



Advent Health
UNIVERSITY

Online



Bachelor of Science in
Imaging Sciences
Program Manual

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Introduction

Congratulations on your decision to pursue your Bachelor of Science in Imaging Sciences (BSIS) 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 Bachelor of Science in Imaging Sciences Program Manual provides the essential information that will help you understand the philosophy, requirements and policies of this Program.

Mission Statements

AdventHealth University

AdventHealth University (AHU) is a Seventh-day Adventist institution specializing in healthcare education in a faith-affirming environment. 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*.

Bachelor of Science in Imaging Sciences

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.

Vision & Values

AdventHealth University (AHU) is a Seventh-day Adventist institution specializing in healthcare education in a faith-affirming environment. 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*.

Our vision for the B.S. Imaging Sciences Program is to empower technologists to thrive and excel in their professions by providing them with a comprehensive and cutting-edge curriculum. We aim to foster a culture of continuous learning, enabling our students to become skilled and compassionate leaders in the field of medical imaging, driving innovation and positively impacting patient care.

Program Purpose

The purpose of the B.S. Imaging Sciences 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 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. Refer to the AdventHealth University website for "[University Student Learning Outcomes](#)".

Accreditation

The B.S. Imaging Sciences and Advanced Imaging Modality Certificate programs are accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and adheres to all distance education guidelines set forth by The National Council for State Authorization Reciprocity Agreements (NC-SARA).

AHU Faculty and Staff

President & CEO

C. Josef Ghosn, Ed.D

AdventHealth University

671 Winyah Drive

Orlando, FL 32803

E-mail: Josef.Ghosn@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

E-mail: 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

Whom Do You Contact?

Director of Admissions

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

Admissions Manager

Chris Garrido
407-303-8168
christopher.garrido@ahu.edu

Admissions staff is responsible for:

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

Registrar

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

Associate Registrar

Tina Capparelli
1-800-500-7747 ext. 110-1096
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

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

Lynda Swanson, Assistant Financial Aid Director

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

lynda.swanson@ahu.edu

Last Name Begins With...	Representative	Extension	E-mail
A – F	Sharlin Sanchez	110-5453	Sharlin.Sanchez@ahu.edu
G - O	RB Lounsberry	110-9872	Rb.Lounsberry@ahu.edu
P – Z	James Williams	110-6401	James.Williams@ahu.edu

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

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

Online Student Success Managers

Jennifer Alfonso

407-609-3767

Jennifer.Alfonso@ahu.edu

Alanna Lipschutz

407-609-4107

Alanna.Lipschutz@ahu.edu

The Student Experience 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

You can schedule an appointment with the Student Experience Team:

<https://outlook.office365.com/owa/calendar/AHUOnlineStudentExperience@ahsonline.onmicrosoft.com/bookings/>

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 *Conclusive* 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

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/>.

Student 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 found in the *AHU Academic Catalog* under “*Student Academic Appeal*”.

Academic Dismissal

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

Academic and Personal Integrity

AdventHealth University expects students to exhibit high levels of integrity in all activities whether on-campus or online. Academic dishonesty will not be tolerated. 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.

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 in the Spiritual Care and Counseling Office, prior to or at the beginning of the trimester. Refer to the *AHU Academic Catalog* for the complete “Rehabilitation Act” policy.

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.

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/gender. 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 [Harassment and Non-Discrimination Policy \(Links to an external site.\)](#) and the [Resolution Process A \(Links to an external site.\)](#) or [Resolution Process B \(Links to an external site.\)](#).

A notice or complaint of an alleged violation of the policy should be reported to the Title IX Coordinator, Ana-Michelle Carrington, or the Deputy Title IX Coordinator, Katie Shaw (Denver Campus). A notice or complaint can be verbal or in writing. 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

Ana-Michelle Carrington Ana-Michelle.Carrington@ahu.edu
Katie Shaw katie.shaw@ahu.edu

All Campuses 407-609-0905
Denver Campus Only 303-765-6271

Institutional Services

Academic Forms

Students may access various academic forms online by going to my.ahu.edu and logging into their MY AHU page and clicking on *University Services* then *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.

AHU Alumni Association
(407) 303-9798
www.alumni.ahu.edu

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 *University Services* 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. Please refer to the AHU Bookstore website: www.ahu.edu/campus/bookstore

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 or

visit the [Student Affairs](#) (click link to access) website for inquiries as well as for making appointments.

Degree Audit

Students can obtain degree audits by going to my.ahu.edu and logging into their MY AHU page and clicking on *Academics*, then *My Degree Audits*.

Drop/Withdraw Policy

It is the responsibility of the student to review the Drop/Withdraw policy in the Academic Catalog. Drop/Withdraws can be student or faculty initiated. This policy outlines the process to complete when desiring to withdraw from a course(s) or program. Please refer to the *Academic Catalog*, Drop/Withdraw policy for more details.

Financial Services

Business Office

Please refer to the *AHU Academic Catalog*, then Financial Information for policies on the following business office related functions.

Delinquent Accounts	Refund Policy
Exceptions to Refund Policy	Refund Policy for Credit Balance on Account
Fee Schedule	Statements
Health Insurance	Student Accounts
Housing	Third-Party Payment
Non-Liability for Personal Belongings	Transcripts, Diplomas, Test Scores, and Graduation Participation
Parking Violation	University Housing Deposit
Payment Methods	

Financial Aid

Please refer to the *AHU Academic Catalog* then Financial Aid for policies on the following Financial Aid related functions.

AHU Scholarships	Financial Assistance General Information
Federal Direct Loan Counseling	Fund Disbursements
Federal Financial Aid Programs	Rights and Responsibilities of Financial Aid Recipients
Federal Loans	Satisfactory Academic Process for Financial Aid Recipients
Private Loans	State Financial Aid Programs
Drug Convictions and Federal Student Aid	Veteran’s Certification
Financial Aid Application Deadlines	Financial Literacy Program
Financial Aid Refund Policies	

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.
- 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.
- 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. 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.

Tutoring

Limited tutoring hours are available for video chat and live editing of documents.

Please contact the Tutoring Center for more information.

<http://my.AHU.edu/tutoringcenter> or <https://ahu.instructure.com/courses/3059>

(407) 303-8575

Text: (407) 584-1880

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.

Bachelor 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
PSYC	124	General Psychology	3
Required General Education			24

NOTE:

- All the above general education courses are currently being offered online at AHU.
- Students with an AS degree 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.

Bachelor 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	Christian Ethics for Nursing and Allied Health – 3 cr (elective if needed)	
Total Cognate Degree Requirements			27

**STAT215 Elementary Statistics can also be taken. Pre-MHA students are advised to take STAT215.

Bachelor 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
Total Imaging Science Degree Requirements			15

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	442	Advanced Topics in Sonography	3
SONO	448	Advanced Sonographic Specialties	3
IMAG	496	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
HTCA	425	Healthcare Research Methods (STAT215 is a pre-req)	3
HTCA	485	Healthcare Strategic Planning and Decision Making	3
Total Interdisciplinary Degree Requirements			12

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
Total CT Specialty Track Degree Requirements			12

Interventional Radiography Track Requirements

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

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
Total Magnetic Resonance Imaging Track Degree Requirements			12

Sonography Track Requirements

IMAG	345	Diagnostic Imaging	3
SONO	442	Advanced Topics in Sonography	3
SONO	448	Advanced Sonographic Specialties	3
IMAG	496	Research Methods in Allied Health	3
Total Sonography Track Degree Requirements			12

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
Total Leadership Track Degree Requirements			12

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
TOTAL CREDITS	120

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 BSIS 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

Refer to the *AHU Academic Catalog Policies and Procedures* for the complete “*College Credit by Examination*” policy.

Attendance Policy

You will be provided a Course Syllabus for each course that will outline the specific objectives, assignments and student evaluation to be used by that Course Instructor. In addition to the AHU [Student Attendance Policy](#), 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.
5. Completion of [University Residency Policy](#) .

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 particular Course Syllabus. Students who unsuccessfully complete a course can repeat it. However, they will be charged again, and there is still a five (5)

year time limit for completion of the didactic portion of the program and a seven (7) year period for students that have entered the program under a bridge status.

Unsuccessful completion (B- 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, refer to the *AHU Academic Catalog* for the complete “Student Academic Appeal” policy.

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. Refer to the AHU [Incomplete Policy](#).

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 BSIS Program Director. The student’s petition will be taken to the BSIS Admission Committee for consideration. The Petition for Readmission form is found on my.ahu.edu under the *Office of the Registrar*. Students are not allowed to petition for readmission immediately after dismissal, rather they must 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 BSIS Program Director as recommended to AHU Academic Administration 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.) Students who fail to submit work by the stated deadline 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. Students who have a specific question regarding the exam 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

Current [course descriptions](#) can be found in the AHU Academic Catalog.

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

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

Computer and Internet Connection

You will need 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.

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 are 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 and resources for each course.

When a student is granted access to a course, the responsibility lies with the student to become acquainted with the course materials and requirements.

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. Students who feel that a comment on a discussion board or via e-mail makes them feel uncomfortable or is not respectful must report it to the instructor and are advised to 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.

Refer to the complete [Netiquette Guide for Online Course Policy](#) for further information.

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 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://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? How can they assist me?

Students can contact their Academic Advisor via email. 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 the BSIS 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 electronic communication. We do welcome visits from our online 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.

Students who desire to exceed a course load of 16 credit hours in a given trimester must complete a Petition for Academic Exemption form which can be found under Office of the Registrar at [Petition for Academic Exemption | my.ahu.edu](https://my.ahu.edu/Petition-for-Academic-Exemption)

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 Student Experience 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 Chris Garrido at Christopher.Garrido@ahu.edu for further information.

Appendix

Standards of Ethics for The American Registry of Radiologic Technologists

Preamble

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement

Statement of Purpose

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values. The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

A. Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered 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.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered 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 race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered 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.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered 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.
7. The Registered 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 healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered 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.
10. The Registered 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.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Refer to the ARRT® Standards of Ethics (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 sonography. 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 sonography identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonography 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) for more information.