



12234

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY

## Application for Registration of a New Program<sup>1</sup> In a Licensed Profession

### Form Instructions:

- This application is for New York degree-granting institutions seeking to register a new program in a licensed profession. The program proposal will be evaluated by the Professional Education Program Review (PEPR) Unit in the Office of the Professions (OP).
- **Institutions proposing any of the following programs should contact the PEPR Unit at [opprogs@mail.nysed.gov](mailto:opprogs@mail.nysed.gov) for the appropriate form to use:**
  - **Nursing programs;**
  - **Programs leading to a certificate or an advanced certificate; or**
  - **Programs leading to a doctoral degree.**
- Before preparing an application, **contact the PEPR Unit at [opprogs@mail.nysed.gov](mailto:opprogs@mail.nysed.gov) for additional materials** that may be needed to supplement this application form.
- If the proposal is a graduate degree program in a new certification/licensure area, in addition to this application form, submit 1) a copy of an evaluation ([Word](#)) ([PDF](#)) of the program by a recognized expert in the field who has been approved in advance by the State Education Department; and 2) the institution's response to the evaluation.
- Submit the application electronically to [opprogs@mail.nysed.gov](mailto:opprogs@mail.nysed.gov) **AND** mail one hard copy to the following address:

Professional Education Program Review  
Office of the Professions  
New York State Education Department  
2nd Floor, West Wing, EB  
89 Washington Avenue  
Albany, NY 12234

- Under certain circumstances, proposed programs may require amendment of the institution's master plan and/or charter or certificate of incorporation, in addition to program registration.

### Master Plan Amendments

Approval of a [master plan amendment](#) is required when the institution seeks initial authorization to award a degree; offers its first program at a new level of study; establishes a branch campus or inter-institutional program; or establishes at each degree level its first program in each of the 10 general disciplinary areas.

### Charter Amendments and Similar Authorizations

The Board of Regents incorporates independent, not-for-profit colleges and universities by issuing a charter, which defines the institution's legal authority and the location and scope of its programs of study and the degrees it may award. Charter amendments may be needed for such actions as initial authority to award degrees; new degree titles, including degrees at new levels; change of location or establishment of a branch campus; and operation beyond the specified limitations in the existing charter.

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<sup>1</sup> CUNY and SUNY institutions: contact System Administration for program registration guidance.

A proposal for registration from a proprietary college may require amendment of the college's [certificate of incorporation](#) on file with the Department of State. Such amendments require the [consent](#) of the Commissioner of Education.

More information about [charter amendments](#) and similar authorizations is available online.

- More resources on program registration can be found in the [Program Registration Guidelines and Resources](#) document.

**Program registration** is based on standards in the [Regulations](#) of the Commissioner of Education. Section [52.1](#) defines the curricula that must be registered. The Department registers individual curricula rather than the institution as a whole, but the registration process addresses major institutional elements. It is the chief means by which the Regents support the quality of college and university programs. Please enter the requested information about the proposed program.

## Section I: General Information

Item	Response <i>(type in the requested information)</i>
<b>Institution information</b>	Date of Proposal: January 2013 Institution Name: Manhattan College Address: 4513 Manhattan College Parkway, Riverdale, NY 10471 <i>Additional information:</i> <ul style="list-style-type: none"> <li>Specify campus where program will be offered, if other than the main campus:</li> <li>If any <i>courses</i> will be offered off campus, indicate the location and number of courses and credits:</li> </ul>
<b>Program information</b>	Program title: Radiologic Technology <a href="#">Award</a> (e.g., B.A., M.S.): B.S. Maximum Number of Credits: 129 Proposed <a href="#">HEGIS Code</a> : 1225 - Radiological Sciences and Health Certification/licensure title(s) that the program leads to: Radiologic Technologist in Radiography If the program is credit bearing <i>and</i> will lead to a Certificate or an Advanced Certificate, indicate the <a href="#">registered degree program(s)</a> to which the credits apply: N/A
<b>Program format</b>	Check all program scheduling and format features that apply: (See <a href="#">definitions</a> ) i) <b>Format:</b> <input checked="" type="checkbox"/> _Day <input checked="" type="checkbox"/> _Evening <input type="checkbox"/> _Weekend <input type="checkbox"/> _Evening/Weekend <input type="checkbox"/> _Not Full-Time ii) <b>Mode:</b> <input checked="" type="checkbox"/> _Standard <input type="checkbox"/> _Independent Study <input type="checkbox"/> _External <input type="checkbox"/> _Accelerated <input type="checkbox"/> _Distance Education (submit <a href="#">distance education application</a> with this proposal) iii) <b>Other:</b> <input type="checkbox"/> _Bilingual <input type="checkbox"/> _Language Other Than English <input type="checkbox"/> _Upper Division Program
<b>Contact person for this proposal</b>	Name and title: LAWRENCE HOUGH, DIRECTOR OF RADIOLOGICAL AND HEALTH PROFESSIONS  Telephone: 718-862-7370 Fax: 718-862-7261 E-mail: Lawrence.hough@manhattan.edu
<b>CEO (or designee) approval</b>	Name and title: William Clyde, Provost  Signature and date:
<i>Signature affirms</i>	<b>If the program will be registered jointly<sup>2</sup> with another institution, provide the following information:</b>

<sup>2</sup> If the partner institution is non-degree-granting, see [CEO Memo 94-04](#).

<i>the institution's commitment to support the proposed program.</i>	Partner institution's name: Name and title of partner institution's CEO: Signature of partner institution's CEO:
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## Section II. Program Information

### 1. Program Description and Purpose

#### a) Provide a brief description of the program as it will appear in the institution's catalog.

*Answer.* The Bachelor of Science degree program in Radiological and Health Sciences with a major in Radiologic Technology (X-ray Technologist) is a four-year program conducted in affiliation with hospital/medical centers. This program is for students who have no previous experience in Radiologic Technology (X-ray) and wish to prepare themselves for a certified and licensed career in this field. To satisfy the degree requirements in this program the student must fulfill all the academic and clinical hours which are specified by national and state agencies for professional certification, registration and licensing.

This program also includes a concentration in Health Care Administration, which helps the student's understanding of the health care industry.

#### b) List educational outcomes and (if appropriate) career objectives.

*Answer.* Objective #1: To acquire the technical knowledge skill primarily to perform diagnostic procedures accurately and safely by passing the standardized clinical evaluation categories administered by the clinical supervisors.

Objective #2: To acquire the academic and clinical knowledge to pass the national certifying exams in Radiologic Technology.

Objective # 3: To obtain a job and advance themselves in the major area.

#### c) How does the program relate to the institution's mission and/or master plan?

*Answer.* The mission of the department is to prepare self-directed, reflective, competent and professional health-care providers, who are dedicated to the highest healthcare standards for themselves and their patients, which is reflected as in the college's mission.

#### d) Describe the role of faculty in the program's design.

*Answer.* Full and part-time faculty will assist in the course curriculum. All individuals will be registered, certified by the ARRT (American Registry of Radiologic Technologists) and licensed by the NYSDOH (New York State Department of Health).

#### e) Describe the input by external partners, if any (e.g., employers and institutions offering further education).

*Answer.* Yes, the student will have the ability to attend a clinical affiliate for 6 internship semesters, (approximately 270 days). Manhattan College has Letters of Commitment from Memorial Sloan Kettering, NYP – Cornell and Columbia Divisions, and Mt. Sinai, all major medical centers in NYC.

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**f) What are the anticipated Year 1 through Year 5 enrollments?**

*Answer.* First year - 12 students; Second year - 27 students; Third year - 42 students; Fourth year 57 students; Fifth year - 57 students

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**2. Sample Program Schedule**

- a)** Complete **Table 1a** (for undergraduate programs) or **Table 1b** (for graduate programs).
- If the program will be offered through a nontraditional schedule, provide a brief explanation of the schedule, including its impact on financial aid eligibility.

- b)** Please indicate hours of instruction and supplementary assignments per semester hour of

- Hours of direct instruction per semester hour of credit:
- Hours of supplementary assignments per semester hour of credit:
- If there will be laboratory or clinical hours, please indicate the credit-to-contact hour ratio:

- c)** For master's degree programs, identify any research or a comparable occupational or professional experience component(s) (e.g., passing a comprehensive test, writing a thesis based on independent research, or completing an appropriate special project), including course number if applicable:

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**3. Faculty Full time program coordinator and adjunct faculty**

- a)** Complete the faculty table (**Table 2**) that describe full-time faculty, part-time faculty, and/or faculty to be hired, as applicable. Faculty curricula vitae should be provided upon request.

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**4. Financial Resources and Instructional Facilities**

- a) Describe** the instructional facilities and equipment committed to ensure the success program.

*Answer.* No new facilities and equipment are incurred because they covered by the Bachelor of Science degree in Nuclear Medicine Technology and Radiation Therapy Technology that are already established, except for the new Program Coordinator and additional adjunct faculty.

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- b)** Complete the new resources table (**Table 3**).

- c)** Describe process for maintaining and replacing resources necessary to accomplish the outcomes of the program

*Answer:* Decisions are made after the review of Annual Budget Report of the department's goals, done every February, submitted to the Dean, Provost and V.P of Finance Offices. Once the budget approved by the Dean, Provost and V.P., then the final implementation will be by the Board of Trustees.

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- 5. Proposed Program Budget, Revenue, and Expenses:** Provide information to indicate proposed program budget, revenue, and expenses for year 1 through year 3. Please list the major line items.

**SEE NEXT PAGE:**

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## RADIOLOGIC TECHNOLOGIC PROGRAM AT MANHATTAN COLLEGE

\*\*\* Academic Year 2014-2015 is based upon the tuition rate for the year of 2012-2013. The Years 2015-2016 and 2016-2017 included a 9% global overall increase/year

\*\*\*\*\* Based upon a 4% increase/year

		Academic Year 2014-2015		Academic Year 2015-2016		Academic Year 2016-2017	
		H1 (July-Dec)	H2 (Jan-June)	H1 (July-Dec)	H2 (Jan-June)	H1 (July-Dec)	H2 (Jan-June)
New Program in: RADIOLOGIC TECHNOLOGY							
Incremental FT Undergrad Students (supported by market research from admissions)=		12	12	27	27	42	42
Estimated net tuition per student (from finance)		16,650	16,650	18,148	18,148	19,781	19,781
Estimated Incremental tuition revenue from FT undergrads	***	199800	199800	489996	489996	830802	830802
New PT Undergrad Students=		0	0	0	0	0	0
Ave # of Credits taken per new PT Undergrad Student=		0	0	0	0	0	0
Estimated credit hour tuition rate (from finance)		0	0	0	0	0	0
Estimated Incremental tuition revenue from PT undergrads		0	0	0	0	0	0
New FT Grad Students=	NA	0	0	0	0	0	0
Ave # of Credits taken per PT new Grad Student=	NA	0	0	0	0	0	0
Estimated credit hour tuition rate	NA	0	0	0	0	0	0
Estimated Incremental tuition revenue from FT grad students	NA	0	0	0	0	0	0
New PT Grad Students=	NA	0	0	0	0	0	0
Ave # of Credits taken per PT new Grad Student=	NA	0	0	0	0	0	0
Estimated credit hour tuition rate	NA	0	0	0	0	0	0
Estimated Incremental tuition revenue from PT grad students	NA	0	0	0	0	0	0
Other potential sources of new revenue (list separately)		0	0	0	0	0	0
TOTAL ESTIMATED INCREMENTAL REVENUE		199800	199800	489996	489996	830802	830802
Additional FT Faculty Salaries in the department (including benefits)=	*****				54,000	56,160	56,160
Additional # Adjunct and Overload Stipends in the department=	Clinical Observation				7,000	10,000	10,000
Additional FT Faculty Salaries in other departments (including benefits)=		0	0	0	0	0	0
Additional # Adjunct and Overload Stipends in other departments=		0	0	0	0	0	0
Additional Staff Salaries in the school or department=		0	0	0	0	0	0
Additional Staff Salaries in other schools or departments=		0	0	0	0	0	0
Marketing		5,000	5,000	5,000	5,000	5,000	5,000
Technology	Computer	0	0	0	3,000	0	0
Library		0	0	0	500	500	500
Other Additional Costs--list separately		0	0	0	0	0	0
TOTAL ESTIMATED INCREMENTAL EXPENSES		5,000	5,000	5,000	69,500	71,660	71,660
MARGIN IN \$ (TOTAL ESTIMATED INCREMENTAL REVENUE- TOTAL ESTIMATED INCREMENTAL EXPENSES)		194,800	194,800	484,996	420,496	759,142	759,142
MARGIN IN % (MARGIN IN \$/TOTAL ESTIMATED INCREMENTAL REVENUE)		0.974974975	0.974974975	0.989795835	0.858162107	0.913745995	0.913745995

## 6. Library Resources

- a) Summarize the analysis of library resources *for this program* by the collection librarian and program faculty. Include an **assessment of existing library resources** and their accessibility to students enrolled in all program formats.

Answer: Library (Taken from College Catalog)

The Mary Alice and Tom O'Malley Library provide support for the instructional programs of the college and are available to students, faculty, and staff, and contain approximately 200,000 print volumes, over 98,000 ebooks, and access to over 26,000 journals. Books and media are listed in JASPERcat, our online catalog. Through the Manhattan College Library website, users obtain access to JASPERcat and

to multiple searchable databases that include citations and full-text of journals, books and reference materials. Off-site access to the catalogs and special databases is available to all registered students.

Students and faculty of Manhattan College can access the library resources of New York City and Westchester County by utilizing the interlibrary loan and on-site use arrangements of WALDO and METRO, our local library networks.

O'Malley Library includes more than 100 computer workstations and network connectivity throughout the building as well as media services and teleconferencing. Students can study in various settings including group study rooms. An Internet Cafe is located outside the main library entrance. Reference librarians are available to provide information assistance on a scheduled basis and by appointment. The librarians teach library research classes to graduate and undergraduate students.

The Library maintains the Archives of the College and of the New York and New England Districts of the Christian Brothers.

The Library has books of 140 titles in Radiological and Health Sciences. The Library has 5 central periodicals.

They are as follows:

- Journal of Nuclear Medicine
- Journal of Nuclear Medicine Technology
- Radiologic Technologist
- Administrative Radiology
- I.E.E.E. Transactions Medical Imaging
- Radiation Therapist

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**b) Describe the institution's response to identified needs and its plan for library development.**

*Answer.*

Additional titles and periodicals will be purchased for the new program, to be recommended by new Program Coordinator.

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## **7. Admissions**

**a) List all institutional and program admission requirements.**

*Answer.* The Director of Admissions and the Dean of the School of Education and Health have agreed that the same standards of admission will be employed for freshmen entering the radiologic technology program as for freshman entering the nuclear medicine and radiation therapy programs since they follow a similar course of study for the academic major.

Admissions selection: Manhattan College states that any applicant, regardless of sex, race, religion, ethnic background, or financial status, is eligible to be considered for admission to the College. If the applicant meets the prescribed admission requirements, the student is accepted. Students are evaluated using the following 9 items: high school attended, program of studies and courses taken, high school average/rank in class, standardized test scores (SAT, ACT, TOEFL), essay, letter of recommendation, interview, extra/co-curricular activities/part-time job, intended program of study at Manhattan.

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Transfer students must submit a high school record and a complete record of college grades to date. The Director of Admissions makes the initial judgment of acceptance and has the prospective candidate meet with the Program Director. The PD will ascertain the reason(s) for the choice of the radiologic technology program, particularly if that it was not the program followed at the previous college. At that time it is suggested that the prospective student visit a clinical affiliate to shadow for a day. If the student is accepted and enters the School of Education and Health; he/she then follows the on-going guidance program. The Program Coordinator, along with the academic advisor will schedule the courses necessary to complete the program, semester to semester.

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**b) Describe enrollment periods.**

*Answer:* Prospective candidate applies in the Fall for the Spring semester and /or the Spring semester for Fall semester, as all other students enrolling in any of the other majors.

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**c) Describe the process for evaluating exceptions to those requirements.**

*Answer.* N/A

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**d) How will the institution encourage enrollment by persons from groups historically underrepresented in the discipline or occupation?**

*Answer.* Reflecting the social commitment of its founders, Manhattan College continues to seek out, commit to and serve a population from middle and lower income families and first generation students. Through cooperation and organizations and agencies such as New York City Board of Education, New York Community Trust, New York Higher Education Opportunities Program and New York Telephone Company, Manhattan continues to promote racial and ethnic diversity. The success of Manhattan College in minority recruitment far exceeds the national average. Manhattan College seeks to increase its minority student enrollment and has taken positive strides in this area. The good reputation of the College and its success in providing a strong academic program for minority students, are well-known in the metropolitan area. The college has developed and implemented effective outreach programs to recruit and educate minority students. These include: Higher Educational Opportunity Program (HEOP); Center for Excellence in Learning and Teaching (CELT). CELT provides grants to allow local students to attend campus.

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**8. Academic Support Services: Describe the academic support services (e.g., social, psychological, health, financial and academic counseling) available to help students succeed in the program.**

*Answer.* Counseling is provided by the various support services available on campus. These include: The Counseling Center, which provides students with guidance on vocational, educational, and career opportunities, as well as counseling on personal, social and psychological problems; Academic Support Services, which offers tutorial services; and the Career Planning and Placement Center provides vocational counseling, graduate school advisement, group workshops and seminars, posting of jobs, scheduling of interviews, collection and distribution of resumes to employers and maintenance of credential folders for the students. The Center for Academic Success, assists the student to connect with “smarthinking” an online service provided by the college for all students. In addition the School of Education and Health has a full-time academic advisor, to assist students with their ongoing academic requirements.

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**9. External Review of Graduate Degree Programs: If the proposal is a graduate degree program below the doctoral level, submit a copy of an evaluation (Word) (PDF) of the program**

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by a recognized expert in the field who has been approved in advance by the State Education Department. In addition, submit the institution's response to the evaluation and highlight how the proposal was modified in response to the reviewer's comments.

**10. Credit for Experience:** If this program will grant credit for learning derived from experience, describe the methods of evaluating the learning and the maximum number of credits allowed.

*Answer.* None granted.

**11. Program Assessment and Improvement:** Summarize the plan for periodic evaluation of the new program, including the use of data to evaluate educational effectiveness for program improvement.

*Answer.* Periodic Review of Academic Quality and Effectiveness

These procedures are in place for the fully operational Bachelor of Science degree in Nuclear Medicine and Radiation Therapy at Manhattan College. The same procedures insuring academic quality and effectiveness would be put in place for the radiologic technology program. These include ongoing evaluation and feedback by students, field supervisors, faculty and professionals in the field throughout the program and are as follows:

Evidence of Student Achievement

Student achievement is assessed by grades, completions of course and clinical evaluation competencies. The student must demonstrate the required competencies before completing a specific course. The student must further demonstrate an integration of the competencies in the radiologic technology clinical internship experience, which begins in the summer of the sophomore year and continues to the end of the senior year. Student achievement is monitored in the radiologic technology clinical internship experience by the College's radiologic technology Program Director and the hospital's radiologic technology Clinical Supervisor by formally and informally working with the student intern using evaluative instruments.

Assessment by Manhattan College's Radiologic Technology Program Coordinator in the Field.

Particular functions of the Program Coordinator include:

1. Counsel individual student interns concerning personal and professional problems that impact their academic and clinical studies.
2. Participate with the student intern and clinical supervisor in planning the student's Internship and schedule.
3. Visit and observe in the hospital/medical center and hold individual and join conferences with the student intern and clinical supervisor.
4. Prepare the evaluative instruments for student intern evaluation.
5. Review the completed evaluative instruments received for the clinical supervisor and place in student's file.
6. Reviews the ARRT examination results, with the program's goals and objectives, that certifies and registers the graduate. The graduate can then obtain a license from NYSDOH, allowing them to practice in the field.

Assessment by the hospital/medical center's Clinical Supervisor in the Field.

Particular functions of the Clinical Supervisor include:

1. Orient the student intern to the hospital/medical centers and radiologic technology department's policies, procedures and routines.
2. Clearly state his/her expectations for the student intern.
3. Provide specific feedback to the student intern about his/her performance through both regularly scheduled conferences and spontaneous informal sessions.
4. Share concerns regarding the student interns progress with the College's program coordinator.
5. Complete the evaluation of the student intern for presentation to the College's program coordinator.

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**12. New/Emerging Field and Allied Health Areas (Undergraduate Degree Programs):** If the **proposal for an undergraduate degree program falls into any of the following categories**, submit a copy of an **evaluation** (Word) (PDF) of the program by a recognized expert in the field who has been approved in advance by the State Education Department. In addition, submit the institution's response to the evaluation and highlight how the proposal was modified in response to the reviewer's comments. Categories:

- The program's subject matter represents a new or emerging field.
- The program is in an allied health area, unless the institution can demonstrate that the program is accredited by an accrediting body for college-level programs in the field. For nursing program proposals, contact the PEPR Unit at [oppregs@mail.nysed.gov](mailto:oppregs@mail.nysed.gov) regarding the external review.

**13. Transfer to Baccalaureate Programs:** If the program will be **promoted as preparing students for transfer to a baccalaureate program**, provide a copy of an articulation agreement with at least one institution.

### Section III. Curriculum

Contact the PEPR Unit at [opprogs@mail.nysed.gov](mailto:opprogs@mail.nysed.gov) for the appropriate form to indicate how the proposed program meets the educational requirements specified in the Commissioner's Regulations/accreditation standards.

#### MANHATTAN COLLEGE

#### BACHELOR OF SCIENCE IN RADIOLOGICAL AND HEALTH SCIENCES

Major: RADIOLOGIC TECHNOLOGY (RADIOLOGY – 129 Credits for Graduation)

Concentration: HEALTH CARE ADMINISTRATION

##### *FALL (16 Credits)*

ENGL 110 College Writing

RELS 110 Nature & Experience Of Religion

BIOL 103 Introduction to Biology

MATH 100 Pre-Calculus

PHYS 105 Principles of Physics I (4)

##### *FALL (16 Credits)*

BIOL 207 Anatomy & Physiology I

RHS 315 Radiation Physics (E)

MATH 230 Elementary Statistics

CHEM 100 Foundations Of Chemistry

RHS 205 Concepts of Allied Health (E)

PHED 209 Standard First Aid & Personal Safety (1)

##### *SUMMER SEMESTER (4 Credits)*

##### *FALL (14 Credits)*

RHS 326 Cross-Sectional Anatomy (E)

RHS XXX Radiologic Technology II

RHS XXX Radiologic Tech Instrumentation

RHS XXX Radiologic Technology Internship II (2)

RHS 470 Hospital Accounting (E)

##### *SUMMER SEMESTER (4 Credits)*

##### *FALL (14 Credits)*

RHS XXX Radiologic Tech Internship V (2)

Religious Studies Elective

RHS 317 Radiation Biology (E)

RHS 471 Hospital Organization & Management (E)

RHS 480 Planning for Health Care Services (E)

##### *FRESHMAN YEAR*

##### *SOPHOMORE YEAR*

##### *JUNIOR YEAR*

##### *SENIOR YEAR*

##### *SPRING (16 Credits)*

English Elective

PSYC 203 General Psychology

CMPT 121 Computer for Life Sciences

MATH 155 Calculus for Life Sciences I

PHYS 106 Principles of Physics II (4)

##### *SPRING (16 Credits)*

BIOL 208 Anatomy & Physiology II

RHS 320 Rad Detection & Protection (E)

PHIL 201 Ethics

RELS 373 Death as a Fact of Life

RHS XXX Radiologic Technology I

RHS 275 Patient Care Procedures (1)

##### *SPRING (14 Credits)*

RHS XXX Radiologic Technology III

RHS XXX Advance Radiographic Procedures??? (E)

RHS XXX Radiologic Technology Internship III (2)

RHS 404 CT Imaging (E)

AHS 420 Ethics in Health Care (E)

##### *SPRING (15 Credits)*

RHS XXX Radiologic Tech Internship VI (2)

RHS XXX Radiologic Tech Colloquium (1)

Humanities Elective

RHS 474 Health Care Labor Organization (E)

RHS 472 Financial Mgt. in Health Care Industry (E)

RHS 481 Legal Aspects in Health Care (E)

\*Please note these internship courses are 5 days-a-week 8:00 to 4:00 p.m. or 9:00 a.m. to 5:00 p.m.

Note: All courses are 3 credits except where indicated.

(E) Indicates an Evening Course which runs from 6:30 pm to 9:05 pm.

**Table 1a: Undergraduate Program Schedule**

- Indicate **academic calendar** type:   X   Semester      Quarter      Trimester      Other (describe)
- Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.

Term: FALL 1		Check course classification(s)			
Course Number & Title	Cr	L A S	M aj	Ne w	Prerequisi te(s)
ENGL 110 College Writing	3	X			
RELS 110 Nature & Experience Of Religion	3	X			
BIOL 103 Introduction to Biology	3	X			
MATH 100 Pre-Calculus	3	X			
PHYS 105 Principles of Physics I	4	X			
Term credit total:	16				
		Check course classification(s)			

Term: SPRING 1		Check course classification(s)			
Course Number & Title	Cr	L A S	M aj	Ne w	Prerequisit e(s)
English Elective	3	X			
PSYC 203 General Psychology	3	X			
CMPT 121 Computer for Life Sciences	3	X			
MATH 155 Calculus for Life Sciences I	3	X			MATH 100
PHYS 106 Principles of Physics II	4	X			PHYS 105
Term credit total:	16				
		Check course classification(s)			

Term: FALL 2						Term: SPRING 2					
Course Number & Title	Cr	LA S	Ma j	Ne w	Prerequisite(s)	Course Number & Title	Cr	LA S	Ma j	Ne w	Prerequisite(s)
BIOL 207 Anatomy & Physiology I	3		X			BIOL 208 Anatomy & Physiology II	3		X		BIOL 207
RHS 315 Radiation Physics	3		X		PHYS 105 & 106 Math100	RHS 320 Rad Detection & Protection	3		X		RHS 315 Radiation Physics
MATH 230 Elementary Statistics	3	X				PHIL 201 Ethics	3	X			
CHEM 100 Foundations Of Chemistry	3	X				RELS 373 Death as a Fact of Life	3	X			
RHS 205 Concepts of Allied Health	3		X			RHS XXX Radiologic Technology I	3		X	X	RHS 315 RHS 205 BIOL 207
PHED 209 Standard First Aid & Personal Safety	1		X			RHS 275 Patient Care Procedures	1		X		
Term credit total:	16					Term credit total:	16				
<b>SUMMER SEMESTER --</b> (new-maj) <b>INTERNSHIP I 4 Credits</b>		RHS 205, 275, 320				<b>RHS XXX RADIOLOGIC INTERNSHIP 1 (summer)</b>					

Term: FALL3		Check course classification(s)			
Course Number & Title	Cr	LA S	Maj	Ne w	Prerequisite(s)
RHS 326 Cross-Sectional Anatomy	3		X		
RHS XXX Radiologic Technology II	3		X	X	RHS XXX Radiologic Technology I
RHS XXX Radiologic Tech Instrumentation	3		X	X	RHS XXX Radiologic Technology I
RHS XXX Radiologic Technology Internship II	2		X	X	S XXX Radiologic Technology Internship I
RHS 470. Hospital Accounting	3	X			
Term credit total:	14				
<b>SUMMER SEMESTER -- INTERNSHIP IV 4 Credits</b>		<b>(new-maj) INTERNSHIP III</b>			
		Check course classification(s)			
Term: SPRING 3		Check course classification(s)			
Course Number & Title	Cr	LA S	Maj	Ne w	Prerequisite(s)
RHS XXX Radiologic Technology III	3		X	X	RHS XXX Radiologic Technology II
RHS XXX Advanced Radiologic Procedures???	3		X	X	RHS 326 RHS XXX Radiologic Technology II
RHS XXX Radiologic Technology Internship III	2		x	x	S XXX Radiologic Technology Internship II
RHS 404 CT Imaging	3		x		RHS 326
AHS 420 Ethics in Health Care	3	x			
Term credit total:	14				
<b>RHS XXX RADIOLOGIC INTERNSHIP 1V (Summer)</b>					
		Check course classification(s)			

Term: <b>FALL 4</b>						Term: <b>SPRING 4</b>					
Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)	Course Number & Title	Cr	LAS	Maj	New	Prerequisite(s)
RHS XXX Radiologic Tech Internship V	2		x	x	RHS XXX RADIOLOGIC INTERNSHIP 1V	RHS XXX Radiologic Tech Internship VI	2		x	x	RHS XXX Radiologic Tech Internship V
Religious Studies Elective	3	x				RHS XXX Radiologic Tech Colloquium	1	x			
RHS 317 Radiation Biology	3		x		RHS 315	Humanities Elective	3		x	x	
RHS 471. Hospital Organization and Management	3	x				RHS 474. Health Care Labor Organization	3	x			
RHS 480. Planning for Health Care Services	3	x				RHS 472 Financial Mgt. in Health Care Industry	3	x			
						RHS 481. Legal Aspects in Health Care	3	x			
Term credit total:	14					Term credit total:	15				
<b>Program Totals:</b>						<b>Program Totals:</b>					
<b>Credits: 129</b>		<b>Liberal Arts &amp; Sciences: 50</b>				<b>Major: 58</b>		<b>Elective &amp; Other: 21</b>			

**Cr:** credits    **LAS:** liberal arts & sciences    **Maj:** major requirement    **New:** new course    **Prerequisite(s):** list prerequisite(s) for the noted courses

**Table 1b: Graduate Program Schedule**

- Indicate **academic calendar** type: \_\_Semester \_\_Quarter \_\_Trimester \_\_Other (describe)
- Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
- Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.

<b>Term:</b>				<b>Term:</b>			
<b>Course Number &amp; Title</b>	Credits	New	Prerequisite(s)	<b>Course Number &amp; Title</b>	Credits	New	Prerequisite(s)
Term credit total:				Term credit total:			
<b>Term:</b>				<b>Term:</b>			
<b>Course Number &amp; Title</b>	Credits	New	Prerequisite(s)	<b>Course Number &amp; Title</b>	Credits	New	Prerequisite(s)
Term credit total:				Term credit total:			
<b>Term:</b>				<b>Term:</b>			
<b>Course Number &amp; Title</b>	Credits	New	Prerequisite(s)	<b>Course Number &amp; Title</b>	Credits	New	Prerequisite(s)
Term credit total:				Term credit total:			
<b>Term:</b>				<b>Term:</b>			
<b>Course Number &amp; Title</b>	Credits	New	Prerequisite(s)	<b>Course Number &amp; Title</b>	Credits	New	Prerequisite(s)
Term credit total:				Term credit total:			
<b>Program Totals:</b>	<b>Credits:</b>	Identify any comprehensive, culminating element(s) (e.g., thesis or examination), including course number if applicable:					

**New:** indicate if new course    **Prerequisite(s):** list prerequisite(s) for the noted courses

**Table 2: Faculty**

**Note:** Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field.

<b>Faculty Member Name and Title</b> (include and identify Program Director)	<b>Faculty Status (full-time/part-time/to-be-hired)</b>	<b>Tenure Status (T, TT, or NTT)</b> T=Tenured TT=Tenure-Track NTT=Non-Tenure-Track	<b>Length of Time (Number of years) at the Institution</b>	<b>Percent Time to Program</b>	<b>Highest and Other Applicable Earned Degrees AND Disciplines</b> (include College/University)	<b>Additional Qualifications:</b> list related certifications/ licenses; professional experience; scholarly contributions, etc.	<b>Program Courses (Course Number and Title) to be Taught</b>
<i>Example:</i> Jonathan Smith, Assistant Professor	<i>Example:</i> Full-time	<i>Example:</i> TT	<i>Example:</i> 1.5 years	<i>Example:</i> 60%	<i>Example:</i> Ph.D. Microbiology, ABC University M.A. Biology, College of ABC B.A. Medical Technology, University at ABC	<i>Example:</i> Certified Clinical Lab Technologist	<i>Example:</i> AHS 400: Medical Microbiology
Program Coordinator	Full time	NTT	New	100%	Masters degree	Registered and Licensed in Radiologic Technology  (ARRT in X-Ray Technology)	RHS XXX Radiologic Technology I RHS XXX Radiologic Technology II RHS XXX Radiologic Technology III RHS XXX Radiologic Technology Instrumentation RHS 4 XXX Radiologic Technology Colloquium
New Adjunct	Part time	N/A	New	??	Masters degree	Registered and Licensed in Radiologic Technology (ARRT in X-Ray Technology)	RHS XXX Advanced Radiologic Procedures
Kenneth Martinucci	Part time	N/A	8 years	??	BS; St. Joseph's College – Hospital Administration Certificate; Methodist Hospital - Radiologic Technology MS; New York Institute of Technology – Instructional Technology	Registered and Licensed in Radiologic Technology (ARRT in X-Ray Technology)	RHS 205-61 Concepts of Allied Health RHS 275-01 Patient Care Procedures
Leonard Stabile	Part time	N/A	15 years	??	BS; Manhattan College - Physics BA; State University New York at Buffalo - Physics		RHS 315-61 Radiation Physics RHS 320-61 Radiation Detection & Protection RHS 358-61 Treatment Planning

<b>Faculty Member Name and Title</b> (include and identify Program Director)	<b>Faculty Status (full-time/part-time/to-be-hired)</b>	<b>Tenure Status (T, TT, or NTT)</b> T=Tenured TT=Tenure-Track NTT=Non-Tenure-Track	<b>Length of Time (Number of years) at the Institution</b>	<b>Percent Time to Program</b>	<b>Highest and Other Applicable Earned Degrees AND Disciplines</b> (include College/University)	<b>Additional Qualifications:</b> list related certifications/ licenses; professional experience; scholarly contributions, etc.	<b>Program Courses (Course Number and Title) to be Taught</b>
JoAnne Habenicht	Part time	N/A	17 years	??	Certificate; Mercy Hospital – Radiologic Technology Certificate; Medical University of South Carolina – Radiation Therapy Technology BS; St. Joseph’s College – Health Administration MPA; Long Island University – Public Administration	Registered and Licensed in Radiologic Technology (ARRT in X-Ray, Radiation Therapy and Mammography Technology)	RHS 317-61 Radiation Biology
Anthony DeVito	Part time	N/A	10 years	??	BS; St. Joseph’s College – Hospital Administration Certificate; Methodist Hospital - Radiologic Technology MA; Stony Brook University – Technology & Education	Registered and Licensed in Radiologic Technology (ARRT in X-Ray Technology)	RHS 326-61 Cross-Sectional Anatomy RHS 404-61 CT Imaging

**Table 3: New Resources**

List **new** resources that will be engaged specifically as a result of the new program (e.g., a new faculty position or additional library resources). New resources for a given year should be carried over to the following year(s), with adjustments for inflation, if they represent a continuing cost.

New Expenditures	Year 1	Year 2	Year 3
Personnel		<ul style="list-style-type: none"> <li>Program Coordinator hired in Spring Semester (\$54,000)</li> <li>Other adjuncts (\$7,000) will be hired for the fall and spring semesters.</li> </ul>	<ul style="list-style-type: none"> <li>Program Coordinator (\$112,320)</li> <li>Other adjuncts (\$20,000) will be hired for the fall and spring semesters.</li> </ul>
Library		Journals and periodicals \$1000	\$1000
Equipment			
Laboratories			
Supplies & Expenses (Other Than Personal Service)	\$1000	\$1000	\$1000
Capital Expenditures	Office furniture and computer for new PC	\$3000	
Other (Specify: Marketing)	\$5000	\$5000	\$5000
<b>Total all</b>	<b>\$6000</b>	<b>\$71,000</b>	<b>\$139,320</b>
	<b>See the attached; Spreadsheet for Cost Analysis for new Program</b>		

# RADIOLOGIC TECHNOLOGIC PROGRAM AT MANHATTAN COLLEGE

\*\*\* Academic Year 2014-2015 is based upon the tuition rate for the year of 2012-2013. The Years 2015-2016 and 2016-2017 included a 9% global overall increase/year

\*\*\*\*\* Based upon a 4% increase/year

		Academic Year 2014-2015		Academic Year 2015-2016		Academic Year 2016-2017	
		H1 (July-Dec)	H2 (Jan-June)	H1 (July-Dec)	H2 (Jan-June)	H1 (July-Dec)	H2 (Jan-June)
New Program in: RADIOLOGIC TECHNOLOGY							
Incremental FT Undergrad Students (supported by market research from admissions)=		12	12	27	27	42	42
Estimated net tuition per student (from finance)		16,650	16,650	18148	18148	19781	19781
Estimated Incremental tuition revenue from FT undergrads		***	199800	199800	489996	489996	830802
New PT Undergrad Students=		0	0	0	0	0	0
Ave # of Credits taken per new PT Undergrad Student=		0	0	0	0	0	0
Estimated credit hour tuition rate (from finance)		0	0	0	0	0	0
Estimated Incremental tuition revenue from PT undergrads		0	0	0	0	0	0
New FT Grad Students=		NA	0	0	0	0	0
Ave # of Credits taken per PT new Grad Student=		NA	0	0	0	0	0
Estimated credit hour tuition rate		NA	0	0	0	0	0
Estimated Incremental tuition revenue from FT grad students		NA	0	0	0	0	0
New PT Grad Students=		NA	0	0	0	0	0
Ave # of Credits taken per PT new Grad Student=		NA	0	0	0	0	0
Estimated credit hour tuition rate		NA	0	0	0	0	0
Estimated Incremental tuition revenue from PT grad students		NA	0	0	0	0	0
Other potential sources of new revenue (list separately)		0	0	0	0	0	0
TOTAL ESTIMATED INCREMENTAL REVENUE		199800	199800	489996	489996	830802	830802
Additional FT Faculty Salaries in the department (including benefits)=		*****			54,000	56,160	56,160
Additional # Adjunct and Overload Stipends in the department=		Clinical Observation			7,000	10,000	10,000
Additional FT Faculty Salaries in other departments (including benefits)=			0	0	0	0	0
Additional # Adjunct and Overload Stipends in other departments=			0	0	0	0	0
Additional Staff Salaries in the school or department=			0	0	0	0	0
Additional Staff Salaries in other schools or departments=			0	0	0	0	0
Marketing			5,000	5,000	5,000	5,000	5,000
Technology		Computer	0	0	0	3,000	0
Library			0	0	0	500	500
Other Additional Costs--list separately			0	0	0	0	0
TOTAL ESTIMATED INCREMENTAL EXPENSES			5,000	5,000	5,000	69,500	71,660
MARGIN IN \$ (TOTAL ESTIMATED INCREMENTAL REVENUE- TOTAL ESTIMATED INCREMENTAL EXPENSES)			194,800	194,800	484,996	420,496	759,142
MARGIN IN % (MARGIN IN \$/TOTAL ESTIMATED INCREMENTAL REVENUE)			0.974974975	0.974974975	0.989795835	0.858162107	0.913745995