



**Advent Health**  
UNIVERSITY

Online



Bachelor of Science in  
Imaging Sciences  
Program Manual

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## Introduction

Congratulations on your decision to pursue your Baccalaureate Degree in Imaging Sciences at AdventHealth University. You may have recently graduated and earned your professional imaging license, or you may have been waiting for the opportunity to further your education and career. Whether you are a novice or an experienced imaging technologist, you have made the first step in turning that dream into an action-oriented goal. In order to make this goal a reality, the Baccalaureate Degree in Imaging Sciences is designed to meet a variety of student needs.

The Online Learning Baccalaureate Degree Program Manual provides the essential information that will help you understand the philosophy, requirements and policies of this Program.

### Mission Statement

Consistent with the mission of the university, the Bachelor of Science in Imaging Sciences program at AdventHealth University (AHU) provides lifelong learning through a variety of multimedia recourses. The goal of the program is to ensure the highest quality educational content delivered in a dynamic online-learning environment.

### Philosophy Statements

#### *Nurture*

The program encourages its faculty and staff to provide a spiritual environment in which students engage in the promotion of health and respect for others.

#### *Excellence*

The education and delivery of the highest quality content empowers students and graduates to gain professional expertise and pursue life-long learning.

#### *Spirituality*

The program promotes Christ-centered relationships among students, faculty, and staff, threading Christian values and beliefs throughout its curriculum.

#### *Stewardship*

Scholarly activities embedded in the curriculum provide a responsibility to one's profession and community.

### Program Purpose

The purpose of the Baccalaureate Degree program is to prepare registered imaging professionals to provide holistic healthcare to individuals, families and communities. Graduates from this program are prepared to use theory and research-based knowledge as a designer,

coordinator and manager of the holistic health care in a diverse setting. The program is grounded in Christian principles and integrated with courses from the arts and sciences that enrich the student and contribute to the development of a broader worldview of imaging sciences. The program provides a foundation for the graduate to enhance professional growth, facilitate career mobility and provides a foundation for graduate work.

### **Program Outcomes**

The Bachelor of Science in Imaging Sciences degree will offer working imaging professionals the opportunity to learn the knowledge and skills they need for continual professional growth. This is a Bachelor's completion program for students with prior education and work experience in the field of medical imaging. Upon completion of this program, the graduate will be able to:

1. Use Christian principles to guide interactions with patients/clients, health care professionals, and the public.
2. Synthesize knowledge from experience, the arts, sciences and humanities to meet patient's/client's physiological, psychological, sociocultural, developmental and spiritual needs.
3. Assume leadership roles and managerial skills necessary to direct imaging services.
4. Increase your knowledge of advanced imaging modalities.
5. Use critical thinking and problem based learning skills to resolve healthcare issues.
6. Practice a holistic and ethical approach to health care.
7. Value lifelong learning as a means to continuously update professional knowledge and skills and participate in activities that support the profession.

### **AHU Learning Outcomes**

AdventHealth University has developed seven Learning Outcomes that it wishes to instill in all students/graduates. Some, or all, of these principles are incorporated into every course offered by the university. Upon graduation, each student should have a better understanding of these tenets and should incorporate them into their daily lives.

## AHU Faculty and Staff

### President & CEO

#### **Edwin Hernandez, Ph.D**

Provost

AdventHealth University

671 Winyah Drive

Orlando, FL 32803

Phone: 1-800-500-7747 ext 303-5619

Fax: (407) 303-5671

E-mail: [Edwin.Hernandez@ahu.edu](mailto:Edwin.Hernandez@ahu.edu)

### SVP Operational Strategy & Learning

#### **Deena Slockett, Ed. D., R.T. (R)(M)**

Professor, AdventHealth University

671 Winyah Drive

Orlando, FL 32803

Phone: 1-800-500-7747 ext. 110-1095

Fax: (407) 303-7820

E-mail: [Deena.Slockett@ahu.edu](mailto:Deena.Slockett@ahu.edu)

### Program Director

#### **Jena Heflin, MBA, RT(R)**

Assistant Professor, AdventHealth University

Program Director, Department of Imaging Sciences

671 Winyah Drive

Orlando, FL 32803

Phone: 1-800-500-7747 ext. 112-0694

Fax: (407) 303-7820

E-mail: [Jena.Heflin@ahu.edu](mailto:Jena.Heflin@ahu.edu)

## Whom Do You Contact?

### Registrar

Janet Calderon, Ph.D  
407-303-7747 ext. 303-1785

### Director of Admissions

Lillian Garrido  
1-800-500-7747 ext. 110-6693

### Admissions and Registrar Staff

#### Admissions Coordinator

Chris Garrido  
407-303-8168  
[christopher.garrido@ahu.edu](mailto:christopher.garrido@ahu.edu)

Admissions staff is responsible for:

- Acceptance letters
- Process all completed applications.
- Transcript reviews
- Accreditation questions

#### Associate Registrar

Tina Capparelli  
1-800-500-7747 ext. 110-1096  
[tina.capparelli@ahu.edu](mailto:tina.capparelli@ahu.edu)

Registrar staff is responsible for the following activities:

- Evaluation and transfer of credits
- Evaluation of Course Descriptions
- Process Transcript Request
- Process Grade reports if needed
- Registration:
  - Forward updated registration information
  - Resolve any registration issues or concerns (not financially related)
- Graduation:
  - Process Graduation Application
  - Conferral of Degrees
  - Mailing out of Diplomas
  - Graduation Ceremony
- Graduation Application



- Reconciliation of registered courses. If a student is not qualified to take a course, registrar will explain why.
- Maintains student files and records
- Process all forms (such as Academic Exemption forms, withdrawal forms, Petition for Transient forms, Incomplete forms etc.

**Business Office Manager**

Kimberly Cherella

1-800-500-7747 ext. 303-5782 or 407-303-5782

[kimberly.cherella@ahu.edu](mailto:kimberly.cherella@ahu.edu)

The Business Office Manager is responsible for the following activities:

- Processes registration tuition and other fees
- Delinquent accounts
- Reconciliation of registered courses
- Tuition reimbursement
- Third-party billing
- Receipts of payment
- Processes Drop forms and refunds based on last date of attendance.
- School Certifying Official for Veterans.

**Financial Aid Representatives**

Daisy Tabachow, Financial Aid Director

1-800-500-7747 ext. 303-9203 or 407-303-9203

[daisy.tabachow@ahu.edu](mailto:daisy.tabachow@ahu.edu)

Lynda Swanson, Assistant Financial Aid Director

1-800-7747 ext. 303-1826 or 407-303-1826

[lynda.swanson@ahu.edu](mailto:lynda.swanson@ahu.edu)

Last Name Begins With...	Representative	Extension	E-mail
A – D	Lynda Swanson	303-1826	<a href="mailto:Lynda.Swanson@ahu.edu">Lynda.Swanson@ahu.edu</a>
E - H	AnnMarie Kuchenreuther	110-6173	<a href="mailto:annmarie.kuchenreuther@ahu.edu">annmarie.kuchenreuther@ahu.edu</a>
I – Q	RB Lounsberry	110-9872	<a href="mailto:Rb.Lounsberry@ahu.edu">Rb.Lounsberry@ahu.edu</a>
Q - Z	James Williams	110-6401	<a href="mailto:James.Williams@ahu.edu">James.Williams@ahu.edu</a>

The Financial Aid Department is responsible for the following activities:

- Processes all financial aid documents
- Awards financial aid
- Disbursement of financial aid funds
- Questions on grants, scholarships, loans, etc.
- Cancel aid for students that don't attend class during the first week

- Determines excess financial aid funds

### **Course Instructor/Section Instructor**

The Course Instructor/Section Instructor is responsible for the following activities:

- Leading and grading the weekly Threaded Discussions
- Monitoring and manual grading of assignments, attendance and essay portions of quizzes/tests
- Granting an extension on an assignment/quiz/test
- Answering questions about the course content and evaluation methods
- Setting and monitoring course policies

### **Help Desk Technical Support**

Toll-free 24/7 telephone access at 877-642-1902

[https://ahu.instructure.com/?login\\_success=1#create\\_ticket](https://ahu.instructure.com/?login_success=1#create_ticket)

CANVAS Technical Support is responsible for:

- Assisting students having difficulties accessing the course Website, chat sessions, threaded discussions, and course e-mail, and submitting assignments, quizzes, and exams online
- Support for basic hardware, software, ISP, and Internet browser issues

### **Director of Online Student Experience**

Amanda Hayes

Phone: 407-362-1557

[amanda.hayes@ahu.edu](mailto:amanda.hayes@ahu.edu)

### **Online Student Success Manager**

Jennifer Alfonso

407-609-3767

[Jennifer.Alfonso@ahu.edu](mailto:Jennifer.Alfonso@ahu.edu)

The Program Manager is responsible for the following activities:

- Distribution of course materials
- Assignment of student access to the course website
- Monitoring of course website
- Course registration each trimester
- Internet Website postings and chat transcripts
- New student orientation and support
- Posting announcements about course or schedule revisions
- Student records, database updates, and address changes

Contact the Director of Online Student Experience for the following issues:

- If you have not received your course materials
- If you are having difficulty logging on to the website

## Academic Advisors

Your academic advisor is responsible for the following activities:

- Assist students in establishing realistic and attainable academic goals by utilizing Degree Plans
- Advise students on academic options available to them to satisfy their career path
- Monitor academic progress of students and determine eligibility and satisfactory progress toward degree completion
- Assist students with registration and provides guidance in course selection according to students' abilities (academic, work and personal)

Your academic advisor is listed on your *My Academic Resource System (MARS)* account. Instructions on how to access this account are provided with your acceptance letter.

## BSIS Program Director

Jena Heflin, MBA, RT(R)

407-303-7747 ext. 112 - 0694

[Jena.Heflin@ahu.edu](mailto:Jena.Heflin@ahu.edu)

The BSIS Program Director is responsible for the following activities:

- Admissions
- Program Curriculum
- Oversight of the Program for the university
- Faculty and Program evaluation
- Facilitators and student/Facilitator assignments and relationships
- Program Policies
- Suggestions concerning program improvements/modifications
- Questions concerning program policies and procedures
- Issues not satisfactorily addressed by other program faculty or staff

## Institutional Policies

Please refer to the *AHU Academic Catalog* for a complete list of the policies and procedures.

The *AHU Academic Catalog* may be accessed online at <http://catalog.ahu.edu/>.

### Academic Appeal

Should a student have an academic grievance concerning a grade or other matters concerning a particular course, he or she should follow the appeal procedures below:

1. The student should discuss the grievance with the instructor involved **no later than five (5) business days** after the incident prompting the grievance.
2. The instructor must respond to the student **within five (5) business days** of receipt of the appeal.
3. If the grievance is not resolved, a written statement should be submitted to the department chair **no later than ten (10) business days** after the instructor's response. The chair will then speak with the instructor involved and reply in writing to the student **within five (5) business days** of receiving the student's written statement.
4. If a resolution has not been reached, the student may request that all materials concerning the grievance, be given to the Academic Administration. This individual will then review the grievance materials and return a written decision **within ten (10) business days** of their receipt. **The decision of Academic Administration is final.**

Should a student have an academic grievance concerning a decision of their academic program, he or she should follow the appeal procedures outlined below:

1. The student should discuss the grievance with the department chair **no later than five (5) business days** after the decision prompting the grievance.
2. The department chair must respond to the student **within five (5) business days** after the decision prompting the grievance.
3. If a resolution has not been reached, a written statement should be submitted to Academic Administration **no later than ten (10) business days** after the chair's response. This individual will then speak with the department chair and reply in writing to the student **within ten (10) business days** of receiving the student's written statement. **The decision of Academic Administration is final.**

Refer to the *AHU Academic Catalog* for the complete "Academic Appeal" policy.

### Academic Dismissal

A student is subject to academic dismissal when any of the following occurs:

- Earning a GPA below 1.00 during any trimester.
- Failing to achieve a cumulative GPA of 2.67 after being on academic probation for two trimesters.
- Achieving below a successful grade in more than 2 courses (in the following combinations: one imaging course and one general education or two general education courses) will constitute academic dismissal as listed below
  - A grade of less than a “B-” (2.67) in a core Program course
  - A grade of less than a “C” (2.00) in a general education/cognate course(s)
- Displaying a high degree of academic irresponsibility in matters of course attendance or class assignments.
- Displaying a high degree of academic dishonesty

Refer to the *AHU Academic Catalog* for the complete “Academic Dismissal” policy.

### **Academic and Personal Integrity**

AdventHealth University expects students to exhibit high levels of integrity in all activities. AHU reserves the right to deny admission to or remove students from any program if they have a record of misconduct or demonstrate behavior that would jeopardize their professional performance.

Academic dishonesty will not be tolerated. Academic dishonesty includes but is not limited to: cheating on an assignment or examination; using materials during a quiz or examination other than those specifically permitted by the Instructor; stealing, accepting, or studying from stolen quizzes or examination materials; plagiarism; forgery of signatures; falsification of official documents; falsification of data; falsification of clinical records; misrepresentation of academic qualifications; and misuse of materials which belong to AHU.

Students who violate these standards of academic integrity may receive a failing grade for the assignment or the course. They will not be granted a grade of “W” in the course and may, depending on the nature of the offense, be dismissed or suspended from AHU at the discretion of the Academic Director.

Falsification of official documents or misrepresentation of academic qualifications may result in denial or annulment of admission.

Violations of copyrights and licensing agreements by making illegal copies of copyrighted material, which is provided for controlled student use, shall be considered academic dishonesty. Violations include the following: copying computer software, copying music recordings or printed materials, or using unauthorized copies of such materials. In addition to the possible disciplinary action taken by AHU, the student may be faced with legal action.

Refer to the *AHU Academic Catalog* for the complete “Academic Integrity” policy.

### **Rehabilitation Act (1973) Section 504: Services for Students with Special Needs**

Students seeking accommodations must first contact the Office for Students with Disabilities (OSD) located within the Center for Academic Achievement (CAA), prior to or at the beginning of the trimester. The processing time for these forms is approximately two weeks. The student must provide the OSD the requested current, official documentation related to his or her disability. That documentation will be used to determine the type and extent of accommodation that is most reasonable and effective for that student. All forms can be found online on the CAA webpage or within the CAA itself.

If all forms have been completed, criteria met, and accommodations granted, the OSD will then notify each of the student's instructors of the accommodations that should be provided.

### **Student Rights and Confidentiality of Records**

The procedures for protecting the confidentiality of student records are based on the Federal Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights with respect to their education records. The rights include the following:

1. The right to inspect and review the student’s education records within 30 days of the day the university receives a request for access.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

Refer to the *AHU Academic Catalog* for the complete “Students Rights and Confidentiality of Records” policy.

### **Title IX**

AdventHealth University (“University”) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers Sex Discrimination in all its forms to be a serious offense. Sex Discrimination constitutes a violation of the Title IX policy, is unacceptable, and will not be tolerated.

Sexual Harassment, whether verbal, physical, or visual, is always inconsistent with the mission and expectations of the University and may constitute a form of Sex Discrimination and is in violation of this policy. Sexual Harassment also includes Sexual Violence/Assault. Definitions and

examples of specific conduct that constitutes Sexual Harassment and Sexual Violence/Assault are set forth in the full **Title IX Policy and Complaint Resolution Procedures**.

An inquiry or complaint shall be reported to the Title IX Coordinator, Starr Bender, or the Deputy Title IX Coordinator, Katie Shaw (Denver Campus). The complaint should include:

1. Date(s) and time(s) of the alleged sex discrimination
2. Names of all persons involved, including possible witnesses
3. Details outlining what happened
4. Contact information for the complainant

Starr Bender            [starr.bender@ahu.edu](mailto:starr.bender@ahu.edu)  
Katie Shaw             [katie.shaw@ahu.edu](mailto:katie.shaw@ahu.edu)

All Campuses            407-303-5764  
Denver Campus Only   303-765-6271

## Institutional Services

### Academic Forms

Students may access various academic forms online by going to [my.ahu.edu](http://my.ahu.edu) and logging into their MY AHU page and clicking on *Academic Forms*.

### Alumni Association

The AdventHealth University Alumni Association is dedicated to connecting alumni with the university, community, and each other. We strive to build a lifelong relationship with our alumni. Whether you have just graduated, are already retired, or are moving to the next level in your education, the Alumni Association is here to support you. AHU values its alumni and associate members as an integral part of our university family.

Alumni Association  
AdventHealth University  
671 Winyah Drive  
Orlando FL, 32803-1226  
(407) 303-9798

Please visit for more information.

### Bookstore

AHU offers an Online Bookstore to facilitate the ordering of textbooks and supplementary materials for online learning students.

The Online Bookstore is included as part of the Registration Process. If students choose not to order their books at the time of registration, the Online Bookstore may be accessed anytime by logging in to the MY AHU page. The Online Bookstore link will be located under *Departments* on the first page.

NOTE: Books can be charged to student accounts only if they have financial aid. If students are not receiving financial aid, they will need to provide another method of payment, i.e., credit card or check.

If you have any questions, you may contact the Bookstore at (407) 303-7747 ext. 110-1075.

#### Hours of Operation

7:30 a.m. to 5:30 p.m. Monday - Thursday  
7:30 a.m. to 3:00 p.m. Friday



## Counseling

Online counseling is available for all distance students from a licensed counselor with online counseling certification. Please contact University Counselor at 407-303-7747 ext. 110-6074 for inquiries as well as for making appointments.

## Degree Audit

Students can obtain degree audits by going to [my.ahu.edu](http://my.ahu.edu) and logging into their MY AHU page and clicking on *My Records and Status*, then *Degree Audits*.

## Drop Policy

It is the responsibility of the student to withdraw in writing to the Office of the Registrar prior to the deadline published in the *Academic Catalog*. The student must submit a completed *Drop/Withdrawal Form* by the deadline. The assigned grade is determined by date the drop form is received by the Office of the Registrar, not last date of attendance. The last day to drop a course is determined by the week number in the session. Students may withdraw during the first 7 days of the course without penalty. No record will appear on the permanent academic record. Beginning with the second week of the course to the published Drop deadline, students will receive a “W” for the course. Students who withdraw after the published deadline will receive a “WF” for the course. This grade is equivalent to a failure.

### Student-initiated withdrawals

Important information for students seeking to withdraw from a course(s): Students should be aware that course withdrawals may affect:

- Anticipated graduation dates
- Immigration status
- Financial status
- Eligibility for a professional program
- Progression requirements for a professional program

### Before a student withdraws, we recommend that the student:

- Meet with the professor to discuss his or her progress in the course
- Meet with an academic advisor to discuss how the withdrawal will affect his or her educational plans
- Meet with a financial aid advisor to discuss how the withdrawal will affect his or her financial aid
- Refer to the Refund Policy in the Financial Information section of the *Academic Catalog*

### Faculty-initiated withdrawals

An Administrative Drop may take place if a student is absent for a period of two consecutive weeks and does not contact the instructor or complete the appropriate paperwork. Withdrawal grade is based on date form arrives in Office of Registrar and not last date of attendance

Number of wks in Session	No grade will be recorded during this period	Grade of "W" will be assigned during this period	Grade of "WF" will be assigned
4	End of 1st school week in the session	Beginning of 2nd week to end of 3 <sup>rd</sup> week	Beginning with the 4th week
5	End of 1st school week in the session	Beginning of 2nd week to end of 3 <sup>rd</sup> week	Beginning with the 4th week
7	End of 1st school week in the session	Beginning of 2nd week to end of 5 <sup>th</sup> week	Beginning with the 6 <sup>th</sup> week
14	End of 1st school week in the session	Beginning of 2nd week to end of 11 <sup>th</sup> week	Beginning with the 12th week

\*Refer to the Refund Policy in the Financial Information section of the *Academic Catalog*

### Financial Services

#### Business Office

##### Student Accounts

All tuition and fees must be paid each term by the dates indicated on the "Payment Method" page of the online registration process. Normally, full payment is expected at the beginning of a trimester. However, at least 50% of tuition and the full amount of the matriculation fee are due at registration. Tuition and fees may be covered by financial aid for those who are eligible. All account balances must be settled or arrangements made with the Financial Services Office prior to registering for a new trimester. Any remaining balance must be paid in full before transcripts or diplomas are released. You may view your student account online at MY AHU.

##### Matriculation Fee

The matriculation fee is a registration fee charged to all students every trimester, which covers administrative overhead (admissions, registrar, etc.) and technology costs (support, registration, etc.) which are not covered by tuition.

##### Graduation Fee

The graduation fee covers the cost of processing graduation applications and conferring degrees. The University incurs these costs regardless of student attendance at the graduation ceremony.

##### Payment Methods

- Personal checks or money order

- VISA, MasterCard, Discover, American Express
- Debit cards (VISA or Master Card logo)
- Financial Aid
- Online Tuition Payment Plan
- Third-party payment
- AHU staff benefits

### Delinquent Accounts

A 1% finance charge will be assessed each month on all outstanding account balances.

If no payment or response to correspondence or other communication is received within 60 days after a student's departure, the unpaid account balance will be submitted to a collection agency or an attorney.

### Refund Policy

Refund is based on the date the withdrawal form is received by AHU. Do not log in to the course(s) once you have decided to withdraw.

Matriculation fee will be refunded if a student receives 100% tuition refund on ALL classes for the trimester.

### Refund amount

1 <sup>st</sup> seven calendar days	100% refund
After seven calendar days	No refund

### **Financial Aid**

Each year students must apply for financial aid. The process starts January 1. Go to [online.ahu.edu](https://online.ahu.edu), Enrollment, under Financial Information, click on Steps in Financial Aid or Financial Aid Forms. **AHU School Code is 031155.** It can take from 2 – 4 weeks

from the time the file is complete to receive your award letter. (At the beginning of the year it may take longer depending on installation of software upgrades, budget updates and tuition increases.)

A complete file for financial aid includes the following:

- Results from the FAFSA
- AHU aid application
- Acceptance to the University /Program
- If selected for verification:
  - Verification forms

- Copies of student/spouse’s (and parents’, if dependent) IRS Tax Return Transcript if you didn’t/couldn’t use the IRS Data Retrieval Tool, and the W2-s.
  - If a person/family has low income, we need income explanation form explaining how they supported themselves

Students wanting loans need to complete the Master Promissory Note (MPN) and Undergraduate Entrance Loan Counseling

Students can apply for financial aid before, during, or after a student applies for admissions. Financial aid is available for the initial time a course is taken and one retake. Students will have a computer cost component added to the budget the first term in the program.

**Types of Financial Aid**

<i>Program</i>	<i>Description</i>	<i>Amount</i>
Federal Pell Grant	Need based No prior bachelors Must complete the FAFSA and AHU Aid Application	\$890 - \$5,350
Federal Supplemental Educational Opportunity Grant (FSEOG)	Need based First preference given to Pell recipients First come, first served	\$100 - \$300
Federal Subsidized Loans	Need based Must complete FAFSA, AHU Aid application, MPN and entrance loan counseling Fixed interest rate 6% (5.6% starting 7-1-09) for undergraduates Fixed interest rate 6.8% for graduates	See Academic Catalog
Federal Unsubsidized Loans	Not need based Must complete FAFSA, AHU Aid application, MPN and entrance loan counseling Fixed interest rate 6.8%	See Academic Catalog
Federal PLUS loan	Parent loan for a dependent student Credit based Must complete MPN, need copy of citizenship and loan request form. Fixed interest rate 8.5%	Cost of attendance minus other financial aid
Florida Resident Access Grant (FRAG)	Not need based 1 <sup>st</sup> bachelors Not in default	\$2837 (fall and spring terms only)

	FL resident Complete AHU aid application Need proof of residency	
Florida Student Assistance Grant (FSAG)	Need based Must complete FAFSA, AHU aid application. First come, first served	\$1000 (fall and spring terms only)
Bright Futures	Florida Residents Apply during senior year of high school	

To receive financial aid undergraduate students must be enrolled for the following number of credits:

<i>Aid fund</i>	<i>Credits per term</i>
Florida Student Assistance Grant (need-based grant)	12 or more
Florida Resident Access Grant (non-need-based)	12 or more
Bright Futures	6 or more
Federal Pell Grant	1 or more
FSEOG	6 or more
Federal Stafford or PLUS loans	6 or more

Financial aid for each trimester will be posted after the end of the drop/add period, all verification is complete, and your academic progress verified.

Non-attendance in class

- AHU has Title IV funding and we are required to return aid dollars if the student has stopped attending all classes because they have not earned the dollars. If a student drops within the first 60% of the term we have to do a refund calculation. We are to do the calculation within 30 days.
- The *Academic Catalog* states that the student is to complete the drop/withdraw form when dropping one or more classes. If a student is absent for a period of two consecutive weeks and does not contact the instructor or complete the appropriate paperwork an administrative drop will take place.
- The instructor is responsible for doing a drop form for these students so the class will be dropped.
- If a student has all F’s for a term the institution has to determine if the F’s were actually earned or were the F’s because of non-attendance.

Satisfactory Academic Progress (SAP)

A student is making satisfactory academic progress if they have a 2.67 cumulative GPA, successfully complete at least 60% of the courses for that term, and have not attempted more than 150% of the credits required for their degree.

Attempted hours are defined as the hours a student is enrolled and charged for at the end of the drop/add period. Earned hours are defined as the sum of the hours for which a student has earned a minimum grade of “D-“. Audits, deferred grades, failures, incompletes in progress, withdrawals, or grades not submitted by the instructor are not earned hours. Financial aid is available for the initial time a course is taken and one retake.

A student’s SAP is evaluated after each trimester. Students not meeting the requirements will be placed on financial aid probation during the next trimester of enrollment and will receive a letter of financial aid probation. The student will receive financial aid during the financial aid probationary period. After the probationary period, if a student does not meet SAP, they are not eligible for aid for the next term.

#### Exit Loan Counseling

All students who have received Federal Stafford Loans will need to complete exit loan counseling if they drop to less than half-time enrollment, withdraw from all classes, or graduate. To complete the counseling go to [online.ahu.edu](https://online.ahu.edu), Enrollment, under Financial Information, Steps in Financial Aid and scroll down to Exit Loan Counseling.

## **R.A. Williams Library**

The mission of the R. A. Williams Library is to support the educational programs and goals of the University by providing instruction and resource materials that promote spiritual, professional, and personal development.

#### Electronic Resources

- The majority of the library’s resources are available in electronic format. Over 98% of the library’s journals, 60% of the library’s books, and 80% of the library’s video collection are available online through the library website at [library.ahu.edu](https://library.ahu.edu).
- The library’s catalog, subscription databases, e-reserves, RefWorks citation management, copyright guidelines, Internet-based learning modules, *APA Style Guide*, *Ask-A-Librarian* (reference assistance), and *Interlibrary Loan/Document Delivery* request information may be accessed remotely from CANVAS or [library.ahu.edu](https://library.ahu.edu).
- Several multidiscipline academic and general reference databases are available, as well as specialty databases in nursing, allied health, consumer health, business, literature, history, computer technology, test preparation, opposing viewpoints, student resources, and newspapers. Specialty

database reference modules are offered in health, science, arts, humanities, psychology, social science, women's interests, children's issues, education, law, international issues, military, and multicultural topics.

#### Document Delivery

- Document delivery is a library service used to obtain material for distance students that do not have access to our on-campus collections. Document delivery includes books/journal articles readily available at the Robert A. Williams Library. Submit Documents Delivery requests by using the Document Delivery online request form located at the library section of CANVAS or [library.ahu.edu](http://library.ahu.edu). Please allow two weeks to receive shipped books and 3 business days for scanned journal articles

The staff of the Library is dedicated to assisting students in gaining the knowledge and skills needed to locate high quality, relevant information. Questions are always welcome, and staff will spend the necessary time with individual students to teach them the information literacy skills needed for academic success. Assistance is available in person, by toll-free phone, or by e-mail during all Library hours of operation. For contact information see the *Ask-A-Librarian* link at the library web page at [library.ahu.edu](http://library.ahu.edu).

#### Registration

Students will receive updated registration information from the Office of the Registrar – Online Education from the Online Student Manager every trimester prior to registration opening.

#### Transcripts

Students can request official transcripts by completing the online form under Office of the Registrar, on the my.ahu.edu site. This form can be found by going to [online.ahu.edu](http://online.ahu.edu) and logging into their MY AHU page and clicking on *Forms* under *Office of the Registrar*. Please note it takes 7-10 business days to process official transcripts. Students are able to print their own unofficial transcripts.

#### Tutoring

Limited tutoring hours are available for video chat and live editing of documents. Please contact the Center for Academic Achievement for more information at (407) 303-7643.

## Program Policies

### General Degree Requirements

The general degree requirements for a Bachelor of Science degree are as follows:

1. A minimum of 120 trimester hours with a cumulative grade point average of 2.50 or above.
2. A minimum of 37 upper division credits, to include at least 27 upper division hours in the major and 9 credits out of the major.
3. Completion of a major with a cumulative grade point average of 2.50 in the major, completion of the general education requirements and electives to satisfy the total credit requirements for graduation. Core Imaging Courses completed with grades lower than a "B-" (2.67) will not be applied toward a major.
4. For those entering the professional imaging sciences at the upper division, the residency requirement is 30 credits. Successful completion of the distance learning program courses meets the residency requirement. Residency requirement is the minimum credit hours a student must have completed at AHU in order to receive a B.S. degree from AHU.
5. Meet the specific requirements of each major as outlined in the program.

### Baccalaureate Degree General Education Requirements

ENGL	101		English Composition I	3
ENGL	102		English Composition II	3
BIOL	101 C		Anatomy & Physiology I	4
BIOL	102C		Anatomy & Physiology II	4
MATH	120		College Algebra	3
PSYC	124		General Psychology	3
PHYS	121		Survey of Physics	4
			<b>Required General Education</b>	<b>24</b>

**NOTE:**

- All the above general education courses are currently being offered online at AHU.
- Students with an AS degree in Radiologic Sciences, Diagnostic Medical Sonography or Nuclear Medicine from an accredited University are considered to have met these general education requirements.
- If English Composition I and English Composition II was not completed as part of AS degree it must be completed as part of BS degree.



**Baccalaureate Degree Cognate Requirements**

HTSC	343	Legal and Ethical Aspects of Healthcare	3
HTCA	354	Leadership and Organizational Behavior	3
MKTG	400	Marketing and Social Media in Healthcare	3
FNCE	305	Survey of Healthcare Financial Management	3
BIOL	144C	Sectional Anatomy	3
RELT	368	World Religions for the Health Professions	3
RELB	379	Lessons on Living	3
STAT	205	Introduction of Applied Statistics	3
ENGL	250	Technical Writing	3
RELE	305	<b>Christian Ethics for Nursing and Allied Health – 3 cr (elective if needed)</b>	
<b>Total Cognate Degree Requirements</b>			<b>27</b>

**Baccalaureate Degree Imaging Science Requirements**

IMAG	400	Management Principles for Imaging Professionals	3
IMAG	494	Issues and Trends in the Health Care Arena I	3
IMAG	495	Issues and Trends in the Health Care Arena II	3
IMAG	480	Digital Imaging and Informatics	3
IMAG	490	Case Studies in Health Care	3
<b>Total Imaging Science Degree Requirements</b>			<b>18</b>

**Students will select a track to fulfill the additional 12 credit hours required for graduation from the following:**

**Interdisciplinary Track Requirements – Choose 12 credits**

IMAG	322	Advanced Breast Imaging	3
RADS	371	Physics and Instrumentation of Computed Tomography	3
RADS	372	CT Imaging Procedures	3
RADS	381	Physics and Instrumentation of Magnetic Resonance	3
RADS	382	MRI Imaging Procedures	3
SONO	441	Advanced Topics in Sonography	3
SONO	447	Advanced Sonographic Specialties	3
IMAG	497	Research Methods in Allied Health	3
ACCT	220	Principles of Accounting	3
ECON	255	Principles of Economics	4
FNCE	350	Principles of Healthcare Finance	3
IMAG	410	Organizational Behavior & Management	3
IMAG	425	Risk Management, Quality & Safety in Imaging	3

IMAG	445	Operational Accreditation, Regulatory Compliance, and Reimbursement Policy	3
IMAG	450	Interdisciplinary Imaging Leadership	3
ANGI	320	Angiographic Procedures I	3
ANGI	360	Angiographic Procedures II	3
<b>Total Interdisciplinary Degree Requirements</b>			<b>12</b>

**Computed Tomography Track Requirements**

RADS	371	Physics and Instrumentation of Computed Tomography	3
RADS	372	CT Imaging Procedures	3
RADS	373	CT Pathology and Case Studies	3
RADS	420	Advanced Imaging Procedures and Technology in CT	3
<b>Total CT Specialty Track Degree Requirements</b>			<b>12</b>

**Interventional Radiography Track Requirements**

ANGI	320	Angiographic Procedures I	3
ANGI	360	Angiographic Procedures II	3
ANGI	420	Vascular Interventional Review	3
ANGI	350	Angiographic Pathology and Case Studies	3
<b>Total Interventional Radiography Track Degree Requirements</b>			<b>12</b>

**Magnetic Resonance Imaging Track Requirements**

RADS	381	Physics and Instrumentation of Magnetic Resonance	3
RADS	382	MRI Imaging Procedures	3
RADS	383	MRI Pathology and Case Studies	3
RADS	430	Advanced Imaging Procedures and Technology in MRI	3
<b>Total Magnetic Resonance Imaging Track Degree Requirements</b>			<b>12</b>

**Sonography Track Requirements**

IMAG	345	Diagnostic Imaging	3
SONO	441	Advanced Topics in Sonography	3
SONO	447	Advanced Sonographic Specialties	3
IMAG	497	Research Methods in Allied Health	3
<b>Total Sonography Track Degree Requirements</b>			<b>12</b>

**Imaging Leadership Track Requirements**

IMAG	410	Organizational Behavior & Management	3
IMAG	425	Risk Management, Quality & Safety in Imaging	3
IMAG	445	Operational Accreditation, Regulatory Compliance, and Reimbursement Policy	3
IMAG	450	Interdisciplinary Imaging Leadership	3
<b>Total Leadership Track Degree Requirements</b>			<b>12</b>

**Summary of Above Credits Required for Graduation**

The student/degree candidate, who holds a valid, approved JRCERT certificate in Radiography, Nuclear medicine, or active Sonography credentials must present the following credits for graduation:

Pre-Requisite and General Education Requirements	24
Validated Credits from JRCERT program in Radiologic Sciences	42
AHU B.S. Degree in Imaging Sciences - Prescribed Curriculum	54
<b>TOTAL CREDITS</b>	<b>120</b>

**Program Completion Timeframe**

It is expected that students will complete the didactic portion of the program within **five (5) years** of initial enrollment. If this is not possible due to personal circumstances, you may submit a written request for an extension to the AHU Program Director.

Students who have entered the program as a Bridge status are required to complete the didactic portion of the program within **seven (7) years** of initial acceptance.

**Licensure Status**

**All students in the program are required to maintain an active license as a radiographer (ARRT), diagnostic medical sonographer (ARDMS/CCI), or nuclear medicine technologist (NMTCB) in good standing throughout their course of studies.**

Any changes in licensure status must be documented by submitting a copy of your current license. The Program reserves the right to request updated evidence of licensure status at any time. If at any time you become unlicensed for any reason, or if you are obligated to surrender licensure in any jurisdiction for disciplinary reasons, you must inform us of your change of status. This notification must occur immediately if you are currently participating in a course, or at the time of registration for your next course. Please be aware that we are obligated to report any attempts at misrepresenting your licensure status to appropriate regulatory agencies.

## Bridge Status Students

Bridge status is granted to those students who do not have adequate entry level college credit for a B.S. degree, do not have a conferred A.S. degree or have college credits from a non-regionally accredited institution.

### Curriculum Requirements Phase I:

The following cognate courses **must** be completed at a **regionally accredited institution** or through CLEP (see *Credit by Examination*) with a grade of “C” (2.00) or higher to progress and enroll in the 60 credit hours in the BSIS program (Phase II):

English Composition I & II (6)	College Algebra (3)	
Anatomy & Physiology I & II (8)	General Psychology (3)	Survey of Physics (4)

Progression in the program is achieved with successful completion of these twenty-four (24) credit hours with a minimum cumulative GPA of 2.50. Forty-two (42) hours of credits in lower division radiography, sonography, or nuclear medicine from an approved accredited certificate program in Radiologic Technology, Diagnostic Medical Sonography, or Nuclear Medicine will be validated upon enrollment in the program.

**Phase I** courses are successfully completed when a student has completed each course with a grade of “C” (2.00) or higher and has a cumulative GPA of 2.50. Students will then progress to **Phase II** of the program and begin taking Radiologic Science courses.

## Transfer Credit

Credit earned at another institution will be transferred and applied toward degree requirements under the following policies:

1. To be considered for transfer, all credit must appear on an official transcript.
2. The credit-granting institution must be accredited by a **regional accrediting** body.
3. Foreign transcripts must be accompanied by official copies of translations and course-by-course evaluations done World Education Services (WES).
4. Only general education courses that are required in the curriculum of the student’s professional program will be transferred.
5. Only courses with a grade of “B-” (2.67) or better will be accepted for credit.
6. Transfer credit will be placed on a student’s transcript during the first trimester in which the student enrolls as a degree-seeking student.

7. The total number of credits transferred may not exceed those allowed by the residency policy. According to the residency policy, a student must complete 30 trimester credits at AHU to earn the Bachelor of Science degree.
8. Students who wish to transfer courses from a professional program completed at a Regionally Accredited institution must petition the respective department for evaluation of credit.
9. Courses that are not clearly defined on a transcript may not be automatically transferred. The student will be asked to submit course descriptions and syllabi for further evaluation.

### **Credit by Examination**

AHU recognizes the following examination for credit:

College Level Examination Program (CLEP)

Credit granted for the CLEP will be recorded as a CR grade for which no quality points will be earned.

Credit by examination is awarded only in areas which fall within the regular curricular offerings of AHU and which are related to the student's current educational goals. Please make sure to follow instructions to submit transcript(s) of these courses to AHU. AHU recognizes the ACE Recommended Score for passing. Currently AHU does not accept Credit by Examination for English Composition II.

The credit earned by examination will not count towards residency or financial aid hours.

### **Attendance Policy**

You will be provided a Course Manual for each course that will outline the specific objectives, assignments and student evaluation to be used by that Course Instructor. In general, the following expectations regarding attendance and participation in course chats may apply.

Students MUST check their email every day, responding to instructor's request in a timely manner, engage in assigned forums, discussion boards, and small groups (projects). When offered, it is encouraged that students attend sync sessions, office hours, and Q&A sessions to ensure their own understanding of the course expectations and concepts.

The U.S. Department of Education requires that attendance be maintained on students before federal financial aid can be distributed. For this reason, students failing to participate in chats or submit assignments may be administratively withdrawn by the Course Instructor.

Responsibilities for absence notification:

- Students are responsible for contacting their Course Instructor/Section Instructor in all cases if there is an extenuating circumstance that would prohibit their attendance at one of the weekly Section Instructor chats.
- If students have conflicts that will prohibit them from attending Section Instructor chats for an extended period of time, they are responsible for notifying their Course Instructor/Section Instructor to determine if accommodations can be made, perhaps by rescheduling chat times.
- In the case of extenuating circumstances for a given week, students are to make contact with their Course Instructor/Section Instructor ahead of time whenever possible.

\*Certain courses within the program may have varying requirements for attendance to chat sessions. Please consult the individual course syllabi and the Course Instructor for more information.

## **Progression**

Students may progress in the Baccalaureate degree program when they:

1. Have a current ARRT, ARDMS, CCI or NMTCB license.
2. Earn a minimum grade of at least "B-" (2.67) in each Baccalaureate Degree Program course and maintain a minimum cumulative GPA of 2.50.
3. Earn a minimum grade of at least "C" (2.00) in each cognate course.
4. Successfully repeat all program core courses in which the minimum grade "B-" (2.67) was not achieved or cognate course in which the minimum grade "C" (2.00) was not achieved. No more than two courses may be repeated in the following combinations: one imaging course and one general education/cognate course or two general education courses.

## **Completion**

AHU will consider students for graduation and conferral of a Bachelor of Science in Imaging Sciences Degree when they have met the general requirements for graduation (refer to Academic Catalog) and when they:

1. Complete a minimum of 120 trimester hours of credit.
2. Complete the prescribed course of study for the degree with a minimum cumulative GPA of 2.50.
3. Achieve a minimum grade of "B-" (2.67) in each Imaging Sciences core course and a "C" (2.00) in each general education course.
4. Complete a minimum of 30 credit hours in residence at AHU before graduation.

The Baccalaureate Degree program requires students to complete specific cognate and general education requirements to be considered for graduation and conferral of a Bachelor of Science in Imaging Sciences degree. (Graduates of state approved associate degree radiography, sonography or nuclear medicine programs will be considered to have met these requirements. If ENGL 101, 102, were not part of the A.S. degree, they must be part of the B.S. degree. Graduates of certificate programs are evaluated under the Bridge criteria).

### Unsuccessful Course Completion

All courses are graded on a letter grade system, with a minimum passing grade of “B-” (2.67) or better in the core program curriculum and “C” (2.00) in any cognate course. Grading guidelines for each course may be found in the syllabus section of the particular Course Manual. Students who unsuccessfully complete a course can repeat it. However, they will be charged again, and there is still a 5-year time limit for completion of the didactic portion of the program and a 7-year period for students that have entered the program under a bridge status.

**Unsuccessful completion (C- or below) of two professional courses will result in an ineligibility to continue in the program.**

If you feel your grade is in error, the first step in the appeal process is to discuss the outcome with the Course Instructor. If the issue is not resolved to your satisfaction, you should follow the Academic Appeal policy in the *Academic Catalog*.

### Incomplete Course Grade

Students who have substantially completed the course but for serious extenuating circumstances are unable to complete the final course assignments or exams, may request an Incomplete Grade. This request must be submitted in writing or by e-mail to the Course Instructor and/or Program Director prior to the end of the course. Students must receive approval from the Course Instructor. According to the policy of the university, **incomplete grades must be made up within the first two weeks of the next trimester. Failure to complete the course within the time frame will result in a grade reflective of the work that was completed.**

### Readmission

Students who have received an academic dismissal may petition for readmission by writing a letter and completing the Petition for Readmission form to the Academic Director. The student’s petition will be taken to the Admission Committee for consideration. The Petition for Readmission form is found on [my.ahu.edu](http://my.ahu.edu) under the *Office of the Registrar*. Students are not allowed to petition for readmission immediately after dismissal they have to sit out for one trimester prior to re-applying.

Students who do not enroll in course work leading toward a Baccalaureate Degree for more than 3 terms must apply for readmission to the Baccalaureate Degree Program by completing a new application, updated transcripts if necessary and current licensure.

### **Termination from Program**

Termination from the Program will occur for the following reasons:

- Becoming ineligible for licensure.
- Surrender of a license in any jurisdiction for disciplinary reasons.
- Documented academic dishonesty, as described in the university Academic Integrity Policy.
- Unethical or unprofessional behavior. (Please note that this also includes course Website postings and e-mail communications with faculty and staff. Students are advised that their behavior while participating in the Program should exemplify the ethical behavior of a professional health care provider with respect to all communications with patients, colleagues, fellow students, faculty, and staff. See “Code of Conduct for Online students.”)
- Academic Failure (See “Unsuccessful Course Completion”).

Termination will be at the discretion of the AHU Program Director as recommended to the Chief Education Officer working in consultation with appropriate personnel of the Program.

### **Disciplinary Policy**

Failure to adhere to the policies and procedures of the Program will result in disciplinary action as determined by the Program Director and university administration.

### **Ethics**

Enrollment in each of the courses in the Bachelor of Science Degree in Imaging Sciences program requires and implies adherence to professional standards of practice and patient confidentiality. The Program will remain consistent with the Code of Ethics (see *Appendix*) set forth by the American Registry of Radiologic Technologists (ARRT, 1255 Northland Drive, St. Paul, MN 55120) and the Code of Ethics set forth by the Society of Diagnostic Medical Sonography (SDMS), 2745 Dallas Pkwy Ste 350, Plano, TX 75093-8730 (see *Appendix*).

### **Course Work Submission Policy**

Students are expected to be actively engaged in their courses. This includes the timely and complete submission of all course components (not limited to assignments, projects, postings, exams, etc.) If a student fails to submit work by the stated deadline, he/she will receive a grade



of **zero**. Submissions made after the deadline will be not accepted. Any partial work submitted or a failure to attempt work will also be given a grade of **zero**.

When uploading documents to drop boxes and discussion forums, it is the student's responsibility to ensure that the attachment has been successfully submitted. Any submissions made in which the attachment is not present will be given a grade of **zero**. The document that is submitted will be considered the official submission for that student. Students are responsible for ensuring that the document they submit prior to the deadline is reflective of their final work.

### **Exam Review Policy**

In order to maintain the integrity of the assessments delivered throughout the program, students will not have access to an exam/quiz once it has been submitted. Students will only receive their overall score on the exam/quiz. If a student has a specific question regarding the exam, he/she should contact the course instructor or section adjunct.

### **Online Conduct and Dress Code Policy**

AdventHealth University is a Christian-based institution where each student, faculty, and staff is valued as one of God's unique creations. This is evidenced by the way in which students, faculty, and staff, converse and conduct themselves. Care should be taken to present oneself as a Christian professional; this can be achieved in part by avoiding cursing, inappropriate innuendos, and belligerent behaviors.

With respect to online interactions, students are required to dress in a modest, professional manner when appearing on video or webcams. This includes, but is not limited to:

- Garments that are made from opaque material (no see-through materials)
- Shirt or blouse that covers midriff (no tank tops or spaghetti straps)
- Clothes in good repair
- Clothes in good taste
- Clothes that completely cover cleavage

Items to avoid:

- Garments with inappropriate slogans or representations
- Tight fitting spandex-type garments (i.e. Leggings, biking shorts, etc.)

For more information, refer to the Student Department and Dress Policy found in the AHU Student Handbook (go to <http://catalog.ahu.edu/index.php>, and select Student Handbook from the drop-down menu).

### **Electronic Usage Policy**

The University is the owner and administrator of the Learning Management System (LMS). The University may exercise the right to access information stored on the LMS for business purposes such as retrieving University business-related information, troubleshooting problems, responding to complaints of misuse, and in order to comply with legal and regulatory interests. Because the University cannot guarantee the privacy of messages or documents stored on the LMS or transmitted through the LMS or through the Internet, use of the LMS for sending confidential or private personal information is discouraged.

For further details, refer to the Student Computer Policy, found in the AHU Student Handbook at <http://catalog.ahu.edu/index.php>, then selecting Student Handbook from the drop-down menu.

## Program Overview

### Curriculum Overview

#### **IMAGING SCIENCES REQUIREMENTS ( CREDITS\*)**

- IMAG 494 Advanced Trends in the Health care Arena I (3 credits)
- IMAG 495 Advanced Trends in the Health care Arena II (3 credits)
- IMAG 400 Management Principles for Imaging Professionals (3 credits)
- IMAG 480 Digital Imaging and Informatics (3 credits)
- IMAG 490 Case Studies in Health Care (3 credits)

\*Choose from one of the following tracks:

#### *Computed Tomography Track (12 credits)*

- RADS 371 Physics and Instrumentation of Computed Tomography (3 credits)
- RADS 372CT Imaging Procedures (3 credits)
- RADS 373 CT Pathology and Case Studies (3 credits)
- RADS 420 Advanced Imaging Procedures and Technology in CT (3 credits)

#### *Interventional Radiography Track (12 credits)*

- ANGI320 Angiographic Procedures I (3)
- ANGI360 Angiographic Procedures II (3)
- ANGI420 Vascular Interventional Review (3)
- ANGI350: Angiographic Pathology and Case Studies (3)

#### *Magnetic Resonance Imaging Track (12 credits)*

- RADS 381 Physics and Instrumentation of Magnetic Resonance (3 credits)
- RADS 382 MRI Imaging Procedures (3 credits)
- RADS 383 MRI Pathology and Case Studies (3 credits)
- RADS 430 Advanced Imaging Procedures and Technology in MRI (3 credits)

#### *Sonography Track (12 credits)*

- IMAG345 Diagnostic Imaging (3)
- SONO441 Advanced Topics in Sonography
- SONO447 Advanced Sonographic Specialties (3)
- IMAG497 Research Methods in Allied Health (3)

#### *Interdisciplinary Track (12 credits)*

- RADS371: Physics & Instrumentation of CT (3)
- RADS372: CT Imaging Procedures (3)
- RADS381: Physics & Instrumentation of MRI (3)
- RADS382: MRI Imaging Procedures (3)
- SONO441: Advanced Topics in Sonography (3)

SONO447: Advanced Sonographic Specialties (3)  
 IMAG322: Advanced Breast Imaging (3)  
 IMAG497: Research Methods in Allied Health (3)  
 ECON255: Principles of Economics (4)  
 FNCE350: Principles of Healthcare Finance (3)  
 ACCT220: Principles of Accounting I (3)  
 IMAG410: Organizational Behavior & Management (3)  
 IMAG425: Risk Management, Quality & Safety in HR (3)  
 IMAG445: Operational Accreditation, Regulatory Compliance, and Reimbursement Policy (3)  
 IMAG450: Interdisciplinary Imaging in Leadership (3)  
 ANGI320: Angiographic Procedures I (3)  
 ANGI360: Angiographic Procedures II (3)

### **COGNATE REQUIREMENTS (27 CREDITS)**

HTSC343 Legal Aspects of Health Care (3 credits)  
 HTCA354 Leadership and Organizational Behavior (3 credits)  
 MKTG400 Marketing and Social Media in Healthcare (3 credits)  
 FNCE305 Survey of Healthcare Financial Management (3 credits)  
 BIOL144C Sectional Anatomy (3 credits)  
 RELT 368 World Religions for the Health Professions (3 credits)  
 RELB 379 Lessons on Living: Biblical Perspectives (3 credits)  
 STAT 205 Introduction to Applied Statistics (3 credits)  
 ENGL 250 Technical Writing (3 credits)  
*Religion Elective (if needed)*  
 RELE 305-Christian Ethics for Nursing and Allied Health

### **GENERAL EDUCATION COURSES (24 CREDITS)**

ENGL 101 English Composition I (3 credits)  
 ENGL 102 English Comp. II (3 credit)  
 BIOL101C Anatomy and Physiology I (4 credits)  
 BIOL102C Anatomy and Physiology II (4 credits)  
 PHYS 121 Survey of Physics (4 credits)  
 PSYC 124 General Psychology (3 credits)  
 MATH 120 College Algebra (3 credits)

## **Course Descriptions**

### **IMAGING SCIENCES REQUIREMENTS (27 CREDITS)**

#### **IMAG 322 Advanced Breast Imaging (3)**

This advanced imaging course explores a variety of diagnostic imaging techniques as they relate to breast imaging. This class will focus on modalities such as Mammography, Magnetic

resonance imaging (MRI), and Sonography. Each imaging technique will be discussed and correlated to breast imaging.

### **RADS 371 Physics and Instrumentation of Computed Tomography (3)**

(Pre-requisite: BIOL144C; Post-requisite: RADS 372)

This course provides an overview of the physical principles and instrumentation associated with computed tomography. Topics will include methods of data acquisition and manipulation, CT systems and operations, and image processing and display. Quality management and artifact recognition will also be discussed.

### **RADS 372 CT Imaging Procedures (3)**

(Pre-requisite: BIOL144C & RADS 371)

This course provides an overview of scanning techniques related to the central nervous system, neck, thorax, abdomen and pelvis, vascular (CTA), spine and musculoskeletal regions. Anatomy, positioning criteria, and various protocols will be studied.

### **RADS 373 CT Pathology and Case Studies (3)**

(Pre-requisite: BIOL144C & RADS 372; Post-requisite: RADS 420)

This course is designed to introduce the various pathological disorders that can be seen while performing CT scans on the different anatomical sections of the body. Clinical manifestations and radiographic appearance of pathological conditions will be discussed. Research paper and case study will be presented.

### **RADS 420 Advanced Imaging Procedures and Technology in CT (3)**

(Pre-requisite: BIOL144C, RADS 371, RADS 372, RADS 373; Post-requisite: RADS 425)

This course introduces students to the principles of 3D formatting, multi-slice advancements and considerations, computer software innovations, and post-processing techniques. Advanced imaging procedures, such as CT-guided biopsy, calcium scoring, and PET/CT, will also be covered.

### **RADS 381 Physics and Instrumentation of Magnetic Resonance (3)**

(Pre-requisite: BIOL144C; Post-requisite: RADS 382)

This course provides the student with the physical principles of image formation, data acquisition and processing related to magnetic resonance imaging. Topics will include electromagnetism, gradients, pulse sequences, imaging parameters, and image analysis. Quality management and artifact recognition will also be discussed.

### **RADS 382 MRI Imaging Procedures (3)**

(Pre-requisite: BIOL144C & RADS 381)

This course provides an overview of scanning techniques related to the central nervous system, neck, thorax, breast, abdomen and pelvis, vascular (MRA/MRV), spine and musculoskeletal regions. Anatomy, positioning criteria, coil selection, and various protocols will be studied.

**RADS 383 MRI Pathology and Case Studies (3)**

(Pre-requisite: BIOL144C & RADS 382; Post-requisite: RADS 430)

This course is designed to introduce the various pathological disorders that can be seen while performing MRI scans on the different anatomical sections of the body. Clinical manifestations and radiographic appearance of pathological conditions will be discussed. Research paper and case study will be presented.

**RADS 430 Advanced Imaging Procedures and Technology in MRI (3)**

(Pre-requisite: BIOL144C, RADS 381, RADS 382, RADS 383; Post-requisite: RADS 435)

This course introduces students to the principles of 3-D post-processing techniques, scanner and magnet advancements, computer software innovations, and dynamic imaging. Special procedures and techniques, such as diffusion/perfusion scanning, spectroscopy, and fMRI, will also be discussed.

**IMAG 400 Management Principles for Imaging Professionals (3)**

The course explores the multiple dimensions of the role of the imaging professional in the healthcare arena. Emphasis is placed on the management responsibilities needed to foster and promote quality outcomes. Topics will focus on aspects of the following: patient engagement and communication, recruitment and retention, emotional intelligence, creating effective committees and teams, and coaching and mentoring skills.

**IMAG 480 Digital Imaging and Informatics (3)**

This course surveys the concepts of digital image production, display, communication and storage as a function of system interface and workflow efficiency throughout the medical imaging department. Emphasis is placed on PACS and imaging informatics, legal and ethical issues involving digital imaging and the impact of emerging imaging technologies on patient care and outcomes. The course concludes with an overview of future trends as related to the role of the medical imaging professional.

**IMAG 494 Issues and Trends in the Health Care Arena I (3)**

This course explores the dynamics of the health care marketplace including: changing demographics, increasing demands of the aging population, health care Workforce, new medical technology and research. Emphasis will be placed on health behaviors, namely smoking, poor dietary habits, lack of exercise, alcohol abuse and workplace violence.

**IMAG495 Issues and Trends in the Health Care Arena II (3)**

This course places an emphasis on the medical imaging environment. It examines the challenges that shaped the field of imaging technology and the current innovative strategies.

**IMAG 490 Case Studies in Health Care (3)**

(Pre-requisites: HTCA 354, HTSC 343, MKTG 385, FNCE 388, ENGL 250)

This course is a capstone course that integrates business strategies for current and future operations within the field of Imaging Sciences. Applying concepts previous learned, students will create and deliver a strategic plan that encompasses the field of Radiography. This course

is the final course in the BSIS program sequence and can only be taken in the student's final trimester. Graduating Seniors Only!

### **COGNATE REQUIREMENTS (27 CREDITS)**

#### **HTSC 343 Legal Aspects of Health Care (3)**

Introduction to general law and its interpretation, including various aspects of personnel law, contract law, and those laws regulating the relationship of for-profit and not-for-profit organizations with governmental and non-governmental agencies.

#### **HTCA 354 Leadership and Organizational Behavior (3)**

This course is an exploration of the nature of individual and group behavior as it relates to the workplace. Attention will be given to motivation, performance, and morale, as well as the supervision and leadership of employees.

#### **MKTG 400 Marketing and Social Media in Health Care (3)**

This course is a study of the nature and function of Marketing within the health care setting. Topics include Strategic Planning, Competitive Analysis, Conservative Behavior, Marketing Communication, and Public Relations.

#### **FNCE 305 Survey of Health Care Financial Management (3)**

This course explores the concepts of managerial accounting, including an understanding of the accounting cycle and the presentation and interpretation of financial statements.

#### **BIOL144C Sectional Anatomy (3)**

(Pre-requisite: BIOL 102C; This course is a study of human anatomy, primarily emphasizing axial planes but also including sagittal, coronal and oblique plans. It is designed to aid imaging modality students in recognizing, locating and identifying normal anatomy on various computer images.

#### **RELT 368 World Religions for the Health Professions (3)**

(Pre-requisite: ENGL 102 / English Comp II)

This course is a study of the major world religions, including their history and development. This course will also familiarize the student with the major tenets and practices of these religions. Teachings and practices that impact the practice of health care are emphasized.

#### **RELB 379 Lessons on Living: Biblical Perspectives (3)**

(Pre-requisite: ENGL 102 / English Comp II)

This course completes the coverage of the major religions of the world through an introduction to the wisdom literature of the Jewish and Christian Bible, followed by a close reading of the Sermon on the Mount and selected parables attributed to Jesus.

**RELE 305 Ethics for Nursing and Allied Health (3)**

(Prerequisite: ENGL 102/English Comp II)

This course is a survey of ethical issues facing the allied healthcare professional from a Christian perspective. Topics include: confidentiality, conflict of interest, autonomy, culturally appropriate health practice, reproductive issues, end of life care, and issues in the allocation of health care. The student will have the opportunity to draw upon clinical practice.

**STAT 205 Applied Statistics (3)**

This course is an introduction to statistics and its applications, this course is designed to prepare students to interpret and evaluate statistics and statistical methods used in published research papers and to make decisions about the appropriateness of specific statistical methods in a variety of settings. Areas of emphasis will include descriptive statistics; analysis of graphs; sampling methods; binomial, z, t, and chi-square; confidence intervals; and hypothesis testing

**ENGL 250 Technical Writing (3)**

(Pre-requisite: ENGL 102 / English Comp. II)

This course introduces students to techniques of written communication within a professional setting. Includes writing reports, proposals, case notes, resumes, and charts.

**GENERAL EDUCATION REQUIREMENT (24 CREDITS)****ENGL 101 English Composition I (3)**

Online course available only for the students enrolled in online degrees. Prerequisite: A minimum English ACT score of 19, or a passing score the English Composition Placement Test, or ENGL 091 with a minimum grade of "C" (2.00).

This course focuses on writing as a means for authentic expression and exploration. Emphasis is on the writing process, especially revision. Students write several expository essays organized according to prescribed modes and learn specific writing skills and principles which readily apply to most writing tasks.

**ENGL 102 English Composition II (3)**

(Pre-requisite: ENGL 101 English Comp. I)

This course applies the writing skills developed in English Composition I while focusing on rhetorical and reasoning skills necessary for various persuasive research writing activities. Students write several persuasive papers and a major research paper. This course meets the requirement for a written communications course.

**MATH 120 College Algebra (3)**

Online course available only for the students enrolled in online degrees.

Prerequisites: Two years of high school algebra with a minimum grade of "C" (2.00), and one of the following: a minimum score of 19 on the math portion of the ACT, or successful completion



of MATH 101 with a minimum grade of “C” (2.00), or a passing grade on the Mathematics Placement Test.

This course is a study of the concept of function, as well as other advanced algebra concepts. Following a brief review of algebra topics covered in previous courses, the topics covered in this course will include: an extension of intermediate or high school algebra topics, number systems including complex numbers, equations and inequalities involving linear and quadratic models, polynomials, absolute values, radicals and rational expressions, matrices and determinants, solutions of systems of equations and inequalities, sequences, series, limits and logarithms. Emphasis is placed on pertinent applications of these topics as well as the use of appropriate support technologies, such as graphing calculators.

### **PSYC 124 General Psychology (3)**

Online course available only for the students enrolled in online degrees.

This course is a survey of psychology, including human development, sensation and perception, learning and thinking, emotions, motivation, personality, and stress, as well as psychological disorders and their treatment.

### **BIOL 101 C Anatomy and Physiology I and Lab (4)**

Online course available only for the students enrolled in online degrees.

Prerequisite: High school or college chemistry taken prior to enrolling in this course, or a minimum ACT standard composite score of 19, or permission from the department chair.

This is the first of a two-trimester course. Study of the typical structure and function of the human body utilizing digital and electronic media. Includes a study of the integumentary, skeletal, muscular, and nervous systems, along with their cytology, histology, and chemistry. Lab exercises are included in this course. A Webcam is required for this course

### **BIOL 102C Anatomy and Physiology II and Lab (4)**

Prerequisites: BIOL 101C

BIOL 101 and BIOL 101L or BIOL 101C. All prerequisite(s) must be completed with a minimum grade of “C” (2.00).

This is the second of a two-trimester course. Further study of the typical structure and function of the human body utilizing digital and electronic media. Covers endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. Lab exercises are included in this course. A Webcam is required for this course

### **PHSY 121 Survey of Physics (4)**

Prerequisites: MATH120

College Algebra (MATH 120 or equivalent) with a minimum grade of “C” (2.00)

This course consists of a series of lectures and demonstrations aimed at an understanding of the physical principles of mechanics, heat, sound, light, electricity, and modern physics. This

course satisfies the requirement for various imaging programs but does not satisfy the requirements for science majors. Lab required. A Webcam is required for this course

### **IMAGING LEADERSHIP REQUIREMENT (24 CREDITS)**

#### **IMAG410 Organizational Behavior and Management (3)**

This course will focus on gaining strategic management skills in the Imaging Department. Students will research ways to improve business relationships by applying practical conflict resolutions strategies. It will emphasize an ethical approach to negotiation for mutual gains.

#### **IMAG425 Risk Management, Quality & Safety in HR (3)**

This course addresses liability in health care specific to Imaging such as malpractice, ALARA and quality assurance. Focuses on using a proactive approach to improving patient safety and quality through clinical analytics, evidence-based practices and adoption.

#### **IMAG445 Operational Accreditation, Regulatory Compliance and Reimbursement Policy (3)**

This course explores guidelines related to healthcare operations. Students will investigate subjects such as accreditation standards and regulatory policies in regard to the imaging sciences. The course will help students gain a better understanding of operational compliance within the healthcare industry.

#### **IMAG450 Interdisciplinary Leadership in Imaging (3)**

This course provides a working knowledge of the functionality of multi-modality departments. Topics will include interdisciplinary communication efforts, team engagement, workflow and project management.

### **INTERDISCIPLINARY REQUIREMENT (12 CREDITS)**

#### **RADS 371 Physics and Instrumentation of Computed Tomography (3)**

(Pre-requisite: BIOL144C; Post-requisite: RADS 372)

This course provides an overview of the physical principles and instrumentation associated with computed tomography. Topics will include methods of data acquisition and manipulation, CT systems and operations, and image processing and display. Quality management and artifact recognition will also be discussed.

#### **RADS 372 CT Imaging Procedures (3)**

(Pre-requisite: BIOL144C & RADS 371)

This course provides an overview of scanning techniques related to the central nervous system, neck, thorax, abdomen and pelvis, vascular (CTA), spine and musculoskeletal regions. Anatomy, positioning criteria, and various protocols will be studied.

#### **RADS 381 Physics and Instrumentation of Magnetic Resonance (3)**

(Pre-requisite: BIOL144C; Post-requisite: RADS 382)

This course provides the student with the physical principles of image formation, data acquisition and processing related to magnetic resonance imaging. Topics will include electromagnetism, gradients, pulse sequences, imaging parameters, and image analysis. Quality management and artifact recognition will also be discussed.

### **RADS 382 MRI Imaging Procedures (3)**

(Pre-requisite: BIO1144C & RADS 381)

This course provides an overview of scanning techniques related to the central nervous system, neck, thorax, breast, abdomen and pelvis, vascular (MRA/MRV), spine and musculoskeletal regions. Anatomy, positioning criteria, coil selection, and various protocols will be studied.

### **SONO 441 Advanced Topics in Sonography (3)**

(Prerequisites: IMAG 345; ENGL 101; ENGL 102; ENGL 250)

The student will present a proposal for in-depth research of a defined, specialized area within the ultrasound profession. Topics may include, but are not limited to, contrast imaging, 3-D ultrasound, 4-D ultrasound, harmonic imaging, intraoperative ultrasound, transducer technology, the impact of hand-held ultrasound machines or other evolving sonographic diagnostic techniques or topics.

### **SONO 447 Advanced Sonographic Specialties (3)**

(Prerequisites: IMAG 345; ENGL 101; ENGL 102; ENGL 250)

The student will present a proposal for in-depth investigation of one of the advanced sonographic specialties which includes fetal echocardiography, pediatric echocardiography, breast ultrasound, neurosonography, or other approved evolving sonographic specialty areas. The student will learn to identify normal anatomy, describe standard protocol, and demonstrate knowledge of disease and pathology associated with this specialty area.

### **IMAG 322 Advanced Breast Imaging (3)**

This advanced imaging course explores a variety of diagnostic imaging techniques as they relate to breast imaging. This class will focus on modalities such as Mammography, Magnetic resonance imaging (MRI), and Sonography. Each imaging technique will be discussed and correlated to breast imaging.

### **IMAG 497 Research Methods in Allied Health (3)**

(Prerequisites: BIOL 144C; ENGL 101; ENGL 102; STAT 205)

The study of the research process as applied to allied health and imaging technology topics. The student will evaluate published research findings for use in sonography and imaging practice. This course requires a written critique of a published imaging technology or allied health research report.

### **ECON255 Principles of Economics**

This course is a study of macroeconomics (examining economics as it affects the national interest) and microeconomics (examining decisions by individuals and firms). The purpose of this course is to introduce the student to the most relevant economic issues facing today's society. Topics include scarcity and trade-offs, demand and supply, funding the public sector, employment and inflation, measuring economy's performance, money and banking, consumer choice, cost and output determination, perfect competition, monopoly, monopolistic competition, and oligopoly.

### **FNCE350 Principles of Healthcare Finance**

This course is an introduction to managerial accounting and financial management with emphasis in healthcare organizations. Topics include: financial statements, cost behavior and profit analysis, planning and budgeting, time value analysis, financial risk and required return, long-term financing, equity financing, cost of capital, capital budgeting, and financial condition analysis. Prerequisites: ACCT220

### **ACCT220 Principles of Financial Accounting**

This course introduces students to the generally accepted concepts, principles, and practices of accounting. Topics include debit and credit transaction analysis, preparation of financial statements, analysis of balance sheet accounts, and concepts of the management of accounts.

### **IMAG410 Organizational Behavior and Management (3)**

This course will focus on gaining strategic management skills in the Imaging Department. Students will research ways to improve business relationships by applying practical conflict resolutions strategies. It will emphasize an ethical approach to negotiation for mutual gains.

### **IMAG425 Risk Management, Quality & Safety in HR (3)**

This course addresses liability in health care specific to Imaging such as malpractice, ALARA and quality assurance. Focuses on using a proactive approach to improving patient safety and quality through clinical analytics, evidence-based practices and adoption.

### **IMAG445 Operational Accreditation, Regulatory Compliance and Reimbursement Policy (3)**

This course explores guidelines related to healthcare operations. Students will investigate subjects such as accreditation standards and regulatory policies in regard to the imaging sciences. The course will help students gain a better understanding of operational compliance within the healthcare industry.

### **IMAG450 Interdisciplinary Leadership in Imaging (3)**

This course provides a working knowledge of the functionality of multi-modality departments. Topics will include interdisciplinary communication efforts, team engagement, workflow and project management.

### **ANGI320 Angiographic Procedures I (3)**

This course includes topics on equipment and instrumentation, patient care, as well as thoracic, abdominal and venous access interventional procedures.

**ANGI360 Angiographic Procedures II (3)**

This course includes topics on neurologic, genitourinary, gastrointestinal, peripheral and dialysis management interventional procedures.

**ANGI420 Angiographic Interventional Review (3)**

Provides a comprehensive review of VI in preparation for the National Certification Examination. Numerous simulated registry examinations will be administered during the course.

**ANGI350 Angiographic Pathology and Case Studies (3)**

This course is designed to introduce the various pathological disorders that can be seen while performing VI studies on the various anatomical sections of the body. Clinical manifestations and radiographic appearance of pathological conditions will be discussed. Research paper and case studies will be presented.

**Course Delivery System**

AHU uses the Canvas™ Learning Management System for the delivery of its online courses. For optimal experience in the online learning environment, we recommend the following computer and software specifications:

**Technical Requirements**

<b>TECHNICAL REQUIREMENTS AT A GLANCE</b>	
Device	Desktop or laptop computer with internet capability (5 years or newer) Processor: 2 GHz or higher Memory: 1 GB of RAM Hard Drive Space: 60 GB free disk space
Internet Connection	High speed broadband access (Cable or DSL), minimum of 512 kbps
Internet Browser	Firefox, Chrome, and Safari (Mac only) work best. For a listing of the most current Canvas-supported internet browsers, click <a href="#">HERE</a> :  NOTE: Cookies, Java, and JavaScript must be enabled.
Operating System	Windows 7, Windows 8/8.1 or higher; Mac OS X 10.6 or higher recommended
Tablet & Smartphone	iOS 7 and newer (versions vary by device) Android 4.2 and newer

	NOTE: Do <b>NOT</b> attempt quizzes, exams, or assignment submissions when using a mobile device, such as a smartphone or tablet, due to compatibility issues. Use a computer.
Hardware	Monitor (minimum of 800x600 resolution) Sound card Microphone Speakers
Software	Microsoft Office (2010 or later)
Plug-ins	Adobe Reader [ <a href="#">Download from Adobe</a> ] Flash Player (v18.0 or later) [ <a href="#">Download from Adobe</a> ]

### Computer and Internet Connection

You will need regular access to a computer or laptop with an internet connection. High speed broadband access (LAN, Cable or DSL) is highly recommended for optimal learning experience. Some courses have more advanced system requirements.

For a listing of the most current computer and internet browser requirements, click [HERE](#).

### Hardware

Some online courses may utilize webcams and microphones for synchronous interactions. If using a laptop, the inherent webcam and microphone is sufficient, though you may also use a headset device. Computers will need to be connected to a webcam and microphone. Be sure to ask your course instructor if these components will be required for your course and complete a test run prior to use.

### Software

Individual courses may have additional software requirements. This may include video or audio playing software or a specific software application. Most courses require word processing, like Microsoft Word. Other software often used include Microsoft PowerPoint and Excel. Specific requirements will be listed in the course syllabus or you may contact your course instructor. In some instances, it may be necessary for some users to upgrade their Flash or Java versions. For assistance, contact the [24/7 Help Desk](#).

### Other Devices

In Canvas, you may access and interact with most course elements, readings, multimedia, email and discussions through tablets and smartphones. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. Please ensure you have a PC or Mac based computer or laptop available to complete coursework.

We recommend that students **do not** attempt quizzes, exams, or assignment submissions when using a mobile device, such as a smartphone or tablet, due to compatibility issues.

### **Course Materials**

For each course, students will be provided with a syllabus, course schedule, presentations, reading assignments, assessments, projects, and/or homework assignments. In addition, students are **required** to purchase the assigned textbook for each course.

Once a student has been granted access to a course, it is his/her responsibility to become acquainted with the course materials embedded within the course.

### **Code of Conduct for Online Students**

AdventHealth University, a Seventh-day Adventist institution, specializes in the education of professionals in healthcare. Service-oriented and guided by the values of nurture, excellence, spirituality, and stewardship, the university seeks to develop leaders who will practice healthcare as a ministry. For this mission to be upheld, the faculty and staff must be able to carry out their respective responsibilities efficiently and effectively in an atmosphere free from disruption or intimidation. The *Code of Conduct for Online Students* outlines behaviors that are appropriate and inappropriate while in attendance at AHU. Adherence to this Code of Conduct is mandatory for all students and is a vital component to the accomplishment of the university's mission.

Collegiate students are expected to conduct themselves in a professional and mature manner. Students are responsible for their own learning. In other words, it is the student's job to ensure that all required resources have been acquired, arrangements are made to complete course requirements on time, and all technology used (i.e. computer, internet service provider, webcam) is reliable and fully functional.

Communication among the faculty, staff, and students of AHU is expected to reflect high ethical standards and mutual respect. The medium of communication makes no difference. Whether the communication is through face-to-face interaction, e-mail, online discussion forum, chat room, or telephone, students must demonstrate respect for faculty, staff, and fellow students. Speech that is inappropriate in a classroom is not appropriate for the online environment.

AHU values its faculty, staff, and students. Students demonstrate this value through mutual respect. Respect the diversity of opinions among the instructor members of the class and respond to them in a courteous manner. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religion, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by e-mail, or on discussion boards and other postings within the course. If a student receives a comment on a discussion board or via e-mail that makes them feel uncomfortable or is not respectful, he/she must report it to the instructor and must not respond to the comment.

In addition, students are expected to:

- Treat classmates and the instructor with courtesy and respect
- Think before you communicate; avoid derogatory, dismissive, or overly critical comments
- Observe the common rules of Netiquette
- Review the course content at the beginning of each course, including the syllabus, schedule, and assignments
- Acquire and maintain instructional and technology tools for class activities
- Stay organized to avoid falling behind
- Report technical issues immediately to technical support
- Discuss issues you have with the course content, amount of work, or personal grades privately with the instructor and not in public forums or global e-mail
- Inform the instructor of any absences or assignment difficulties with the instructor prior to the start of the course or due date
- Welcome and value the diversity of learners in your class
- Support others in learning by providing feedback, resources, and information
- Show your appreciation for the contributions of other by your comments and actions
- Be an active, dependable member of groups
- Give others the benefit of the doubt and seek clarification when necessary
- Be honest in your representation of your own background and education
- Submit work that is your own
- Follow applicable copyright laws and give attribution to the work of others

Examples of inappropriate behavior include, but are not limited to:

- Disrespect of or insubordination to university personnel
- Communication that is obscene, racist/sexist, harassing, intimidating, or uses threatening language and/or actions
- Use of e-mail or computer networks to send unsolicited junk mail, chain letters, etc., or to further any illegal activity
- Use of oral or written profanity
- Repeatedly contacting faculty or staff when the person contacted has indicated that a response is pending or requests not to be contacted
- Logging in as another student
- Requesting instructor resources from a publisher or other entity or attempting to request a teacher's edition of a textbook or resource used in the program
- Discussion of exams, such as correct answers to questions, via e-mail or discussion forums
- Using mass e-mail or discussion forums to complain about faculty, staff, fellow students, the program, or course curriculum
- Repurposing papers or assignments used in other courses

**A student committing any of the above actions or any other unethical or disrespectful behavior will be recommended for Program Dismissal without the ability to reapply.**



## Netiquette

Over time a set of rules (conventions) have emerged to make online communication more pleasant and more effective. Your E-mail messages and message board postings should conform to the following guidelines, which are adapted from Greg Kearsley's *Guide to Online Education*.

**Brief is best.** Readers find it difficult to process and remember too much information at one time, so keep messages short and focus on a single idea or topic. When you need to address multiple ideas or topics, use a separate message for each one. Similarly, use separate files for different kinds of data/information instead of putting it all in one large file.

Be careful with formatting.

- Don't use fancy formatting (e.g., tables, fonts, layouts) unless you are sure that all users can read it.
- Don't type in all capital letters—use upper- and lower-case letters, which are easier to read.
- Don't use a font size that's too big or too small, both of which are hard to read. Ten- or 12-point font is effective.
- Make messages more readable by using spacing, paragraphing, and subheadings.
- Don't include graphics, images or multimedia components (audio/video clips) in messages or files unless you are sure your intended audience can view them.

**Provide structure.** Take the time to create meaningful subject headings or file names to help readers understand the purpose and context of the information. Also, begin messages and postings with a summary, recap, or reminder of an ongoing discussion to provide context. When people are reading dozens of messages or files, they need a brief orientation to help them understand how the new message relates to what has come before.

**Remember the public domain.** Think carefully about what you write. First of all, readers can easily forward some or all of your E-mail messages and files to others, so always assume that anything you post could be made quite public. Also, your message may be read by a wide variety of people (particularly if posted to a public forum on the Internet), so be especially sensitive to any form of cultural bias in what you say.

**Be kind and gentle.** Avoid sarcasm and mean-spiritedness. If you read something that upsets you, don't immediately reply with an angry message of your own; either ignore it or wait a day and send a rational response. The online environment is a wonderful place for debate and discussion, but remember to be civil and considerate.

## Communication

Communication is key to being successful in an online learning environment. Throughout this program, you will communicate with your Course Instructor, Section Instructor, and fellow classmates in a variety of ways.

**Asynchronous Communication** – communication that is not done in real-time. Examples include Discussion Boards and E-mail.

**Synchronous Communication** – communication that is done in real-time, such as live chat sessions.

All forms of communication posted by students are expected to be authentic and original; copying another student's information and taking credit for it is unethical. Be sure to adhere to the principles of Netiquette when communicating to faculty, staff, and other students.

### **Asynchronous Course Format**

Courses in the BSIS Program follow a student-centered Asynchronous format. This format involves frequent instructor-to-student and student-to-student interactions via email, discussion forums, blogs, wikis, etc. In order to stay engaged and gain the full benefits of these interactions, students are encouraged to log into their course on at least a daily basis, maintain regular email communication, and set communication and assignment schedules with groups (if applicable). Active participation is expected of all students and will be crucial to your success in the courses.

### **Writing Requirements**

In order to promote professional and consistent writing in all BSIS courses, all students are required to purchase the *Publication Manual of the American Psychological Association, Seventh Edition* (ISBN 3 978-1-4338-0561-5). The manual outlines all APA 7 guidelines and will serve as a valuable resource as you complete assignments and projects throughout this program.

All material submitted by students will be evaluated for originality of content. All work will be evaluated for originality of content using Turnitin® or any other method of plagiarism detection. If any portion of work submitted by a student is found to be plagiarized, the student may receive a score of zero for that assignment and may be recommended for Program Dismissal.

Please refer to [www.plagiarism.org](http://www.plagiarism.org) for more information on how to avoid plagiarism. Other helpful links on avoiding plagiarism include:

<http://www.lsc.edu/library/plagiarism.htm>

[http://www.umuc.edu/distance/odell/cip/links\\_plagiarism.shtml](http://www.umuc.edu/distance/odell/cip/links_plagiarism.shtml)

<http://owl.english.purdue.edu/owl/resource/589/01/>

The Library Staff is also willing to work with students to help them learn more about APA 6 formatting and avoiding plagiarism. You may contact the Library at (407) 303-1851 or toll-free at (800) 500-7747.

## Frequently Asked Questions

### **How do I contact my Academic Advisor? What can he/she assist me with?**

Students can contact their Academic Advisor via the MARS messaging system, which can be found by going to [my.ahu.edu](http://my.ahu.edu) and logging into their MY AHU page. Your academic advisor can assist you with a degree plan and graduation audit.

### **When do I receive access to my course?**

Students will gain access to the online courses that they have registered for up to five (5) business days prior to the start date of the course. Once you have gained access to the course, take the time to navigate and familiarize yourself with the various components. Be sure to read the syllabus, course schedule, and other important documents as you prepare to begin your course.

### **Are on-campus visits required?**

AHU does not require students to make on-campus visits as part of program or course completion. Face-to-face interaction with Course Instructors is not a required component of the curriculum; all communication with Course Instructors/Section Instructors is done electronically via course e-mail. However, we do welcome visits from our distance learning students and encourage everyone to come to the AHU campus for the graduation ceremonies.

### **What is an acceptable course load?**

Students are recommended to not exceed a course load of 16 credit hours per trimester and no more than 6 credits in any session. Due to the comprehensive nature and curriculum depth of the program, students who choose to exceed 16 credit hours per trimester may not be able to devote sufficient time to the complete learning and understanding of the curriculum.

If a student wishes to exceed a course load of 16 credit hours in a given trimester, he/she must complete a Petition for Academic Exemption form which can be found under Office of the Registrar at [my.ahu.edu](http://my.ahu.edu) click on MY AHU

It is recommended that a maximum of 6 to 9 credits are taken in the first trimester.

### **Are these courses approved for Continuing Education Credits?**

The courses in the Bachelor of Science in Imaging Sciences degree program are **NOT** pre-approved for continuing education credits by the ARDMS, ARRT, ASRT, or CCI. Students must contact the ARDMS, ASRT, or CCI on their own to obtain continuing education credit approval

for any courses taken in this program. The university is not responsible for obtaining continuing education credit approval.

### **How can I make the most of the online education environment?**

AHU knows that the most meaningful, most lasting and successful online educational experience is learner-centered. A unique blend of learning experiences are provided to you through a combination of media presentations, readings, discussion sessions, online assignments, and peer and professional support systems.

AHU provides technical support and a full-time Program Manager who will be your personal guide throughout the program. New students also receive special support during an extensive orientation to online courses prior to starting classes.

A common fear among new students is that they will not be disciplined enough to go at their own pace. Rest assured! You will receive a detailed course syllabus at the beginning of each class, which is structured with learning modules and corresponding assignments. Some students read ahead and others feel the schedule keeps them on task - it's your choice and your schedule.

Similar to the last time you were in school, you will share your experience with your classmates. Our online student lounge and chats are great ways to connect with others experiencing similar challenges and triumphs. It provides a forum to learn from others and to support each other. Weekly chats, offered at various times, allow you to interact with your professors and classmates.

### **How many hours of studying/class preparation are needed for class each week?**

On average, most students spend 15-20 hours per week studying and preparing for class. However, this can vary greatly, depending on your personal and professional circumstances.

### **How do I take an online exam?**

Online examinations and quizzes are an integral component within the online courses. Exams are strictly timed and are administered in a secure browser. Students must set aside the appropriate amount of time to devote to taking an exam. It is highly recommended that students NOT wait until the last minute (just before the deadline) to begin an online exam, as certain technical issues are often unforeseen and may delay the students' ability to access the exam.

Online exams are to be treated with the same respect and integrity as exams taken in a classroom setting. Students are NOT to print (including print-screen), copy, or share exam materials and questions with any other student at any time, even after an exam deadline has

passed. This includes but is not limited to posting exam questions in Discussion Boards and e-mail exam questions to any student. Students found in violation of this policy may be subject to Academic Dismissal.

### **Does AHU offer a clinical internship to be ARRT board eligible?**

The ARRT requires students complete a clinical internship before sitting for the national registry exam. AHU can assist students in meeting this requirement. Students completing the BSIS degree must complete a Dual Degree Declaration form to enroll in the Advanced Imaging Certificate Program for the modality of their choice. Please contact Christ Garrido at [Christopher.Garrido@ahu.edu](mailto:Christopher.Garrido@ahu.edu) for further information.

## Appendix

### The American Registry of Radiologic Technologists Code of Ethics

#### *Preamble*

The Code of Ethics shall serve as a guide by which Radiologic Technologists and Candidates may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the health care team. The Code of Ethics is intended to assist Radiologic Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

#### *Principle 1*

The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

#### *Principle 2*

The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

#### *Principle 3*

The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.

#### *Principle 4*

The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

#### *Principle 5*

The Radiologic Technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

*Principle 6*

The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

*Principle 7*

The Radiologic Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the health care team.

*Principle 8*

The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

*Principle 9*

The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

*Principle 10*

The Radiologic Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Refer to the ARRT website ([www.arrt.org](http://www.arrt.org)) for more information.



## Appendix

### Code of Ethics for the Profession of Diagnostic Medical Sonography

*Approved by SDMS Board of Directors, December 6, 2006*

#### PREAMBLE

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

#### OBJECTIVES

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

#### PRINCIPLES

**Principle I:** In order to promote patient well-being, the diagnostic medical **sonography shall:**

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonography.

**Principle II:** To promote the highest level of competent practice, diagnostic medical sonographers shall:

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a

national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA); <http://www.noca.org/ncca/ncca.htm> or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.

- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

**Principle III: To promote professional integrity and public trust, the diagnostic medical sonography shall:**

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.

J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention, and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

Refer to the ([www.sdms.org](http://www.sdms.org)) for more information.