period. Eligibility is based on exceptional need. Priority is given to nursing students who meet published priority deadlines.

Federal Work Study (FWS): This program provides jobs for students who demonstrate financial need. FWS gives students the opportunity to earn money to help pay their educational expenses. The student should indicate interest in the FWS program on the Kettering College financial aid application.

William D. Ford Federal Direct Loan program: Includes the Federal Direct Stafford Loan (Direct Subsidized Loan), Federal Direct Unsubsidized Stafford Loan (Direct Unsubsidized Loan), and Federal Direct PLUS Loan programs. For current interest rate information on loans through the William D. Ford Loan program, see www.studentaid.ed.gov/sa/types/loans/interest-rates.

1. Federal Direct Subsidized Loans are made available through the U.S. Department of Education, through the school, to the student. Eligibility for the Direct Subsidized Loan is based on the institution's cost of attendance minus financial aid and expected family contribution (as determined by the federal government). The federal government pays all of the interest on subsidized loans while the student is in school at least half time. Repayment begins six months after the student leaves school, graduates, or drops below half-time enrollment. Students with prior bachelor's degrees are eligible to

borrow under the Federal Direct Subsidized Loan program provided they have not borrowed in excess of the limits listed (see chart for annual and aggregate loan limits).

2. Federal Direct Unsubsidized Loans have the same guidelines as the Federal Subsidized Loan program with the exception that the federal government does not pay the interest on the loan while the student is in school. The student can either pay the interest each month or allow the interest to accrue until repayment begins.

3. Direct Subsidized and Unsubsidized Combined Annual and Aggregate Loan Limits: See chart.

Dependent undergraduates		
Student year	Annual limit	Aggregate limit
First year	$5,500	
Second year	$6,500	
Third, fourth, and fifth years	$7,500	$31,000 [1]
Independent undergraduates		
Student year	Annual limit	Aggregate limit
First year	$9500 [2]	
Second year	$10,500 [3]	
Third, fourth, and fifth years	$12,500 [4]	$57,500 [5]

[1] No more than $23,000 of this may be in subsidized loans.

[2] No more than $3,500 of this may be in subsidized loans.

[3] No more than $4,500 of this may be in subsidized loans.

[4] No more than $5,500 of this may be in subsidized loans.

[5] No more than $23,000 of this may be in subsidized loans.

4. Direct PLUS Loans do not have annual or aggregate limits. Direct PLUS Loans are for the parents of dependent students. A parent may borrow up to the institution's cost of attendance minus any other estimated financial assistance for that student. Repayment begins 60 days after the final loan disbursement.

Ohio College Opportunity Grant (OCOG): Undergraduate Ohio residents with an expected family contribution (EFC) of 2190 or less with a maximum household income of $96,000 may be eligible. Grant is available to full- and part-time students and is adjusted based on credits and is restricted to tuition. The FAFSA must be completed by the Oct. 1 deadline. (EFC and household income limits are based on the 2017-18 OCOG table.)

Ohio War Orphans Scholarship: Scholarship awarded to children of disabled or deceased war veterans. Eligible students may receive $ 6,398 annually (based on 2017-18 annual award amount). For additional information, contact the Ohio War Orphans Board at the Ohio Department of Higher Education.

Kettering College institutional scholarships and loans: Funds from individuals and local and national organizations. Loans and scholarships are available to students who meet specific criteria. Contact the financial aid office for more information.

Veterans' benefits: Kettering College accepts Veterans GI Bill benefits. Information can be obtained through the Kettering College student finance office for those qualifying for educational benefits.

Nurse Education Assistance Loan Program (NEALP): Loans to Ohio residents enrolled in nursing who plan to practice nursing in Ohio following graduation. Students may borrow up to $1,500 per academic year. Following graduation, a borrower may be eligible for debt cancellation if employed full time as a registered nurse or a nurse serving as an instructor in the state of Ohio for a minimum of five years. A separate application must be filed with the Ohio Department of Higher Education between Jan. 1 and July 15 of each year. A new application is not required for loan renewal.

Student employment: Employment opportunities exist throughout Kettering Health Network. Students with financial resources that are insufficient to meet total expenses may apply for open positions at www.ketteringhealth.org/human_resources/. Enrollment in the College does not imply assurance of employment, nor is the College responsible for procuring employment for the student. Full-time students are strongly advised to limit work to three (3) shifts or 20 hours per week.

PART-TIME STUDENTS

A part-time student is one enrolled for less than 12 credits of study. The part-time student is subject to all fees charged to full-time students.

CLASS ATTENDANCE

The College must pay special attention to the attendance records of certain students. Students receiving assistance from federal agencies are required by those agencies to attend class regularly. If a student's attendance is required by a government agency, it is that student's responsibility to notify the instructor that he or she will need verification of attendance. Instructors cannot certify attendance if the student has not followed the attendance requirements set up in the course syllabus. Attendance verification will require the student to:

- Obtain the attendance form from the registrar's office.
- Have the form signed by all involved faculty on a weekly basis.
- Return the completed form to the registrar's office.

Graduate Financial Information

ACCEPTANCE DEPOSIT

When the applicant receives notice of acceptance, he or she has 10 days in which to send in the nonrefundable acceptance deposit. This assures the College that the applicant will attend. In turn, it also guarantees the applicant a place in the curriculum to which acceptance was granted, provided the applicant registers for classes by the required date. Applicants who do not enroll in the semester for which they have been accepted will forfeit their acceptance deposits. The acceptance deposit for a matriculated student will appear as a credit on the first month's financial statement.

DEPOSIT FOR INTERNATIONAL STUDENTS

In addition to program and Residence Hall deposits, a deposit of $1,500 (U.S. dollars) is required from an international student before an I-20 student visa will be issued. This deposit will be held until the student completes an academic program, withdraws from the program, graduates, or transfers to another college. The $1,500 will be credited to the student's account at that time.

ROOM DEPOSITS AND CHARGES

Residence Hall space may be requested by remitting a $200 deposit, along with the Residence Hall information card, as directed by the letter from the admissions office. Early remittance of the deposit and the information card will help ensure Residence Hall lodging. Students who reserve Residence Hall space and then elect not to move into the Residence Hall must submit written notification to the admissions office by the date specified in the letter of acceptance to be eligible for a deposit refund.

Lease agreements must be signed in order for students to reside in the Residence Hall. At the beginning of each semester, a room charge is applied to the student account. Room rate information is available from the Residence Hall dean.

TUITION

Tuition for the graduate programs is charged at a flat rate. Graduate students enrolling less than half time will be charged per credit. Please refer to the Kettering College website for the tuition and fee schedule. Tuition is payable by the deadline shown in the online academic calendar. See the Kettering College website.

Kettering College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a **Chapter 31 (Voc. Rehab.)** or **Chapter 33**

(Post 9/11) recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. (The policy is limited to tuition funds paid by the U.S. Department of Veterans Affairs and enforced at Institutions of Higher Learning, Non-College Degree Programs, and Flight Schools.)

TUITION REFUND

Graduate tuition and fees for full semester courses will be refunded 100% up to the close of the 10th business day of the semester in which the class is taught. Tuition and fees will also be refunded 100% to those who have not attended class. Graduate students enrolled in a program of study taught in modular format who withdraw or are withdrawn from all courses after the close of the 10th business day of the term will be responsible to pay an amount equal to the hourly rate assessed to students enrolled less than half-time in their particular program for each hour attempted. The amount charged to graduate students who withdraw shall not exceed the block rate tuition charged to all students in that particular cohort. Please refer to the tuition and fee information on the College's website for current tuition rates. Graduate students who withdraw are still responsible for any equipment and/or software fee assessed to students in their particular program of study, as this fee is nonrefundable. Students who withdraw from all courses after the 10th business day and are receiving federal financial aid may need to have their financial aid eligibility recalculated upon being assessed the hourly tuition rate. Contact the financial aid office for additional details. A student who does not officially complete withdrawal procedures through the records office will be responsible for the full amount of the applicable tuition and fees. Non-attendance at classes, notification to the instructor, or notification to the academic department does not constitute official withdrawal. Courses with non-standard term lengths may have different refund periods. Students should contact student services for details.

PAYMENT OPTIONS

Kettering College offers students two payment options.

- Students may elect to pay their entire tuition, fee, and Residence Hall (if applicable) bill before the semester begins.
- The College also offers a payment plan option that allows students to make four (three during the summer semester) monthly payments for tuition, fees, and Residence Hall. A signed payment plan agreement and a down payment of $800 are due from all new students, as well as from those students who have not attended Kettering College within the past two semesters, in order to register for classes. Students may make payments on the remaining balance throughout the semester. A student whose financial aid in place at the time of registration is equal to or more than the tuition and fees for the semester does not have to

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make the $800 down payment. A student's account balance must be below $100 prior to registering for subsequent semesters.

Currently, Kettering College does not charge a fee or interest to those using the payment plan option, though late fees may be applied if payments are not received by the due date. The College reserves the right to decline a student's payment plan request based on the individual's account history. Should a student choose to withdraw from classes after the 100% refund period (see tuition refund section), he or she is still responsible for remitting all payments as scheduled.

METHODS OF PAYMENT

Kettering College accepts cash, money orders, checks made payable to Kettering College, or credit cards (Visa, MasterCard, Discover, and American Express). Credit card payments must be made online thought the CAMS Student Portal at https://camsweb.kc.edu/student/login.asp. Please allow two business days for payments made online to be applied to a student's account. If paying by check, please indicate the student's name on the check to ensure that the proper account is credited. Checks coming from outside the United States must have indicated on the check that the amount is in U.S. dollars.

BUSINESS OFFICE CLEARANCE

Each semester of attendance, a student must receive business office clearance before registering online or submitting the registration form to the records office. Business office clearance consists of:

1. For returning students: having a balance of less than $100 for the current semester and a signed payment plan agreement for the upcoming semester on file with the student finance office.

2. For new students and those who have not attended Kettering College within the past two semesters: remitting a down payment of at least $800 along with a signed payment plan agreement or having adequate financial assistance in place at the time of registration to cover 100% of the tuition and fees for the semester. Students unable to make an initial down payment or not having adequate financial aid in place must have an approved student finance appeal on file in the student finance office (see the director of student finance for more details) before receiving financial approval.

For more information about registration, refer to the academic polices section of the *Bulletin.*

GRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

Kettering College's satisfactory academic progress (SAP) policy for financial aid applies to all students who want to establish or maintain financial aid eligibility.

Students must meet at least the minimum standards outlined here; they apply to a student's entire academic transcript, including terms in which financial aid was not received. Specific financial aid programs or Kettering College's academic programs standards may be different from those in this section.

The satisfactory academic progress policy for financial aid is different from the academic probation/dismissal policy. A student may be suspended from receiving financial aid but not be dismissed from Kettering College. Different procedures must be followed if a student is placed on academic probation (refer to the academic policies section). Check with the financial aid office and the registrar's office if there are questions about the different policies.

The policy: The Higher Education Act of 1965, as amended, requires students in graduate programs to maintain satisfactory progress toward the degree in order to receive financial aid. Satisfactory academic progress (SAP) for financial aid is a three-part federal regulation with minimum standards. Minimum standards must be attained in all three areas. Students must:

- Standard 1: Maintain a cumulative grade point average (GPA) of at least 3.0 at all times (graduate programs).
- Standard 2: Successfully complete at least two-thirds (67%) of the credits in which the student is enrolled each semester (based on the credits a student is registered for at the end of the 100% refund period). Successfully completed credits include grades of A, A-, B+, B, B-, C+, C, P, and Y. Receiving a grade of C-, D+, D, D-, F, NG, WP, WF, I, IP, or Z is not considered successful completion of a course and may affect a student's satisfactory academic progress for financial aid status. If an incomplete grade (I) or an in-progress grade (IP) has brought about a probation/suspension status, the student may submit the final grade to the director of student finance for review. Courses taken for audit (non-credit courses) are not counted toward financial aid load, satisfactory academic progress status, or graduation requirements.
- Standard 3: Complete a degree within 150% of the published length of the program, measured in credits attempted. Example: If the program of study consists of 120 credits, a student may only attempt 180 credits (120 x 150% = 180) while receiving financial aid.

Repeating courses for better grades: Federal regulations permit a student to repeat a class with a passing grade (C or above) one time and receive financial aid for it. Regardless of the grade the student receives in the second attempt, the student will not be eligible to receive financial aid for a third attempt. All course repeat attempts will be counted toward a student's 150% maximum time frame for completing the program. The most recent grade received in a repeated course will be used to calculate the student's cumulative GPA to determine a student's satisfactory academic progress status for the next semester.

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FAILURE TO MEET REQUIREMENT

Satisfactory academic progress is reviewed at the end of each semester after grades have been submitted. Students not meeting one or more of the SAP standards will receive written notification detailing which standard(s) hasn't been met and the implication for future financial aid.

Satisfactory academic progress (SAP) warning: Students who do not meet one or more of the SAP standards will be placed on financial aid warning at the end of the semester in which they do not meet the standard(s). Students under this status will be eligible to receive financial aid for the next semester they are enrolled at Kettering College. Students under this status are not required to appeal for reinstatement of their financial aid eligibility.

Students placed on financial aid warning will be sent written notification advising them of their status, the standard(s) not being met, the impact of future financial aid eligibility, and the importance of seeking assistance/guidance from the appropriate staff.

Students who fail to meet any of the minimum SAP standards after the financial aid warning semester will be denied eligibility for financial aid for future semesters and be placed on financial aid suspension status until the minimum SAP standards are met or a satisfactory academic progress appeal is approved.

Satisfactory academic progress (SAP) probation: Students who do not meet the satisfactory academic progress standards after being placed on financial aid warning will be placed on satisfactory academic progress suspension status for future financial aid until the minimum SAP standards are met or they have a satisfactory academic progress appeal submitted and approved.

A satisfactory academic progress appeal may be submitted for consideration if an extenuating circumstance (i.e. personal illness, accident, serious illness, death in the immediate family, or other circumstance beyond a student's reasonable control) has prevented the student from meeting the minimum standard(s). If a student's appeal is approved, he/she will be placed on satisfactory academic progress probation status as long as he/she is complying with the prescribed requirements of the academic plan that must be submitted as part of the SAP appeal process.

THE SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PROCESS

For financial aid reinstatement, a student must complete the following steps:

1. Complete the applicable financial aid satisfactory academic progress (SAP) appeal form(s), available at http://kc.edu/admissions/financial-aid/financial-aid-forms/
2. Meet with the director of academic support services to complete an academic plan for each applicable standard.

3. Submit the form, documentation, and academic to the director of student finance by the date indicated on the Financial Aid Suspension notification.

The appeals committee will respond within 10 business days.

Students changing majors or seeking a second degree: A student who changes majors and/or returns for a second degree at Kettering College may not receive financial aid for credits beyond the 150% maximum credits attempted limit of the new major. All of the credits a student attempted in his/her prior major at Kettering College, as well as any credits transferred from other institutions, will be taken in to account when calculating the maximum credits for which a student may receive financial aid. Before changing majors or seeking a second degree, a student should meet with his/her academic advisor for an evaluation of courses needed to complete the new major.

The 150% credit limit for Kettering College bachelor's degree graduates who wish to enroll in a master's degree program will be calculated by adding the credits needed to obtain the master's degree to the credits earned for the bachelor's degree program from which he/she graduated.

Re-establishing eligibility after suspension:

1. Any student with extenuating circumstances who has been placed on financial aid suspension status may submit an appeal for reinstatement.

2. A student in a graduate program who had financial aid suspended for not meeting the minimum 3.0 cumulative grade point average may have financial aid reinstated the semester after reaching a 3.0 or higher, provided all other standards are being met.

3. A student who has had financial aid suspended for failing to complete 67% of the attempted credits but has brought the completion percentage to a minimum of 67% may have financial aid reinstated the semester after he/she meets the standard, provided all other standards to receive financial aid are being met.

FINANCIAL AID INFORMATION

The following checklist will guide individuals through the financial aid application process:

1. Complete the Free Application for Federal Student Aid (FAFSA) or renewal application online at www.fafsa.ed.gov.

2. Complete and submit the Kettering College financial aid application to the Kettering College student finance office. The application is available online at www.kc.edu.

3. Submit any additional paperwork as instructed by the Kettering College student finance office.

A student must be enrolled at least half time (six credits) in order to receive most types of financial aid. Financial aid resources are first applied to charges on the student's account. Any remaining credit balance may then be issued to the student for living expenses.

TYPES OF FINANCIAL AID FOR GRADUATE STUDENTS

To apply for any type of federal or state financial aid, a student must complete a Free Application for Federal Student Aid. Notification of federal and eligibility will be directly forwarded to the Kettering College student finance office. Contact the associate director of financial aid for additional information regarding the following:

1. Federal Work Study (FWS): This program provides jobs for students who demonstrate financial need. FWS gives students the opportunity to earn money to help pay their educational expenses. The student should indicate interest in the FWS program on the Kettering College financial aid application.

2. William D. Ford Federal Direct Loan program: Includes the Federal Direct Unsubsidized Stafford Loan (Direct Unsubsidized Loan) and Federal Graduate PLUS Loan programs. For current interest rate information on loans through the William D. Ford Loan program, see www.studentaid.ed.gov/sa/types/loans/interest-rates.

   - Federal Direct Unsubsidized Loans are made available through the U.S. Department of Education, through the school, to the student. Eligibility for the Direct Unsubsidized Loan is based on the institution's cost of attendance minus other financial aid. The student is responsible for all of the interest on unsubsidized loans while the student is in school and thereafter. The student can either pay the interest each month or allow the interest to accrue until repayment begins. Repayment on the principal begins six months after the student leaves school, graduates, or drops below half-time enrollment. Students with prior bachelor's degrees are eligible to borrow under the Federal Direct Unsubsidized Loan program provided they have not borrowed in excess of the limits listed.

   - Federal Graduate PLUS Loan is now available for graduate students to borrow for educational expenses. Graduate degree students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance in the Direct Loan Program. Requirements include a determination that the applicant does not have an adverse credit history and repayment beginning on the date of the last disbursement of the loan. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Unsubsidized Stafford Loan Program before applying for a Graduate/Professional PLUS loan.

   - Direct Unsubsidized Annual Aggregate Loan Limits: A graduate degree student can borrow up to $20,500 per academic year. When you graduate with a graduate degree, the maximum total debt allowed from

Direct and Stafford Loans is $138,500. No more than $65,500 of this amount may be in subsidized loans (from undergraduate and previous graduate student eligibility). This maximum total graduate debt limit includes Direct and Stafford Loans received for undergraduate study as well as graduate study.

PART-TIME STUDENTS

A full-time student is one enrolled for at least eight credit hours. A part-time student is one enrolled for six to seven credit hours. The part-time student is subject to all fees charged to full-time students. Students enrolling for less than six credits will be charged per credit. Please refer to the Kettering College website for the tuition and fee schedule.

CLASS ATTENDANCE

The College must pay special attention to student attendance. Students receiving assistance from federal agencies are required by those agencies to attend class regularly. If a student's attendance is required by a government agency, it is that student's responsibility to notify the instructor that he or she will need verification of attendance. Instructors cannot certify attendance if the student has not followed the attendance requirements set up in the course syllabus. Attendance verification will require the student to:

- Obtain the attendance form from the registrar's office.
- Have the form signed by all involved faculty on a weekly basis.
- Return the completed form to the registrar's office.

NOTE: Students enrolled in the Bachelor of Science program with a human biology major who are seeking to complete the accelerated track for the MPAS should refer to the arts and sciences chapter in the undergraduate section of this *Bulletin* for details regarding that program of study.

Advanced imaging technologies

Advanced imaging is a specialized field in radiologic technology that includes computed tomography (CT), magnetic resonance imaging (MRI), vascular interventional technology (VIT), and cardiovascular interventional technology (CIT).

The RSI department offers the following programs in advanced imaging:

- BS in Health Sciences degree, emphasis in advanced imaging
- Modalities in MRI, CT, vascular interventional technology (VIT), and cardiovascular interventional technology (CIT)

Students entering Kettering College as graduates of an associate degree in radiologic technology, nuclear medicine, radiation therapy, or diagnostic medical sonography may continue their education with the following options:

- BS in Health Sciences (BSHS)
  1. Emphasis in advanced imaging: The ARRT-registered technologist will begin by selecting any two modalities in the advanced imaging technologies:
     - Computed tomography (CT)
     - Magnetic resonance imaging (MRI)
     - Vascular interventional technology (VIT)
     - Cardiovascular interventional technology (CIT)
  2. The student must complete all core requirements in the arts and sciences and health sciences courses to meet the requirements for the BSHS degree. (See the advanced imaging track description at the end of this *Bulletin* section).
  3. Emphasis in education or management: A course of study in arts and sciences and health sciences that will complete the BSHS degree requirements but without the advanced imaging courses. See the degree requirements section of this *Bulletin* for more information.
- Modality programs: Modality programs in CT (10weeks), vascular interventional technology (16 weeks), and cardiovascular interventional technology (16 weeks) are offered as one-semester courses of study. The MRI program is offered in a semester and a half. (See the advanced imaging track at the end of this *Bulletin* section).

All advanced imaging programs require practicum experience in the semester in which the clinical aspects courses are taught. Each student will be evaluated on classroom and practicum experiences. Completion of the clinical portions of these modalities is competency-based. To pass each clinical course, the student must complete 50 of the competencies required by the ARRT and receive a 75% or higher on clinical paperwork and evaluations. See course syllabus for details.

ADMISSION REQUIREMENTS

Applicants to the advanced imaging majors will satisfy the following criteria to be considered for admission: Bachelor of Science in Health Sciences or Advanced Imaging Modality

- Meet all admission requirements for Kettering College.
- Provide evidence of current certification by ARRT, ARDMS, or NMTCB in radiologic technology, medical sonography, nuclear medicine, or radiation therapy. The state of Ohio requires ARRT(R) certification to work in computed tomography, VIT, and CIT.
- Request and pay to have a background check performed by a College-approved service no more than six months prior to beginning the clinical experience. Please contact the admissions office for approved service contact information. Commencement of the clinical portion of the program is contingent upon successful clearance of the background check.
- Submit required immunizations.
- Sectional Anatomy is a prerequisite course for the CT and MRI programs. Sectional courses must meet content specifications.

Note: It is recommended that all students entering radiologic sciences and imaging programs have computer skills that enable them to use Windows, word processing, spreadsheet, and PowerPoint operations. Please refer to specific course descriptions for more details.

CLINICAL EDUCATION

- All advanced imaging programs require clinical experience. Clinical contact hours vary based on modality and length of semester.
- The student must pass each clinical course with a grade of C or higher.
- Failure or withdrawal from an advanced imaging course requires that all courses in the modality be repeated.
- A student may not enroll in a course more than twice. Grades of WP or WF will be counted as being enrolled in the course.

- Attendance: All clinical absences must be made up. These make-up assignments must be scheduled with the clinical coordinator and the clinical site and completed before academic credit will be given.

- Transportation: Students are responsible for their own transportation to area hospitals for clinical education assignments.

- Clinical rotations: To be of maximum benefit to the imaging student and to enhance the student's versatility and skills, a wide variety of clinical rotations are provided. This includes hospitals, independent imaging centers, and physicians' offices. The student may be assigned to Kettering College clinical affiliations anywhere within 70 miles of Kettering College.

- Clinical hours for advanced imaging technologies: Each clinical experience in the advanced imaging modalities of computed tomography, magnetic resonance imaging, vascular-interventional technology, and cardiac-interventional technology requires clinical contact hours. Clinical contact hours vary based on modality and length of semester. Each clinical week has a minimum of three 8- to 10-hour days dependent on semester and modality.

- Previous experience: The radiologic sciences and imaging department may grant clinical credit for previous clinical training or experiences to advanced imaging students. In order to receive clinical credit for previous clinical training or experience, students must petition for approval to the program director. This petition only applies to those who have been crosstrained or work in the field and need ARRT Structured Education to sit for registry. Acceptance of the petition will be based on employee records and recommendations explaining why the clinical hours should be negotiated. The current supervisor verification of a minimum of one year of continuing employment in specific advanced imaging modalities (CT, MRI, VIT, or CIT). Part-time experience will be considered if the student is employed at least 20 hours per week (half of full-time equivalent).

- Possible modality range: 3-11 credit hour range depending on modality clinical hours.

- Students who are ARRT-registered for CT, MRI, vascular interventional technology, or cardiovascular interventional technology may receive advanced placement by receiving validation of upper-division credits for one modality toward the Bachelor of Science in Health Sciences, advanced imaging emphasis.

- Space availability: All applicants must realize that all the programs are limited in size by their certification agencies and by the availability of clinical sites. It is impossible to accept more students than our accreditation agencies approve and the clinical sites allow.

PROGRESSION REQUIREMENTS

- GPA in arts and sciences courses: In order to remain in the advanced imaging program, a student must earn a grade of C or above in all program-required HESC classes.

- GPA in advanced imaging courses: A minimum cumulative grade point average of 2.5 (C) in advanced imaging technology courses must be maintained. Students must earn a grade of C or above in all ADIM courses. Failure to achieve at least a C in any ADIM course will result in dismissal from the program, and the student must submit a written request in order to be readmitted. Readmitted students will be under the *Academic Bulletin* for that academic year.

READMISSION

A student who has one ADIM failure may apply for readmission into advanced imaging through the admissions office. A student who fails or is removed from ADIM cannot switch to another emphasis.

BACHELOR OF SCIENCE IN HEALTH SCIENCES, ADVANCED IMAGING TRACK

The following is a description and list of credits required for the Bachelor of Science in Health Sciences, advanced imaging track.

Total credits required for degree (at least 40 must be upper-division)

Degree core credits	18-19
HESC credits	19
ADIM credits (vascular track vs. sectional track)	15-23

TOTALS:	Option 1: CT, MRI (23)	60-61 credits
	Option 2: VIT, CIT (14/15)	51-53 credits
	Option 3: VIT, CT (15)	52-53 credits
	Option 4: VIT, MRI (20)	57-58 credits
	Option 5: CT, CIT (17/18)	54-56 credits
	Option 6: MR, CIT (22/23)	59-61 credits

COURSE REQUIREMENTS

Degree core

Humanities electives (6 credits): literature, history, philosophy, music, art, theater, or foreign language

Religion (6 credits, RELP 316 Spirituality in Healing and Health Care and RELP 306 Spiritual Dimensions and Death and Dying are required)

Mathematics (4 credits, MATH 215)

Social sciences (3 credits, SOCI 375)

Health sciences core

HESC 310, 318, 340, 348, 381, 435, 481 (19 credits)

Advanced imaging emphasis courses

Option 1: CT, MRI — ADIM 300, 328, 404, 305, 425, 315 (23 credits)

Option 2: VIT, CIT — ADIM 311, 321, 413, 432, ADIM 360 as needed/required (14/15 credits)

Option 3: VIT, CT — ADIM 311, 321, 300, 328, 404 (15 credits)

Option 4: VIT, MRI — ADIM 311, 321, 305, 425, 315 (20 credits)

Option 5: CT, CIT — ADIM 300, 328, 404, 413, 432, ADIM 360 as needed/required (17/18 credits)

Option 6: MR, CIT — ADIM 305, 425, 315, 413, 432, ADIM 360 as needed/required (22/23 credits)

COMPLETION REQUIREMENTS

1. Bachelor of Science in Health Sciences degree:

    a. Complete all required and elective courses with a cumulative GPA of 2.00 or greater.

    b. Complete core and major requirements.

    c. Complete all program requirements.

    d. Complete all graduation requirements including residency.

2. Modality: Complete all required courses per modality (CT, MRI, VIT, or CIT).

MODALITY PROGRAMS OF STUDY

MODALITY IN COMPUTED TOMOGRAPHY (CT)

ADIM 300	CT Theory*	3
ADIM 328	Clinical Aspects of CT*	3
ADIM 404	Practicum I (CT)	3
	TOTAL	9

*Note: ARRT Registry review material will be incorporated into this course.

MODALITY IN MAGNETIC RESONANCE IMAGING (MRI)

ADIM 305	MRI Theory*	6
ADIM 425	Clinical Aspects of MRI*	5
ADIM 315	Practicum II (MRI)	3
	TOTAL	14

* Note: ARRT Registry review material will be incorporated into this course.

MODALITY IN VASCULAR INTERVENTIONAL TECHNOLOGY (VIT)

ADIM 311	Vascular Interventional Technology*	3
ADIM 321	Practicum III (VIT)	3
	TOTAL	6

* Note: ARRT Registry review material will be incorporated into this course. Course availability is subject to minimum student enrollment.

MODALITY IN CARDIOVASCULAR INTERVENTIONAL TECHNOLOGY (CIT)

ADIM 413	Cardiovascular-Interventional Technology*	5
ADIM 432	Practicum IV (CIT)	3
ADIM 360	Advanced Cardiac Life Support (as needed)	1
	TOTAL	8/9

* Note: ARRT Registry review material will be incorporated into this course.

PROFESSIONAL REGISTRATION

The advanced imaging programs prepare the students for the American Registry of Radiologic Technologists' post-primary certification examinations in CT, MRI, VIT, and CIT. Didactic and clinical courses help prepare for these examinations. For more information on the eligibility requirements, refer to the ARRT website: www.arrt.org.

BACCALAUREATE COMPLETION ADVANCED IMAGING TRACK

Taryn Talbott, Clinical Coordinator

Graduates in an accredited RT program who do not have an associate degree must complete all AS degree core requirements before beginning the advanced imaging track. Certification as an ARRT RT is required to be admitted into the advanced imaging tracks.

ADVANCED PLACEMENT FOR BACHELOR OF SCIENCE IN HEALTH SCIENCES,
ADVANCED IMAGING EMPHASIS

Students who are ARRT-registered for CT, MRI, vascular interventional technology, or cardiovascular interventional technology may receive advanced placement by receiving validation of upper-division credits for one modality toward the Bachelor of Science in Health Sciences, advanced imaging emphasis.

ADIM Revised Course Descriptions

ADIM 404 Practicum I (CT) ———————————————————————— 3 credits

~~Supervised, competency-based education in computed tomography at an affiliated clinical education site. The student observes, assists with, and eventually performs all routine CT examinations. It is recommended that the student enter the course with a functional knowledge of Windows operations for the clinical setting.~~

ADIM 360 Advanced Cardiac Life Support   1 credit

Provides the opportunity to acquire knowledge and skills in advanced cardiac life support theory and techniques. Upon successful completion of the course, the student will receive American Heart Association certification as an Advanced Cardiac Life Support (ACLS) Provider. Graded on a pass/not pass basis. The course will be offered as a blended course consisting of one all day online interaction and three all day on campus learning and testing.

Prerequisite: Current certification in Basic Life Support (CPR)

~~ADIM 412 Cardiovascular Interventional Technology ——————————————— 6 credits~~

~~Focus on cardiac diagnostic and interventional procedures not previously covered. An in-depth method of monitoring as well as assessing the patient's status and therapy response. Acquired knowledge and skills in advanced cardiac life support (ACLS) and techniques. Upon successful completion of the ACLS course, the student will receive American Heart Association certification as an ACLS provider. The ACLS course will be graded on a pass/not pass basis. Passage of the ACLS course is mandatory in order to proceed with the program. Prerequisite for ACLS is current certification in Basic Life Support (CPR). Incorporates preparation for the ARRT Registry examinations. Course requirements include a typed paper or article reports.~~

~~Prerequisites or corequisites: HESC 360 with minimum grade of C~~

ADIM 413 Cardiovascular-Interventional Technology   5 credits

Cardiac-Interventional Technology is designed to give students the necessary didactic knowledge to become successful cardiac-interventional radiologic technologists. Topics of discussion and assessment in this online course will include cardiovascular and peripheral vascular anatomy & physiology, hemodynamic data & calculations, ECG rhythm recognition, fluoroscopic and angiographic imaging, cardiovascular pathology & interventions, and patient care.

Prerequisites or corequisites: HESC 360 with minimum grade of C

NRSB 100 Course Description

NRSB 100 Nursing Readmission Remediation   0 credits

    Student remediates after a leave of absence or readmission to the nursing program to review and demonstrate nursing skills and critical thinking techniques to prepare for success in the nursing program and NCLEX testing. The course is available each semester and is scheduled on an individual basis. Must be a pre-licensure major (BSN-P) and have permission of the nursing department. *(Pass/Fail Grade; Section 9, advising transcript only)*