



Eastern International College

**CARDIOVASCULAR TECHNOLOGY PROGRAM - AAS
STUDENT HANDBOOK**

January 2021

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Eastern International College Mission Statement

Eastern International College (EIC) is a student-centered institution dedicated to the development of its diverse student body. The EIC curriculum and environment provides students with the opportunity to develop the knowledge and skills necessary to succeed in their profession of choice. This outcome is accomplished in each program through classroom lectures, active learning, hands-on experiences, and is complemented by a general education segment of the curriculum. The College faculty and staff are focused on fostering student growth in critical thinking, decision-making, a positive self-image, and the development of social skills that will prepare all students to succeed. Student development is further encouraged through collegiate services and activities that enrich students' personal and work lives.

The College strives to assure that our students and graduates are:

- Ethical and skilled persons dedicated to success in their careers and motivated to service others and their communities.
- Independent thinkers informed and enriched by a general education and career competencies
- Lifelong learners skilled in and adaptable to new information and technologies

The Eastern International College community will achieve these goals through dedicated teaching and scholarship, the provision of student support services that include career and personal development programs, the meaningful participation of all constituencies of the EIC community in the educational process, and by treating each other with mutual respect and understanding

Program Mission Statement

The AAS in Cardiovascular Technology Program with a focus on Non-Invasive Adult Echocardiography trains competent technologists who are proficient in non-invasive sonographic procedures within the Adult Echocardiography and Vascular scope of practice. In addition, the program seeks to provide a student-centered education that promotes a commitment to the performance of quality imaging, professionalism, and effective communication skills necessary for a sonographer to work effectively in a diverse healthcare environment

Cardiovascular Degree Program Overview

Cardiovascular Technology (CVT) is an allied health profession that utilizes skilled diagnostic examinations for the diagnosis and treatment of patients with cardiovascular diseases under the direction of a physician.

The Cardiovascular Technology (Non-invasive) CVT program leads to an Associate of Applied Science in Cardiovascular Technology degree major in Adult Echocardiography that prepares students to obtain jobs in entry-level positions in the fields of cardiovascular diagnostic medicine in adult echocardiography.

The CVT degree program curriculum consists of 20 credits of General Education in the areas of oral and written communication, mathematics, social science and life sciences. The 32 credits of major courses include the following courses: Introduction to Cardiovascular Technology, Pharmacology, Patient Assessment and Patient Care, Physics and Instrumentation, EKG and Interpretation, Pathophysiology, Echocardiography and Vascular. The program requires a 14-credit externship equivalent to 630 hours.

Goal and Learning Outcomes of the Cardiovascular Degree Program

Goal

The goal of the AAS-Cardiovascular Technology at EIC is to provide a competency-based education which links theoretical (cognitive), professional, and ethical (effective) concepts to clinical practice (psychomotor) to prepare graduates for entry level jobs in non-invasive cardiovascular technology.

Student Learning Outcomes

The CVT graduate will demonstrate entry level skills, knowledge, and behavior competence in procedural and clinical functions in non-invasive cardiovascular technology.

1. Content (Cognitive)

- Demonstrate knowledge of cardiac anatomy and physiology, cardiovascular anomalies, and cardiac pharmacology
- Demonstrate knowledge of legal and ethical standards in the practice of the cardiovascular technology profession

2. Competencies (Psychomotor)

- Perform effectively procedures covered in non-invasive cardiovascular technology in adult echocardiography and vascular technology
- Demonstrate proficiency in patient care including vital signs and patient safety
- Demonstrate competency in obtaining, recording, and printing scanned images

3. Affective (Dispositions)

- Demonstrate professional conduct in the workplace and/or externship site
- Demonstrate interpersonal communication and cultural sensitivity when dealing with patients and the healthcare team
- Apply ethical and legal standards in dealing with patient information and in communicating these information with the healthcare team.

CVT-AAS Curriculum Outline and Course Descriptions

General Education Courses

Course Number	Course Title	Semester Credit
BIO 101	Anatomy & Physiology I	4
BIO 102	Anatomy & Physiology II	4
ENG 101	English Composition	3
PSY 101	General Psychology	3
SPC 101	Interpersonal Communications	3
MAT 204	Fundamentals of Statistics	3
TOTAL		20

Program Major Courses

Course Number	Course Title	Semester Credits
CVT 101	Introduction to Cardiovascular Technology	2
CVT 104	Patient Assessment and Basic Patient Care	2
CVT 105	Pharmacology	2
CVT 106	Physics and Instrumentation I	3
CVT 107	Physics and Instrumentation II	3
CVT 200	EKG and Interpretation	4
CVT 202	Pathophysiology	3
CVT 203	Vascular	4
CVT 204	Echocardiography I	4
CVT 205	Echocardiography II	4
CVT 206	Test and Registry Review	1
CVT 210	Cardiovascular Technology Externship	14
		46

Total Program Credits: 66 Credits

Length of Program: 2 Years

Course Descriptions

BIO – Biological Science

SPC – Speech

ENG – English

MAT- Math

PSY – Psychology

CVT- Cardiovascular Technology

ENG 098 Developmental Writing**3 Semester Credits**

This course reviews the writing process, namely, brainstorming, prewriting, drafting, proofreading, revising, and publishing. Students learn how to write strong sentences, paragraphs, and short essays, with clarity, creativity, and voice.

ENG 099 Developmental Reading**3 Semester Credits**

This course introduces students to college-level reading strategies, such as identifying main point, summarizing, distinguishing between fact and opinion, making inferences, drawing conclusions, and paraphrasing.

MAT 099 Elementary Algebra**3 Semester Credits**

This course is an introduction to the basic principles and skills of algebra. Topics include review of pre-algebra concepts, the real number system, linear equations and inequalities, graphs of linear equations and inequalities, and systems of linear equations.

BIO 101 Anatomy and Physiology I**4 Semester Credits**

This course explores the structure and function of the human body. It includes the study of cells and tissue, with a focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II**4 Semester Credits**

This course is a continuation of Anatomy and Physiology I. It provides additional study of the structure and function of the human body. It includes study of the cardiovascular, lymphatic and immunity, respiratory, circulatory, digestive, urinary, and reproductive systems. It also includes protein synthesis, meiosis and genetics, fluid and electrolyte balance.

Prerequisite: BIO 101

MAT 204 Fundamentals of Statistics**3 Semester Credits**

This course introduces students to basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression, and correlation.

Prerequisites: MAT 099 Elementary Algebra or passing of placement exam

ENG 101 English Composition**3 Semester Credits**

This course further introduces students to college-level writing and reading skills through critical reading, group analysis, formal essays, and research projects. Proper paragraph and essay structure is emphasized throughout the course.

Prerequisites: ENG 098 and ENG 099 or passing of placement exam

PSY 101 General Psychology**3 Semester Credits**

This course introduces students to the scientific discipline of psychology. It addresses cross-cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

SPC 101 Interpersonal Communications**3 Semester Credits**

This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

CVT 101 Introduction to Cardiovascular Technology**2 Semester Credits**

This course provides students an understanding of the basic concepts of the Cardiovascular Technology profession. Topics include discussions on invasive and non-invasive cardiology, basic cardiovascular terminology, cardiovascular patient assessment and diagnostic tools, and non-invasive cardiovascular procedures. The course also includes discussions on medical law and ethics with a focus on cardiovascular and other related professions.

CVT 104 Patient Assessment and Basic Patient Care**2 Semester Credits**

This course introduces the concepts and techniques of patient assessment and patient care. The student will demonstrate proficiency in proper body mechanics, transfer techniques, medical asepsis, measuring vital signs, medical emergencies, and taking a complete patient medical history. Principle of barrier protection for blood and body fluid exposures, isolation precautions, and discussions on OSHA and HIPAA are also included.

CVT 105 Pharmacology**2 Semester Credits**

This course is an introduction to the principles of pharmacology. Topics include general classification of drugs, types of administration of drugs, adverse effects and drug interactions, and dosage computation. Emphasis is given on cardiovascular pharmacology.

CVT 106 Physics and Instrumentation I**3 Semester Credits**

This course presents the basic concepts and principles of ultrasound physics as a foundation for understanding image interpretation. Students learn by way of lecture, solving sample problems, and scanning in the student lab. Prerequisite: MAT 099 or pass the placement exam

CVT 107 Physics and Instrumentation II**3 Semester Credits**

This course is a continuation of Physics for Ultrasound I. It reinforces concepts learned and presents more advanced concepts in ultrasound theory and instrumentation, fluid hemodynamics, color-flow Doppler spectral analysis, and 3 and 4 -D ultrasound, and safety and bioeffects. Students review material and take practice exams in preparation for the ARDMS registry examination

Prerequisite: CVT 106

CVT 200 EKG and Interpretation**4 Semester Credits**

This course covers twelve-lead EKG analysis including bundle branch blocks, hypertrophic, infarction patterns, and pediatric EKG interpretation and stress test procedures. The laboratory component of this course focuses on equipment set-up, patient preparation, performance of 12-lead EKGs, preparation and performance of stress testing, and analysis of both normal and

abnormal twelve-lead EKG recordings. Corequisite: BIO 102; It can be taken after BIO 102

CVT 202 Pathophysiology

3 Semester Credits

This course discusses the aspects of cardiovascular pathophysiology. It includes an in-depth discussion of various cardiac diseases and treatment options. Precedence will be on understanding the etiology and pathogenesis of a given disorder. The function and regulation of the heart and blood vessels, cellular structure and function, electrical activity and cardiovascular integration and adaptation are also discussed. Corequisite: BIO 102; It can be taken after BIO 102

CVT 203 Vascular

4 Semester Credits

This course provides an understanding of the use of duplex ultrasound to interrogate the extracranial circulation of the brain, and arterial and venous circulation of the upper and lower extremities. Normal and pathological conditions are discussed in correlation with physical and clinical findings. Students actively participate in laboratory scanning in the student lab. Lab sessions include experience and competency testing in vascular sonography. Case studies and imaging critique are addressed throughout the class.

Prerequisites: CVT 106, BIO 101; Must be taken with CVT 107 and BIO 102 if taken in Semester 2

CVT 204 Echocardiography I

4 Semester Credits

This course is designed to introduce Cardiovascular Technology students to the foundations of Echocardiography and provides discussions on cardiac ultrasound and its use in the evaluation of normal cardiac anatomy and physiology. Students learn and practice echocardiographic scanning protocols. Basic machine mechanics, basic physics as related to ultrasound, two-dimensional, M-mode, Doppler, and Color Doppler techniques are covered.

Prerequisite: CVT 106, BIO 101

Corequisite: BIO 102 and CVT 107.

CVT 205 Echocardiography II

4 Semester Credits

This course focuses on advanced pathophysiology, including stress echo, trans-esophageal, ischemic and congenital heart diseases. The student learns to determine the presence of cardiac diseases and pathology as seen during an echocardiographic exam. A review of various medical and surgical treatments used in the care of patients with cardiac disease is included. Basic machine mechanics and physics as related to each Echo examination are also covered. The laboratory component of this course focuses on laboratory experiences covering advanced echocardiography studies with Doppler interpretation. Prerequisite: CVT 204, CVT 107

CVT 206 Test and Registry Review

1 Semester Credit

This course provides a comprehensive review of echocardiography and vascular sonography in accordance with the outline published by ARDMS, CCI and taught throughout the Cardiovascular Technology Program. Topics focus on cardiovascular anatomy, physiology, pathological changes and their correlation with Echocardiography and Vascular Sonography. It also covers a comprehensive review of Physical Principles, Hemodynamics, Doppler ultrasound, image artifacts and quality management related to echocardiography and vascular sonography. Main goal is to prepare the students for taking RDCS (AE) and RCS examination by American

Registry Diagnostic Medical Sonography ARDMS) and Cardiovascular Credentialing International (CCI). Prerequisites: All CVT courses except Externship

CVT 210 Cardiovascular Technology Externship

14 Semester Credits

This course provides clinical experiences which allow the student to perform non invasive echocardiography and/or peripheral vascular exams under the direct supervision of a qualified technologist and/or physician. The clinical site may be a laboratory in a hospital, imaging facility, and/or private office setting. At the start of the semester, the course will meet for a one day classroom orientation session. During the orientation day, students will be instructed on professional behavior expected in a lab, including attendance, and dress code. At the end of the clinical rotation, students prepare and present cases encountered during clinical rotation to current CVT students and/or CVT faculty.

Prerequisites: Passing the Sonography Principles and Instrumentation (SPI) exam by the ARDMS. All CVT courses except CVT 206

MANDATORY SONOGRAPHY PRINCIPLES AND INSTRUMENTATION (SPI) REVIEW COURSE - Effective Fall 2019

Free Sonography Principles and Instrumentation (SPI) Review Course

This non-credit course provides a comprehensive review of Sonography Principles and Instrumentation (SPI) in accordance with the outlines published by the American Registry of Diagnostic Medical Sonographers (ARDMS) and taught in the Ultrasound Physics courses. Topics include Production of Sound Waves, Interaction of Sound with Matter, Doppler Techniques, Hemodynamics, Transducer Structure and Function, Pulsed and Continuous Wave Techniques, Information Processing Storage and Display, 2D and Doppler Artifacts, QA and QC and Bioeffects. Students will be guided on how to navigate the ARDMS website for the SPI application and identification of the documents needed for registration. Completion of this course includes official registration for the SPI examination. Prerequisites: A grade of “C” or better in CVT 106/DMS 105 and CVT 107/DMS 106

Procedure and Policy for the Sonography Principles and Instrumentation (SPI) Review

The SPI review is a non-credit mandatory free course for all DMS and CVT students in preparation for the SPI examination of the American Registry of Diagnostic Medical Sonographers (ARDMS). The review lasts for eight (8) weeks consisting of three (3) contact hours/week for a total of 24 contact hours for 8 weeks.

1. The SPI review course must be taken immediately following the semester when CVT 107/DMS 106 has been completed. A student who files for a LOA immediately after completing and passing CVT 107/DMS 106 must take it upon returning.
2. A student must formally register for the SPI review course within the registration period. The registration form for the SPI must be completed.
3. A student must register for the SPI examination within the eight weeks course. A student who

fails to register for the SPI exam on or before the end of the course will be required to attend another 8-weeks session immediately following the semester.

4. To successfully finish the course, a student must have completed at least 21 of the 24 contact hours. Tutoring hours outside the course are not included in the 24 hours. Any absence in excess of three (3) contact hours regardless of the reason will result in dropping the student and the student must register for the course again the following semester and any completed hours will be forfeited.

5. A student must take the SPI exam 2 to 3 weeks after completing the review course

6. A student who takes and fails the SPI will be required to repeat the review course. The attendance policy in #4 applies.

7. A student is encouraged to take or complete additional review courses outside EIC but will not take the place of the review course.

8. Passing the SPI is a prerequisite for externship for the CVT-AAS program.

Cardiovascular Technology (CVT) Validation Policy Effective Fall 2019

A student re-entering the program after one full semester of absence for any reason after completing Echocardiography I (CVT 204) or Echocardiography II (CVT 205) must pass a comprehensive skills test related to CVT 204 or CVT 205 before being allowed to register back into the program. The skills test dates will be arranged by the Program Director. A mandatory tutoring before the skills test is required.

A student who completes Echocardiography II (CVT 205) but for any reason was unable to start externship rotation immediately following completion of the course must pass a comprehensive skills test related to CVT 205 before being allowed to register for Externship (CVT 210). The skills test dates will be arranged by the Department Chair. A mandatory tutoring before the skills test is required. This policy is applied to the Vascular (CVT 203) course as well.

A student with unsatisfactory scanning skill will be required to audit for free the CVT course recommended by the Chair and attend mandatory tutoring.

Skills Validation for Externship - Effective Fall 2019

All students who register for Externship (CVT 210) must attend a mandatory scanning competency test for Echocardiography and Vascular before being sent out to externship sites. The Program Director will schedule the scanning competency check. A student who does not demonstrate the minimum competency for Echocardiography and Vascular will be required to attend a mandatory tutoring until competency is deemed satisfactory by the Department Chair.

Admission and Entrance Requirements

Program	Criteria
Cardiovascular Technology- AAS Degree (CVT)	HS Diploma/GED Complete Admissions Process

The following steps must be taken to complete the admissions process for the AAS Degree Programs in Cardiovascular Technology:

- Admissions Application - Complete and submit the official admissions application.
- High School Diploma/Transcript - Along with the application, present a copy of the applicant's diploma/transcript, or have the applicant's high school send a copy of his/her diploma/transcript directly to Eastern International College. Official electronic transcripts (e-transcripts) are accepted.
- Recipients of a State General Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. Applicants whose secondary education was in a country outside the U.S. must obtain written official evaluation of transcripts from an evaluation agency (preferably a NACES member) showing equivalency with a US high school diploma. This evaluation is done for a fee which the student needs to pay directly to the evaluation agency of his/her choice. It is also the responsibility of the student, NOT the college, to fulfill/send requirements needed by the evaluation agency.
- Application Fee - Payment of the application fee
- Accuplacer Exam
- All applicants for the Cardiovascular Technology (AAS-CVT) degree program are required to take the Accuplacer examination in reading, sentence skills, and mathematics, which is administered at Eastern International College. To be admitted into the AAS-CVT, applicants who score 69 (or lower) in any or all of the areas must take and pass developmental courses (Developmental Reading or ENG 099, Developmental Writing or ENG 098, and Elementary Algebra or MAT 099) before being allowed to take college level courses in English and math

The Accuplacer is waived for any of the following reasons:

- Combined SAT score of 1100 or better (if applicable) with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from the date of testing.
- Earned an Associates degree (or higher) obtained from a nationally or regionally accredited institution with official transcript of records. A degree earned outside the United States must be evaluated by an evaluation agency preferably a NACES

accredited agency for US degree equivalency.

This evaluation is done for a fee which the student needs to pay directly to the evaluation agency of his/her choice. It is also the responsibility of the student, NOT the college, to fulfill/send requirements needed by the evaluating agency.

- Earned credits for college level English and Elementary Algebra (or higher) with a grade of “C” or better (and with official transcript of record) from a nationally or regionally accredited institution.
- Earned credits for English Composition and College Math through the College Level Examination Program (CLEP). CLEP score must conform to EIC’s transfer policy.
- An Advanced Placement (AP) score of “3” or better in both College Math and English

Submit a personal statement in response to an essay question drafted by Eastern International College.

Transferring Credits to Eastern International College

A student may apply to transfer coursework successfully completed at another accredited college. Upon review of the previous program curriculum, a determination to accept transfer of coursework will be made. Approval to transfer coursework is based upon program type, grade in the course, the length of the course, course description, credit hours, and other factors. Transferring coursework may have an impact on credits in relation to financial aid determination.

Specifically, students who have completed coursework at another accredited post-secondary institution with a grade of “C” or better may apply to have those credits evaluated for transfer. This evaluation must conform to the following conditions:

- Credits can only be awarded on the basis of an official transcript.
- Science courses (e.g. Anatomy and Physiology, etc) must have been taken within the past ten years from the date of acceptance. Technical courses can be transferred upon the discretion of the Admissions Committee.
- EIC can accept a maximum of 20 credits for General Education. Technical courses can be transferred upon the discretion of the Admissions Committee.
- Only a course that covers essentially the same content as one taught at Eastern International College can be considered for transfer credit.
- Some specialized subjects may require more than one semester’s study. When this is the case, at least the highest course in that series must be taken at Eastern International College.
- It is the student’s responsibility to have the official transcript transmitted to the Registrar at Eastern International College prior to the start of their program in accordance with EIC policy.

Experiential Learning

Eastern International College does not offer credit for experiential learning.

Graduates of foreign schools seeking transfer credit must have a course-by-course transcript evaluation conducted by an evaluating agency preferably one that is accredited by the National Association of Credential Evaluation Services (NACES). This evaluation is done for a fee which the student needs to pay directly to the evaluation agency of his/her choice. It is also the responsibility of the student, NOT the college, to fulfill/send requirements needed by the evaluating agency.

3.3 Credits Transfer through College Level Examination Program (CLEP)

Students who complete the College Level Examination Program (CLEP) are eligible for credit at Eastern International College. Credits will be given to exam courses meeting all requirements below:

CLEP Test	EIC Course Equivalent	Acceptable Score	Credit Received
College English Composition	ENG 101	50	3
Introduction to Psychology	PSY 101	50	3

Credits Transfer through Advanced Placement (AP) Examination.

A student who finished an Advanced Placement (AP) course and took the AP examination and obtained a score of “3” or better is eligible for credit at Eastern International College. AP courses must conform with the transfer credit policy of EIC.

Rules and Regulations, Professional Behavior Policy, Probation and Dismissal, Academic Appeals

It is the student’s responsibility to adhere to all rules and regulations set forth by Eastern International College. The College reserves the right to make changes in any area of the College, and all changes are effective thirty (30) days after the announcement, circulation, and/or posting.

Professional Behavior Policy

Students are expected to adhere to standards of conduct, both in the classroom and at clinical

externship sites. The College reserves the right to discipline a student, up to and including dismissal from his/her program at any time for behavior that is deemed unethical or unprofessional. Unethical or unprofessional behavior includes, but is not limited to:

- Noncompliance with the civil law at the local, state or federal levels
- Smoking on the College premises
- Eating or drinking in any laboratories, patient care facilities, or classrooms
- Noncompliance with the dress code
- Verbal or physical abuse towards peers, faculty, administrative and/or support staff
- Falsification of documents
- Major violations contrary to principles of academic honesty (i.e. plagiarism, cheating, etc.)
- Destruction of College or building property
- Harassing, stalking, threatening, abusing, insulting or humiliating any student, instructor, administrator or member of the support staff
- Demonstrated demeaning written or oral comments of an ethnic, sexist, or racist nature
- Unwanted sexual advances or intimidation
- Carrying or concealing firearms or any unlawful weapon
- Use or under the influence of alcohol or illegal drugs on the College premises or in any affiliating agency
- Disruptive classroom behavior and persistent violation of College rules and regulations. (Students are not permitted to use cellular phones, iPods, or any other electronic devices, while in the classroom)
- Slander or libel against the College
- Refusal to wear the required personal protective equipment (PPE) in the lab or designated areas where PPE is required
- Refusal to comply with EIC's COVID-19 protocol for safety and protection (Social distancing, face cover, temperature check, etc)
- Other actions deemed unethical or unprofessional by the faculty and administration.

Any student who has been dismissed for violating any policy, rule, and/or regulation set forth by Eastern International College could appeal the dismissal.

Probation and Dismissal

Eastern International College reserves the right to dismiss or place on probation a student for any of the following reasons: failure to comply with the professional behavior policy or other school policies and procedures, failure to pass a course after the second attempt, failure to comply failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to student, faculty, staff, or affiliates, or making any false statements in connection with his/her enrollment. Tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The college will determine if any Title IV funds need to be returned. Eastern International College can also discontinue the student's enrollment status, not issue grades, or deny requests for transcripts if a student fails to meet all of his/her financial and institutional obligations or for any false statements in connection with the student's enrollment.

Students wishing to appeal a probation or dismissal can make a written request to the Appeal Committee for review. The Appeal Committee will conduct the review and make the appropriate determination.

Grievance/Complaint Protocol

The administration, faculty and staff of Eastern International College maintains an open-door policy for students to voice their concerns or complaints. Any student, who has a grievance or complaint, should follow the grievance protocol, as outlined below:

Level 1: The student attempts to handle the grievance with the applicable official in a calm, professional manner.

Level 2: If the grievance cannot be settled at this level, the student may request intervention from the Campus Director

Level 3: If a satisfactory result is not accomplished at Level 2, a written description of the grievance should be directed to the College President, who will evaluate the grievance further. The student will be kept informed by the President as to the status of the grievance, as well as the resolution of the problem.

Level 4: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. The Student Complaint Procedure is as follows:

Student Complaint Protocol- Filing a Complaint with the Middle States Commission on Higher Education (MSCHE)

The Middle States Commission on Higher Education is obligated by federal regulations to review complaints it receives regarding member and candidate institutions. However, the Commission's complaints policy prevents the Commission from intervening in disputes between individuals and institutions, whether these disputes involve students, faculty, administrators, or members of other groups. Before filing a complaint, it is strongly recommended that you read the [Commission's complaints policy and procedure](#). A copy of the MSCHE complaints policy and procedure can be requested in writing from the Campus Director.

Academic Appeals

The Academic Committee is tasked with considering written appeals for any of the following:

- College or program dismissals due to poor academic performance
- Grade Appeal
- Other Academic Concerns

The committee, which is chaired by the Dean of Academic Affairs, consists of the Academic Dean, Chairpersons, and at least two full time department faculty members.

Satisfactory Academic Progress Policy

Eastern International College makes every effort to provide our students with ample opportunity to successfully meet the academic requirements for graduation and to ensure that each student is given sufficient preparation to meet all scholastic conditions necessary to be making satisfactory academic progress, and to receive financial aid should they qualify.

At the end of each semester, a student's academic record is reviewed to determine whether or not the student has met SAP requirements. Satisfactory Academic Progress comprises a quantitative and qualitative component as required to ensure timely completion; students must also complete the program within 150% of the program length.

- The qualitative component of satisfactory academic progress is measured by cumulative grade point average (GPA) from the beginning of program enrollment at Eastern International College and will be monitored at the end of each semester. To satisfy the qualitative standard, you must maintain a cumulative GPA as dependent on your semester of study.

SAP Qualitative Requirements Table

EIC Attempted Credits	Required Cumulative GPA
1 – 12 credits	1.50
13+ credits	2.00

*2.0 GPA required for graduation

- Quantitative satisfactory academic progress is defined as the completion of at least 67% of the cumulative credit hours on which the payment of financial aid was based (pace of completion). Quantitative satisfactory academic progress will be monitored at the end of each term by reviewing students' grade reports.
 - Completed Credits are all courses for which credit was earned.
 - Attempted Credits are all courses that were scheduled for credit; these include all courses as cumulatively scheduled regardless of grade received. Courses in which a student earned an F, W, WF, WP, or I are counted towards attempted credits.
 - Credits transferred to the College from another institution as counted towards the student's program completion are counted towards both Completed and Attempted credits; these courses are not calculated as part of the qualitative GPA standard.

SAP Quantitative Requirements Formula

$$\frac{\text{Completed Credits (including Transfer Credits)}}{\text{Attempted Credits (including W grades)}} \times 100 = \text{Pace of Completion \%}$$

- **Maximum Timeframe:** Students must complete their program of study within a maximum frame of no more than 150% of the required length of the program credits.

CVT-AAS	66 total credits	99 credits max. timeframe
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Failure to Meet Satisfactory Academic Progress

If a student fails to meet any of the requirements to meet Satisfactory Academic Progress, he/she will be in jeopardy of losing current and future financial aid funds as anticipated. Eastern International College elects to review student records for SAP requirements each payment period to allot students every opportunity to maintain standards as necessary for timely program completion. As such, students will be afforded a chance to be placed on a conditional Warning status prior to loss of funding; students may also appeal for reinstatement of funding.

- **SAP Warning:** Failure to meet SAP requirements will result in SAP Warning Status. During this semester, the student will be eligible for financial aid funding. The student must meet SAP requirements at the end of the Warning semester to retain financial aid funding for subsequent semesters.
- **SAP Probation:** A student will be placed on SAP Probation if he/she has failed to meet SAP requirements while on SAP Warning and successfully appeals the decision to the Academic Appeals Committee. The student will be eligible for financial aid funding, however he/she must meet SAP requirements at the end of the Probation semester to retain future funding; failure to meet SAP at the end of the Probation semester cannot be appealed.
- **SAP Suspension:** Student has failed to meet one or more SAP requirements following Financial Aid

Warning or Probation. Student unsuccessfully or did not appeal decision (if Warning) and is ineligible for funds. Students must meet SAP criteria for reinstatement.

Following loss of funds, a student must attend the following semester without Title IV eligibility and meet SAP requirements to be eligible for reinstatement. The student must meet SAP quantitative, qualitative, and maximum timeframe standards as well as all terms as set in the student's Academic Plan. Should a student be placed on SAP Suspension, he/she may appeal

this decision to the Academic Appeals Committee (AAC) within 10 business days of notification. Conditions for appeal include mitigating circumstances such as a death in the family, illness, involuntary military leave, or other special circumstances. Should a student appeal his/her status of SAP Suspension to the Academic Appeals Committee and have the appeal approved, conditions regarding academic expectations could be imposed as necessary in order to meet the provisions of the appeal.

Appeal Process

I. College or Program Dismissal Due to Poor Academic Performance

Any student who believes that they were dismissed according to Eastern International College policies but has mitigating circumstances should submit a written appeal to the Academic Appeals Committee (AAC) c/o the Dean of Academic Affairs. The letter should include the following:

- Student's full name, address, program, and College ID.
- A full explanation of the circumstances surrounding the appeal.
- Supporting documents (e.g. letter from a physician) when necessary must be attached with the letter. Submission by email is acceptable.

An appeal must be made within three (3) business days from the date the final grade was posted and/or released. The decision of the committee to approve or deny the appeal must be completed in writing (an email is acceptable) within seven (7) business days of receipt of the letter. The decision of the AAC is final and not subject to further appeal.

II. Grade Appeal

When a student brings forth issues of unfair evaluation of his/her work, the following procedure will be followed:

- Level One: Faculty

The student shall request a review by the faculty. Every effort should be made to resolve the matter at this level. A grade appeal must be initiated with a request in writing (email is acceptable) to the faculty involved to review the grade in question. The faculty must notify the student in writing (email is acceptable) of the decision of the review regardless of the outcome within three (3) business days.

- Level Two: Department Chairperson

A student who is not satisfied with the decision rendered by the faculty member may write a request (email is acceptable) or further review to the Department Chairperson. All supporting documents must be included in the letter. The Department Chairperson must

inform the student and faculty member in writing (email is acceptable) of the decision within three (3) business days after receipt of the appeal letter.

- **Level Three: Academic Appeals Committee**

A student who is not satisfied with the decision rendered by the Department Chairperson may write a request (email is acceptable) for further review to the Academic Appeals Committee (AAC) c/o the Dean of Academic Affairs. All supporting documents must be included in the letter. The AAC must inform the student, faculty, and Chairperson of the decision (email is acceptable) within five (5) business days after receipt of the appeal letter. The decision of the AAC is final and not subject to further appeal.

The Academic Appeals Committee reserves the right to amend this time frame if the circumstances warrant a more extensive review.

Other Academic Concerns

Any academic appeals, other than the ones mentioned above, must be discussed with the Department Chairperson. The Program Director determines if the appeal would need to be coursed through the Academic Appeals Committee (AAC) or not. If the appeal has to go through the AAC, the Chair advises the student to write a formal letter of appeal to the Academic Appeals Committee c/o the Dean of Academic Affairs. The appeal must be done three (3) business days after the student and Program Director consultation.

The letter must include the following:

- Student's full name, address, program, and College ID
- Full explanation of the circumstances surrounding the appeal.
- Supporting documents when necessary must be attached with the letter. Submission by email is acceptable.

The decision of the AAC to approve or deny the appeal must be done within 5 working days after the receipt of the letter. The decision of the AAC is final and not subject to further appeal.

Dress Policy, Drug and Alcohol- Free Policy, College Property

Dress Policy

Eastern International College students must maintain a clean, professional appearance while on campus and while involved with any events affiliated with Eastern International College. The following dress policy must be adhered to:

1. Students must wear the required uniform during all classes. All uniforms must be presentable and bear the Eastern International College logo.
2. Students should avoid extreme and excessive hairstyles, make-up, long nails, jewelry and piercings.
3. Students must clearly display the Eastern International College I.D. when inside the building

4. Unless otherwise noted, a minimum of business-casual attire must be worn when students are engaged in professional activities affiliated with Eastern International College.

Students that are not in compliance with the dress policy will be dismissed from the building for that day.

Drug and Alcohol-Free Policy

Eastern International College maintains a drug and alcohol-free environment. The Drug and Alcohol Policy applies to all enrolled students, as well as any individual present on campus. The unlawful possession, use and/or distribution of drugs and alcohol are strictly prohibited. Students who require prescription drugs that may impair their ability to perform should inform Eastern International College and their instructors via documentation from a licensed healthcare professional.

College Property

Under no circumstances should any software belonging to Eastern International College be removed from the premises for any reason. All software purchased by the College must be used within the classroom and the library.

All computers are the property of Eastern International College. Students attending classes are afforded the use of computers during class and laboratory hours. Any student found reconfiguring any computer belonging to Eastern International College will be subject to immediate disciplinary action.

Internet access is permitted for job searches and class-related activities only. Any student accessing a site that is not within the scope of job searching or course study will be subject to disciplinary action.

Laboratory equipment is “technique”/practice equipment that should not be utilized for diagnostic medical procedures.

Attendance and Make-Up Policy

Students at Eastern International College are expected to attend all classes, labs, and clinical externships. At the beginning of each semester, instructors will provide the students with written guidelines regarding possible grading penalties for failure to attend class.

Students should notify their instructors as soon as possible of any anticipated absences. Written documentation that indicates the reason for being absent may be required, and students are responsible for making up work missed during any absences. These guidelines may vary from

course to course, but are subject to the following restrictions:

- Students who miss class because of religious beliefs or practices will be excused from class or examinations on that day. The faculty member is responsible for providing the student with an equivalent opportunity to make up any examination, study, or work requirement that the student may have missed.
- Students should notify course instructors at least one (1) week before any anticipated absence so that proper arrangements may be made to make up any missed work or examination. All make-up or missed work must be completed within a reasonable time frame, as determined by the faculty member.
- Any student who misses class due to a verifiable family or individual health emergency, or to attend a required appearance in a court of law, will be excused.
- Students must communicate directly with the faculty member when they need to miss a class for those specific reasons. Likewise, faculty members who require documentation of those specific student absences will communicate directly with their students.
- For all absences except those due to religious beliefs or practices, the course instructor has the right to determine whether the number of absences has been excessive, as it relates to the nature of the class that was missed, and the stated attendance policy. Depending on the situation, this can result in the student being removed from or failing the course.

If there are extenuating circumstances that prevent a student from attending classes for an extended time period (e.g., hospitalization and recovery from a serious accident or illness), the student should apply for a leave of absence under the College's published leave of absence policy.

A student's enrollment will be terminated when the student has consecutive fourteen (14) calendar days absences without establishing an approved leave of absence under the College's published leave of absence policy. As a general rule, any student whose enrollment has been terminated for violating the College's attendance policy will not be allowed to reapply for readmission to the College.

A student whose enrollment has been terminated for violation of the College's attendance policy may be entitled to a refund, or, alternatively, may be required to return unearned Title IV federal financial aid to the Federal government and pay the remaining tuition due to the College.

If the student borrowed money under a federal student loan, or a private loan, the student is obligated to repay that money in accordance with the terms of the loan. Please refer to the above refund policy and return of Title IV aid policy for further information concerning these obligations.

Externship Policies and Procedures, Externship Rules, Externship-related Injuries

Eastern International College will place students in externships upon completion of their

prerequisite didactic coursework and passing the SPI. In cases where extenuating circumstances (leave of absence, illness, financial hardship, etc.) prevent the student from starting the externship immediately after their didactic coursework, Eastern International College will work with a student and help the student complete the externship as soon as possible. Eastern International College will continue to track students individually as to their start and completion dates for externships.

The Externship Orientation is required for all students. Prior to starting the externship, all students must participate in the College's comprehensive externship orientation, which includes student/College rights and responsibilities, externship policies and procedures, and attendance policies. This orientation is conducted by the Department Chair.

Externships will be provided to all students in programs requiring externships. Students enrolled in programs that contain an externship component must agree as part of their enrollment agreement that they will accept the externship site offered by the College. Students that refuse the site offered by the College, must sign a refusal waiver and be responsible for finding their own externship site.

All students must accurately document their hours worked on a timesheet supplied by Eastern International College. The students are responsible for tallying their hours and getting the hour's sheet signed by the site manager. They must then submit the completed sheet to the designated staff assigned to their program.

All pre-externship paperwork and job rescheduling must be completed by the student prior to their final semester. Any student who fails to complete all of the externship administrative requirements prior to their final semester will not be allowed to enroll until all requirements are fulfilled.

All students must pass the required courses, maintain Satisfactory Academic Progress (SAP) and submit the following before beginning the clinical externship:

- Record of Required Immunizations: To complete the process, the student must obtain a signed record of all required immunizations. Some externship sites maintain additional health requirements that must be met prior to the start of externship (For additional details and requirements, see the Department Chair).
- If required by the externship site, a Criminal Background and Drug Check. To complete the process, the student must contact the local police precinct/agency to obtain the report(s) and submit the results to Eastern International College. A student may also utilize the service of Castle Branch for this purpose. The student is responsible for all fees associated with this requirement.

Externship Rules and Regulations

- All students must attend the clinical externship site assigned to them by Eastern

International College.

- Students in programs that contain an externship component must be prepared to attend externship sites whenever and wherever the externship sites are available. Evening students must be prepared for the possibility that externship sites may only be available during daytime working hours.
- Students are required to adhere to any schedule issued by the externship site manager, and any changes in scheduling must be authorized by the assigned site and Eastern International College. Any student not in compliance with this rule will receive a failing grade (F).
- Students must be punctual and remain at the facility for the required length of time that was assigned, and tardiness will not be tolerated. However, if students are going to be late, they must contact the clinical externship site manager and Eastern International College's CVT Program Director at (201) 216-9901 or (973) 751-9051.
- All students who have an excess of (3) absences will fail the course for the semester and be required to retake the course next semester to graduate. In addition, students who are dropped for excessive absences must find their own clinical externship site.
- Students must strictly adhere to the dress code of the assigned clinical externship site.
- Students must keep personal habits (e.g. smoking, talking on phone, etc.) to a minimum, and pay very close attention to hygiene and appearance. Cellular phones must remain off while on the clinical externship site. However, if students need to utilize their cell phone, they must make a strong effort to do so during breaks and/or lunch and keep all calls to a minimum.
- Students are required to complete 100 percent of their externship hours. Otherwise, he/she will not be able to graduate.
- At all times, students must display a positive attitude and perform to the best of their ability. If any mistakes occur on a student's behalf, the student must address the mistake promptly with the externship site manager.
- Timesheets should be faxed by the end of the week, and no later than Monday of the following week. Students must also keep an accurate record of hours and make copies of all timesheets.
- If students encounter any issues that could prohibit them from completing their clinical externship, they must contact Eastern International College's Program Director immediately.
- Any student who blatantly and consistently violates the rules set forth by Eastern International College and/or the clinical externship site will immediately be dismissed from the program.

A student who is out for a semester or more for any reason will be required to undergo a skills validation/assessment in scanning by the Program Director or designated faculty before he/she is allowed back into the program. The Chair may recommend mandatory tutoring for scanning skills improvement.

Externship-Related Injuries

Whenever an illness or injury occurs at a clinical externship site, the student must immediately notify the site supervisor so that appropriate measures are taken. The student shall be provided

with emergency medical care at the clinical externship site, whenever necessary. If the facility does not cover necessary expenses, the student shall be responsible for expenses incurred.

If a student is accidentally injured or exposed to a patient's body fluids, the patient with whom the student has contact may need to be tested to assess risk to the student. This might include testing the patient for hepatitis, HIV, or other infectious diseases. In situations where the externship facility does not cover the cost of these tests, the student is held responsible for the expense.

It is the responsibility of the externship supervisor to notify Eastern International College of the details of the injury/ exposure.

Leave of Absence , Maximum Time Frame to Complete AAS Degree, Withdrawal from Classes, Withdrawal from Program

Leave of Absence

A student in circumstances that make it impossible for him/her to maintain adequate class attendance must submit a written and signed request for a Leave of Absence (LOA). The LOA may not begin until the College has approved the request. Additionally, the LOA period may not exceed 180 days within any 12-month period. The College may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence does not exceed 180 days within the 12-month period. If a student fails to return from an approved Leave of Absence, then the College will terminate the student and apply its refund policy.

Maximum Time Frame to Complete AAS Degree

For a credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. For a clock hour program, the maximum time frame shall not exceed 1.5 times the normal duration of the program. There are implications when a student does not complete either a degree within the maximum timeframe (i.e., loss of financial aid and program enrollment termination). The College is not required to terminate the enrollment of a student who is unable to complete the program within the maximum time frame unless the College has determined that the student has failed to meet college policies that would otherwise warrant termination (e.g., academic progress or attendance policies).

Withdrawal from AAS Degree Classes or Semester

Students may withdraw from any or all classes up until the withdrawal deadline set forth for each semester with grades of "W" recorded on their transcript. Any withdrawals from class(es)

will not result in a change in Financial Aid received for the student, and the student will be responsible for the full fee of the course. Please refer to the academic calendar in the catalog for add/drop/withdrawal period.

Withdrawal from Degree Program

Students who officially withdraw from the program may be eligible for a refund of tuition charges. To officially withdraw from the program, students submit their withdrawal request in writing and submit it to the Registrar.

Grading System, Satisfactory Academic Progress

Grading System

Eastern International College uses the following grading system:

GRADE	PERCENT EQUIVALENT
A	95-100
A-	90-94
B+	85-89
B	80-84
C+	75-79
C	70-74
D+	65-69
D	60-64
F	59 and below
I	Incomplete
IF	Fail
WF	Withdrawal Fail
WL	Withdrawal with Permission
W	Withdrawal
TR	Transfer

An incomplete (I) is issued to students not meeting the minimum course requirements. The incomplete must be converted to a letter grade within two (2) weeks of the end of the course. If the minimum course requirements are still not met, the “I” is converted to “IF”. An “I” does not count towards the cumulative Grade Point Average (GPA) until a grade is assigned. A “W” is given when a student either withdraws or is dropped from a class. The “W” remains on a student’s academic transcript.

Coronavirus (COVID-19) Withdrawal

To best serve our student population's unique needs, the College has elected to adopt a "Coronavirus Withdrawal" status for students who withdrew from a period of study due to a COVID-19 related reason. Students who are determined to meet the criteria for a Coronavirus Withdrawal will receive the following benefits as part of the College's commitment to the Coronavirus Aid, Relief, and Economic Security (CARES) Act:

- Suspension of return of Title IV funds
- Relief for loan repayment of funds borrowed during the period of withdrawal
- Waiver of the Withdrawn class(es) from Satisfactory Progress Calculation

If the student withdraws from a period of enrollment during which the primary method of instruction was altered (eg: in person classes moved online), the student automatically qualifies for the Coronavirus Withdrawal status. All other students must notify the Registrar of their reason for withdrawing.

A Committee from the Financial Aid Office, Registrar, Academics, and the Campus Director will review student withdrawal requests for eligibility for Coronavirus Withdrawal status. If determined to be eligible, the Registrar will be tasked to notify the student of their status and any additional documentation as needed. The Registrar will indicate the student's status on the Return to Title IV Funds calculation submitted to the Dept of Education to ensure that funding benefits are applied.

This policy applies to all payment periods beginning during the recognized pandemic.

Coronavirus Withdrawal and Financial Aid

Under the CARES Act, if a student withdraws from a payment period or period of enrollment as a result of COVID-19, the student will receive the following withdrawal benefits. The Dept of Education will:

- **Cancel the entire amount of any disbursement of a Direct Loan borrowed by the student or his or her parent for the payment period or period of enrollment, restoring eligibility for that disbursement amount;**
- **Exclude from a student's Subsidized Loan usage (SULA) and Federal Pell Grant lifetime eligibility used (LEU) any payment period that the student does not complete due to a qualifying emergency**

The Financial Aid Office will work in conjunction with the institution's third-party servicer, Financial Aid Services, Inc., to indicate the waiver on the Common Origination Disbursement (COD) system. This will be confirmed via COD by the Financial Aid Office.

Re-Entry Procedures

The student is subject to the re-entry procedures for their program as outlined in the College Catalog.

Graduation Requirements

The requirements for graduation are:

- Pass each course and complete the externship hours with a passing grade of C or better
- Earn a cumulative GPA of at least 2.0
- Fulfill all financial obligations to the College
- Complete a student loan exit interview

- Complete the Registrar Clearance

Cardiovascular Technology Program Medical Release Form

Notice of Informed Consent

As a participant in the Cardiovascular Technology Program, a student will be expected to utilize medical diagnostic equipment and serve as a demonstration subject in medical diagnostic tests. Information regarding the student's personal health status may be made public to the student population as a result of the above-stated volunteer activities. Any abnormal results revealed from an existing medical condition should be consulted with a licensed medical doctor but is not in any way the responsibility of the Cardiovascular Technology Program or Eastern International College.

Student Policy for Ultrasound Labs

Rationale and General Procedures

An ultrasound lab is utilized for planned educational activities, which include a scheduled lab time, course syllabus, and instructional objectives and activities. Lab activities include a variety of instructional methods such as teaching clinical skills, testing, practice scanning, case review, ECG practice, individual and group projects, and practice with ultrasound simulators. Tutoring and extra practice scanning time can be arranged and scheduled through the lab instructor.

The medical ultrasound equipment located in the lab is complex, delicate, and expensive. Transducers that are dropped or mishandled are subject to breakage. Broken transducers cannot be repaired and must be replaced. Electrical cords, including transducer cords, that are pulled too tightly or caught under rolling wheels can wear; and can be a potential electrical hazard to the operator. It is each student's responsibility to handle all equipment in the lab carefully in accordance with instructions and training provided by the lab instructor.

Scanning in the ultrasound lab is an integral part of the educational process designed to help students learn necessary beginning scanning skills that they will continue to develop and improve during the integrated clinical and clinical externship courses. Students spend some of their lab time scanning each other under the direct supervision and direction of their lab instructor.

The ultrasound lab is a simulated work environment. Students must learn and follow best practices for a medical environment while they are in the lab. Food and drink are never allowed in the ultrasound lab.

Students in the ultrasound lab are expected to:

- understand the objectives and requirements for each lab and/or scanning session
- ask questions at appropriate times whenever necessary

- follow directions given by the instructor during lab
- set up the scanning station prior to beginning scanning, including making sure the transducer and scanning bed are clean
- wash hands before and after scanning
- wear a disposable glove on the scanning hand
- make sure the lab partner being scanned is comfortable, provided privacy, and correctly draped
- clean the transducer and scanning station when finished scanning
- straighten up the lab before leaving; including straightening up chairs, tables, and other areas used during the lab
- respect fellow classmates' privacy and confidentiality regarding any personal information disclosed during lab
- treat students and instructors with courtesy and respect
- wear the required personal protective equipment (PPE)

Student Scanning in the Lab

A student has the right to refuse to be scanned in the lab for any reason. Instructors may also decide if it is not appropriate for a particular student to be scanned for specific labs, depending on the educational objectives.

Ultrasound program students who refuse or may not be scanned must make arrangements for a substitute live model or models to be scanned in their place. The substitute live model will be scanned by the refusing student's lab partner.

Substitute live models

- may not be DMS or CVTS students.
- are subject to approval by the lab instructor.
- must sign a consent form prior to being scanned. This consent form is kept on file; and must clearly state that the scan is being performed for educational purposes only, and not for medical information or diagnosis.
- who are not EIC students may participate in a maximum of two lab classes.
- may be students enrolled in other programs at the school on a volunteer basis. These students may be scanned only once during their enrollment; and their participation as a live student model volunteer must not interfere with their classes or other program responsibilities.
- may be friends or family members.
- must not be pregnant.
- must be 18 years or older. Children are never scanned in the lab.

Students who refuse or may not be scanned are still responsible for participating in lab and meeting all requirements for successful completion of the course as described in the course

syllabus.

Compliance with Principles of ALARA (As Low as Reasonably Achievable) in the Lab

The medical ultrasound community endorses compliance with the principles of ALARA.

Principles of ALARA in the ultrasound lab include

- keeping scanning time to a minimum
- keeping energy outputs as low as possible while scanning
- keeping ultrasound exposure to the fetus to an absolute minimum

Principles of ALARA are incorporated into lab activities through the following required procedures:

- Students are responsible for setting and monitoring machine controls (i.e. power, intensity, mechanical index, thermal index) to make sure they are keeping energy outputs as low as possible while scanning.
- Students may only use Doppler controls when instructed to do so by the lab instructor.

Students are expected to comply with the policy and accompanying procedures to maintain a safe and effective lab learning environment.

Cardiovascular Technology Resources

Listed below are resources that you will find helpful in the Cardiovascular Technology field as a student and graduate. These organizations provide information about the Cardiovascular Technology field and opportunities to network with other Cardiovascular Technologists at conferences and seminars. Continuing education opportunities are important for Cardiovascular Technology and information about them can be found through the organizations listed below. Some organizations have fees that apply to membership and their services and this information can be found on their individual websites. Please review their websites for specific details about the mission of each organization and what they provide to the Cardiovascular Technology field. This list is just a small sample of the different professional organizations and informational websites that are available to the Cardiovascular Technology field. If you have questions about any of these organizations, please speak with your Cardiovascular Technology program director or faculty members.

State and National Organizations

ARDMS - American Registry for Diagnostic Medical Sonography (www.ardms.org)

ASE – American Society of Echocardiography (www.asecho.org)

CCI – Cardiovascular Credentialing International (www.cci-online.org)

SDMS – Society of Diagnostic Medical Sonography (www.sdms.org)

AIUM – American Institute of Ultrasound in Medicine (www.aium.org)

SVU – The Society for Vascular Ultrasound (www.svunet.org)

Credential Information and Registry Examinations

Graduates of the AAS- Cardiovascular Technology program are encouraged to take the credentialing examinations offered by Cardiovascular Credentialing International (CCI) and/or the American Registry of Diagnostic Medical Sonographers (ARDMS). Obtaining this credential enhances employment opportunities. Graduates are eligible to apply for the Certified Cardiographic Technician (CCT) upon graduation and Registered Cardiac Sonographer (RCS) examinations offered by CCI after graduation. During or upon completion of the program, students may be eligible to take the ARDMS SPI Exam upon successfully passing the Ultrasound Physics and Instrumentation courses at EIC. Passing the SPI is a prerequisite for the CVT externship requirement of the program. Upon graduation, students may take the Registered Diagnostic Cardiac Sonographer Adult Echocardiography (RDCS-AE) examination

Registration and certification requirements for taking and passing these examinations are not controlled by EIC but by outside agencies and are subject to change by the agency without notice. Therefore, EIC cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

Credentials Exams and Websites

Cardiovascular Credentialing International (www.cci-online.org)
Registered Cardiac Sonographer Exam (RCS)
Registered Vascular Specialist (RVS)
American Registry for Diagnostic Medical Sonography (www.ardms.org)
Sonography Principles and Instrumentation Examination (SPI)
Registered Diagnostic Cardiac Sonographer Specialty Exam (RDCS, AE)
Registered Vascular Technologist Specialty Exam (RVT)

Americans with Disabilities Act

The Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, require Eastern International College to provide appropriate academic and employment accommodations to employees and students with disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the College community, or fundamentally alter the nature of the College's employment or academic mission.

Eastern International is committed to providing reasonable accommodations for qualified individuals with disabilities, including chronic illness, in a fair and equitable manner, and in accordance with applicable federal and state law. All personnel who are responsible for the implementation of the College's mission are mandated to support this policy.

The Office for Civil Rights (OCR) enforces Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II) which prohibit discrimination on the basis of disability. The ADA ensures equal access and opportunity and protects individuals with disabilities from discrimination.

Eastern International College is committed to providing equal access to educational opportunities and prohibits any form of discrimination on the basis of race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students and in the operation of all of its programs, activities, and services.

The Disability Coordinator

The designated Disability Coordinator (DC) is the Dean of Academic Affairs. The responsibilities of the DC include the following: make sure the policies and procedures for academic adjustments or any disability-related requests for accommodations are appropriately followed; answer questions of students regarding academic adjustments and other disability-related accommodations; receive letters of request for academic adjustments and reviews completeness of required documentations; coordinate with the Disability Committee; communicate with students who request for academic adjustments; and provide specific faculty members completed Academic Adjustment Forms for students whose requests for academic adjustments have been approved.

The Disability Coordinator does not directly provide educational services, tutoring, counseling, or help students plan/manage their schedules. Students with disabilities are, in general, expected to be responsible for their own academic programs and progress in the same ways that nondisabled students are responsible for them (U.S. Department of Education, Office of Civil Rights, 2011).

Standardized Entrance Exams, Testing Accommodations and Conditions, and Admission Decisions

Eastern International College utilizes standardized exams/placement exams as partial criteria for course selection and/or acceptance into specific degree programs offered in the college (refer to the catalog for specific admission requirements). These exams measure the achievement, knowledge, or aptitude of the student. A student who will need testing accommodations will be referred to the Dean of the College, who is also the Disability Coordinator. Testing accommodation and/or change in testing conditions should not fundamentally alter the examination or create an undue financial or administrative burden (U.S. Department of Education, Office of Civil Rights, 2011) to the College.

The EIC Policy and Procedure for Academic Adjustment applies to any testing accommodation and/or change in testing condition request. The decision on a request is decided by a committee tasked by the College to review and approve disability requests.

Admission decisions are made solely on admission criteria set by the College for each specific degree program. No student will be denied admission due to their disability. EIC has set essential technical and/or academic standards for admission to, or participation in, the College and its

programs. Some EIC degree programs may require inquiry about a student's ability to meet essential program requirements but such inquiry is not designed to reveal disability status.

Identification and Disclosure of Students with Disabilities

EIC does not have a duty to identify students with disabilities. Students are responsible for notifying designated institutional staff (College Dean/Disability Coordinator) of their disability should they need academic adjustment.

The disclosure of one's disability is voluntary. A student has no obligation to inform the College that they have a disability; however, if a student wants EIC to provide an academic adjustment, or wants other disability-related services, the student must identify themselves as having a disability.

Request for Academic Adjustment

A student who requests for academic adjustment must follow EIC's Policy and Procedure for Academic Adjustment. All requests are done in writing. The same procedure should be followed for all other disability-related accommodation requests. Questions and inquiries may be directed to the College Dean who is also the Disability Coordinator.

Academic Adjustments, Auxiliary Aids and Services

The U.S. Department of Education, Office of Civil Rights (2011) defines academic adjustments, auxiliary aids and services as:

“Such modifications to the academic requirements... necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified applicant or student with a disability. Academic requirements that the recipient can demonstrate are essential to the instruction being pursued by such students or to any directly related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Academic adjustments also may include a reduced course load, extended time on tests and the provision of auxiliary aids and services. Auxiliary aids and services are defined in the Section 504 regulations and Title II regulations. They include note-takers, readers, recording devices, sign language interpreters, screen-readers, voice recognition and other adaptive software or hardware for computers, and other devices designed to ensure the participation of students with impaired sensory, manual or speaking skills in an institution's programs and activities. Institutions are not required to provide personal devices and services such as attendants, individually prescribed devices, such as eyeglasses, readers for personal use or study, or other services of a personal nature, such as tutoring. If institutions offer tutoring to the general student population, however, they must ensure that tutoring services also are available to students with disabilities. In some instances, a state VR agency may provide auxiliary aids and services to support an individual's postsecondary

education and training once that individual has been determined eligible to receive services under the VR program.”

EIC has designated a committee to review and make decisions on all requests for academic adjustments and other disability-related accommodations. An academic adjustment or disability-related accommodation should not alter or waive essential academic requirements. It should not also fundamentally alter the nature of a service, program or activity or result in undue financial or administrative burdens considering the College’s resources as a whole (U.S. Department of Education, Office of Civil Rights, 2011).

A student who wants to request for academic adjustment should notify the Disability Coordinator in writing as early as possible to ensure that the College has enough time to review their request and provide the appropriate academic adjustment.

If the academic adjustments provided are not meeting the student’s needs, it is the responsibility of the student to notify the Disability Coordinator in writing as soon as possible.

EIC does not provide specialized tutors or individual assistants/aides for students.

The Individualized Education Program (IEP)/ 504 Plan

The IEP/ 504 plan, no matter how recent, is not sufficient documentation to support the existence of a current disability and need for an academic adjustment, although an IEP plan may help identify services that have been used by the student in the past (U.S. Department of Education, Office of Civil Rights, 2011). It is therefore important for a student to understand that an IEP (or 504 Plan) does not suffice as adequate documentation for a request for academic adjustment. Students requesting for academic adjustment must provide the required documentations stipulated in EIC’s Policy and Procedure for Academic Adjustment.

Policy and Procedure for Academic Adjustment

A student who requests for academic adjustments must complete the following:

1. A request for academic adjustment must be done in writing outlining in detail the adjustment/s being requested. The letter is addressed and submitted to the Dean of the College (email is acceptable).
2. The letter must be accompanied with documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or a qualified diagnostician, and include the following: diagnosis of current disability and supporting information that include date of diagnosis; how the diagnosis was reached; the credentials of the diagnosing professional; and information on how the disability may affect academic performance and major life activities. The student is responsible for all evaluation and documentation of their disability.
3. A committee created by the College reviews the request in light of the essential requirements for the relevant program.

EIC does not waive or lower essential program requirements to accommodate an academic adjustment.

The same policy and procedure is applied for all disability-related requests.

Students with Disabilities

Students who have a disability-related grievance are to follow the procedures outlined in the College catalog “Grievance/Complaint Protocol”. All grievance communication must be sent to the Dean of Academic Affairs.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires that Eastern International College, with certain exceptions, obtain your written consent prior for the disclosure of personally identifiable information from your education records. FERPA rights belong to students who attend postsecondary institutions in person, through correspondence, or through electronic “distance learning”. Pertaining to:

1. The right to inspect and review the student’s education records within 45 days of the date the College receives a request for access.
2. The right to request the amendment of a student’s education records that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The College reserves the right to make public, without the student’s consent, “directory information,” in particular, the student’s name, address, age, sex, dates of registration, major, and degree. Students who wish not to have directory information released must notify the Registrar’s Office in writing each year.

Technical Standards for Cardiovascular Technology

Cardiovascular Technology students must comply with the following technical standards:

Technical Standard	Description
Speech	<ul style="list-style-type: none">• Be able to communicate effectively, both verbally and in writing, with patients, physicians and other members of the healthcare team

	<ul style="list-style-type: none"> ● Be able to communicate effectively with patients, physicians and other members of the healthcare team
Vision	<ul style="list-style-type: none"> ● Be able to read and accurately complete relevant reports ● Be able to accurately see and analyze images ● Be able to differentiate varying shades of gray and color ● Possesses sufficient vision to differentiate and identify ill-defined structures, borders, anatomical structures and pathological abnormalities correctly
Hearing	<ul style="list-style-type: none"> ● Possesses sufficient hearing to differentiate Doppler signals ● Possesses sufficient hearing to interact with patients, physicians, and other healthcare professionals
Physical Requirements <ul style="list-style-type: none"> ● Performance of noninvasive cardiology and noninvasive peripheral vascular procedures involves standing, walking, and moving of heavy ultrasound equipment 	<ul style="list-style-type: none"> ● Be able to participate in all demonstrations, laboratory activities, and the clinical externship ● Possesses physical coordination to perform scanning with manipulation of the probe and knobs ● Possesses the ability to correctly operate ultrasound and EKG machines, properly place and position electrodes ● Be able to handle, lift and transfer patients utilizing proper body mechanics ● Possesses manual dexterity in performing noninvasive adult echocardiography procedures and troubleshooting equipment malfunctions ● Ability to sit and stand for extended periods of time
Mental Requirements	<ul style="list-style-type: none"> ● Possesses flexibility, independent judgment and critical thinking ● Ability to manage stress properly and maintain composure

Use of This Handbook

This Handbook is intended as a guide to provide information regarding common areas of concern; however, it cannot anticipate and answer every question or problem that might arise. As a result, amendments or supplements to the Handbook can be made by the College as it deems necessary with or without direct notice to students. If you are unclear about any of your obligations or rights as a student in a clinical activity, you should discuss your questions with the faculty member leading the activity or the Program Director of your school. We believe that these rules will promote a fair and effective learning environment for students.

The faculty and staff of the clinical programs wish you every success in your activities.