The purpose of this handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study.
HANDBOOK POLICY/RIGHTS RESERVED
All college publications contain current pertinent information. While striving to ensure the accuracy of published information, the College may need and reserves the right, to make necessary changes in any or all of the policies, requirements, curriculum offerings and programs, tuition, fees, and other academic regulations contained herein. The handbook does not constitute a contract with a student or an applicant. Questions concerning policies and procedures not covered in this handbook should be referred to the Program Director.

NONDISCRIMINATION STATEMENT
Mercy College of Ohio is committed to providing equal opportunities for all persons regardless of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accord with applicable federal and state law.

DIVERSITY STATEMENT
Mercy College of Ohio strives to be an inclusive environment in which faculty, staff, students and the greater community are respected and embraced regardless of variations in thoughts, experiences, values and traditions.

WELCOME
On behalf of the faculty and staff, I would like to welcome you to the Bachelor of Science in Medical Imaging (BSMI) degree completion program. I am glad that you have made the decision to take advantage of the excellent educational opportunities available at Mercy College. I know you will find your time here to be a rewarding experience as you expand your professional knowledge and gain valuable field-relevant skills.

As a medical imaging professional, you have shown an admirable commitment to our profession with your decision to advance your education and career goals. The choice you have made will return many rewards in the future, not only in higher income potential and career opportunities but in the greater level of care you offer to your patients. You have much ahead of you as you delve further into your profession and experience academic areas that may be totally new to you. Our faculty and staff are dedicated to your success and pride themselves on offering students personal attention and support, I encourage you to utilize them often during your time at Mercy College.

We look forward to assisting you throughout your program experience.

Quentin T. Moore, MPH, R.T.(R)(T)(QM)
Program Director, Bachelor of Science in Medical Imaging
PROGRAM HANDBOOK
The program handbook is provided to allow students who are enrolled in the Mercy College of Ohio’s Medical Imaging Program to better understand the program. It contains information about the program philosophy, goals, course requirements, curriculum, evaluation methods, policies and procedures. **Students are expected to be familiar with the material contained in this handbook.**

COLLEGE CATALOG
In addition to this reference tool, the College Catalog is an important resource during your time here at Mercy College. A PDF version of the College Catalog is available on the College’s website for download: [http://www.mercycollege.edu/my-mercy/college-catalogs](http://www.mercycollege.edu/my-mercy/college-catalogs)

PROGRAM HISTORY
Mercy College introduced the Bachelor of Science in Medical Imaging (BSMI) program in January, 2012. The program has grown progressively since its introduction and has led to a measurable impact in the lives of medical imaging professionals across the country. The College has also offered an Associate of Science in Radiologic Technology since 1999 when the College accepted sponsorship from St. Vincent Mercy Medical Center. St. Vincent’s School of Radiography was originally founded in 1951.

PROGRAM PHILOSOPHY
The BSMI program is designed to meet the needs of a variety of medical imaging professionals. The program builds upon prior credits earned from regionally accredited institutions and professional certifications allowing individuals to progress towards the completion of a bachelor degree. The program is delivered in a dynamic online environment to meet the needs of working healthcare professionals.

The program provides technologists with a diversified plan of study in advanced imaging, healthcare administration, technical imaging specialties, and general studies in a balanced curricular approach to prepare technologists for advancement in multiple career areas. For technologists wishing to pursue additional certification, the program curriculum will prepare them with the theoretical knowledge required for the American Registry of Radiologic Technologists (ARRT) post-primary certification exams in Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Mammography (M), Bone Densitometry (BD), and/or Quality Management (QM)*. The program also prepares students for roles in healthcare management through the study of law, human resources, asset management, operational management and finance. For students who wish to continue their education beyond a bachelor degree, the BSMI program provides a solid foundation towards graduate study.

*Students preparing for the ARRT post-primary certification exams must meet clinical experience requirements not required with this program. Contact the ARRT for complete exam requirements.*
PROGRAM MISSION STATEMENT
To support career advancement and academic progression by providing a balanced plan of study for medical imaging professionals in a flexible, responsive and engaging learning environment.

PROGRAM GOALS
1. To prepare students for successful career progression in medical imaging.
2. To provide students with a balanced and diversified education to promote multiple career opportunities.
3. To prepare students for continuation to a graduate level education.

PROGRAM LEARNING OUTCOMES
Upon completion of the Bachelor of Science in Medical Imaging program, graduates will be able to:
1. Demonstrate knowledge of advanced imaging modalities that supports post-primary certification.
2. Exhibit the essential managerial skills necessary in the direction of a medical imaging department.
3. Make use of research and supportive technical applications in medical imaging.

PROGRAM ASSESSMENT
Assessment of student learning provides quantitative information about what the program is designed to accomplish and what students should know, understand, and be able to achieve upon graduation. Program assessment is not an evaluation of individual students, faculty or staff. It is a process used to provide the program with feedback on its performance with the intent of helping improve the program and in particular, improve student learning. The assessment process produces information which supports data-driven decisions for program improvement. The program has developed a detailed assessment plan to evaluate program learning outcomes.

Assessment activities are conducted from student entry to student exit and post-graduation, and students will be asked to participate in these activities throughout their tenure at the College. Student participation is crucial to the assessment process.
**PROGRAM CURRICULUM**

Your plan of study will be customized by your academic advisor. Progression will differ based on previously earned transfer credits, imaging credentials, and whether you proceed full or part time. Please regularly communicate with your academic advisor to make sure you are on the right path. Note: some courses must be taken in a specific semester.

<table>
<thead>
<tr>
<th>REQUIRED PROGRAM PROFESSIONAL COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMG 305 Imaging Informatics</td>
<td>3</td>
</tr>
<tr>
<td>IMG 320 Advanced Patient Care in Medical Imaging</td>
<td>3</td>
</tr>
<tr>
<td>IMG 405 Principles of Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>IMG 415 Research Methods &amp; Information Literacy</td>
<td>3</td>
</tr>
<tr>
<td>IMG 470 Medical Imaging Management</td>
<td>3</td>
</tr>
<tr>
<td>IMG 480 Medical Imaging Capstone</td>
<td>3</td>
</tr>
<tr>
<td>HCA 214 Integrated Healthcare Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>HCA 410 Healthcare Finance</td>
<td>3</td>
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<tr>
<td>HCA 412 Healthcare Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 312 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>IMG Advanced Imaging Electives*</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

*ADVANCED IMAGING (select 15 credit hours) | CREDIT HOURS

| IMG 310 Sectional Anatomy in Medical Imaging | 3            |
| IMG 330 Principles of Computed Tomography   | 3            |
| IMG 340 Computed Tomography Applications    | 3            |
| IMG 345 Principles of Bone Densitometry      | 3            |
| IMG 350 Principles of Mammography           | 3            |
| IMG 355 Advanced Breast Imaging             | 3            |
| IMG 370 Advanced Sonography Topics          | 3            |
| IMG 430 Principles of Magnetic Resonance Imaging | 3    |
| IMG 431 Advanced Imaging Practicum          | 1-3          |
| IMG 440 Magnetic Resonance Imaging Applications | 3        |
| IMG 499 Independent Study in Medical Imaging | 1-3         |
GENERAL EDUCATION GRADUATION REQUIREMENTS
The following general education graduation requirements are required to complete the program. The majority of students transfer in a large percentage of the general education credits needed for their Bachelor’s degree. The minimum credit for each general education category is as follows:

<table>
<thead>
<tr>
<th>GENERAL EDUCATION REQUIREMENTS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Sciences, Technology and Innovation</td>
<td>6</td>
</tr>
<tr>
<td>Oral &amp; Written Communication (ENG 101, ENG 102, or equivalents)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics, Statistics and Logic</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts, Humanities, Culture and Diversity</td>
<td>9</td>
</tr>
<tr>
<td>6 credit hours must be REL courses (including REL 301 or equivalent)</td>
<td></td>
</tr>
<tr>
<td>Additional General Education Coursework (any category)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

TRANSFER CREDIT
This includes coursework taken for prior degree(s) at regionally accredited institutions of higher education or credit earned through Pathway® validation. Excludes credits previously transferred in under the general education course requirement section.

<table>
<thead>
<tr>
<th>TRANSFER COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Required</td>
<td>39</td>
</tr>
</tbody>
</table>

TOTAL DEGREE CREDIT HOURS 120
A total of 120 credit hours are needed for graduation. Once a student enrolls at Mercy College, only six hours of credit can be transferred in from another regionally accredited institution of higher education. Students must complete a minimum of 36 credit hours at Mercy College of Ohio.

PATHWAY
*Applicants without an associate degree* who hold active registration with the American Registry of Radiologic Technologists (ARRT), Nuclear Medicine Technology Certification Board (NMTCB), or American Registry of Diagnostic Medical Sonography (ARDMS) can be considered for Pathway admission. Pathway applicants are granted a maximum of 39 college credits through the validation of active registration status with the ARRT, NMTCB, and/or ARDMS. A Pathway student who has never attended an institution of higher education is strongly recommended to complete GEN 101: Student Success Strategies, a two credit hour course, within their first two semesters.
CREDIT FOR PRIOR LEARNING

Prior Learning Credit is available for the following advanced level professional certifications in medical imaging:

American Registry of Radiologic Technologists (ARRT) Certifications

CT (ARRT) – 9 credit hours
- ARRT’s Computed Tomography certification results in waived coursework for IMG 310 Sectional Anatomy; IMG 330 Principles of CT; IMG 340 CT Applications

MR (ARRT) - 9 credit hours
- ARRT’s Magnetic Resonance Imaging certification results in waived coursework for IMG 310 Sectional Anatomy; IMG 430 Principles of MRI; IMG 440 MRI Applications

M (ARRT) – 3 credit hours
- ARRT’s Mammography certification results in waived coursework for IMG 350 Principles of Mammography

BD (ARRT) – 3 credit hours
- ARRT’s Bone Densitometry certification results in waived coursework for IMG 345 Principles of Bone Densitometry

QM (ARRT) – 3 credit hours
- ARRT’s Quality Management certification results in waived coursework for IMG 405 Principles of Quality Management

CV (ARRT) – 6 credit hours
- ARRT’s Cardiovascular Interventional certification results in waived coursework for IMG 499 – Medical Imaging Independent Study

CI (ARRT) – 3 credit hours
- ARRT’s Cardiac-Interventional radiography certification results in waived coursework for IMG 499 – Medical Imaging Independent Study.

VI (ARRT) – 3 credit hours
- ARRT’s Vascular-Interventional radiography certification results in waived coursework for IMG 499 – Medical Imaging Independent Study

*ARRT/NMTCB/ARDMS Certification in two (2) or more Primary Pathways will result in 15 credit hours for IMG 499 – Medical Imaging Independent Study. Primary pathways are considered to be Radiography, Nuclear Medicine Technology, Radiation Therapy, and Sonography. Magnetic Resonance Imaging can be considered a primary pathway for credit through this option if acquired through the completion of a regionally accredited MR program – otherwise MR certification will be considered a post-primary modality, equivalent to 9 credit hours.

Other Credit Earning Certifications

CIIP (ABII) – 3 credit hours
- Certified Imaging Informatics Professional (CIIP) designation through American Board of Imaging Informatics (ABII) will result in waiver of IMG 305 Medical Imaging Informatics.

CRA (RACC) – 15 credit hours
- Certified Radiology Administrator (CRA) through the Radiology Administration Certification Commission (RACC)/Association for Medical Imaging Management (AHRA) will result in waiver of HCA 214 Integrated Health Care Systems; BUS 312 Human Resources Management; HCA 412 Health Care Law and Ethics; HCA 410 Health Care Finance; IMG 470 – Medical Imaging Management.

CMD (MDCB) – 3 credit hours
- Certified Medical Dosimetrist (CMD) through the Medical Dosimetry Certification Board (MDCB) will result in waiver of IMG 310 Sectional Anatomy.

Additional credentials will be reviewed on a case-by-case basis.
MEDICAL IMAGING COURSE DESCRIPTIONS

IMG 305 Imaging Informatics
3 HOURS (3-0-0) FA, SP
This course will present foundations and applications of Picture Archival and Communication Systems (PACS). Network fundamentals, information systems and imaging standards, user training, workflow, vendor selection, and imaging disaster recovery will be examined. Prerequisites: Admittance to the program.

IMG 310 Sectional Anatomy for Medical Imaging
3 HOURS (3-0-0) SP, SU
This course is a study of human anatomy as viewed in sectional planes. Gross anatomical structures will be located and identified in axial (transverse), sagittal, coronal and orthogonal (oblique) planes. The characteristic appearance of each anatomical structure as it appears on computed tomography (CT) and magnetic resonance imaging (MRI) will be stressed. Studies include the head, brain, neck, chest, abdomen, spine, pelvis and extremities. Common pathologic conditions seen in CT and MRI will also be discussed. Prerequisites: Medical Imaging: Program admission. General College or other Programs: BIO 105, or BIO 220 and 221 with a grade of "C" or better.

IMG 320 Advanced Patient Care for Medical Imaging
3 HOURS (3-0-0) FA, SP, SU
This course focuses on advanced aspects of patient education, assessment, communication and modality specific patient care. Prerequisites: Admittance to the program.

IMG 330 Principles of Computed Tomography
3 HOURS (3-0-0) FA, SP
This course explores physical principles and instrumentation associated with computed tomography (CT). Computer technology, system components, image characteristics and quality control methods are introduced. Topics will include methods of data acquisition and manipulation, CT systems and operations, and image processing and display. Prerequisites: Admittance to the program. Co-requisite: IMG 340.

IMG 340 Computed Tomography Applications
3 HOURS (3-0-0) FA, SP
This course is designed to provide detailed coverage of procedures for computed tomography (CT) imaging. Imaging protocols for the head, neck, chest, abdomen, pelvis, and spine will be discussed. Topics include indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout image and selectable scan parameters. Co-requisite: IMG 330.
**IMG 345 Principles of Bone Densitometry**  
3 HOURS (3-0-0) SP  
This course will overview bone densitometry procedures, osteoporosis, and bone health. Procedures of the lumbar spine, femur and forearm will be discussed. Topics will include patient preparation and safety, equipment operation, and quality control as it relates to bone densitometry. Prerequisites: Admittance to the program.

**IMG 350 Principles of Mammography**  
3 HOURS (3-0-0) FA  
This course will present a comprehensive overview of mammographic imaging. Topics will include breast imaging procedures, mammographic technique and image evaluation, breast anatomy and physiology, and instrumentation at it relates to breast imaging. Patient communication, education, and assessment from a mammographic viewpoint will also be discussed. Prerequisites: Admittance to the program.

**IMG 355 Advanced Breast Imaging**  
3 HOURS (3-0-0) FA  
This course will present various breast imaging modalities and procedures to create a holistic overview of breast imaging. Topics may include traditional mammography, breast ultrasound, breast MRI, sentinel node mapping, and interventional procedures. Pathologic conditions of the breast will also be discussed. Prerequisites: Admittance to the program.

**IMG 370 Advanced Sonography Topics**  
3 HOURS (3-0-0) SP  
This course will cover the history of ultrasound development and current advances in ultrasound technology and sonography imaging. Students will research new methods of testing and new equipment developments. Topics will include 4D imaging, elastography, sonothrombolysis, contrast media use, drug delivery, gene therapy, and others. Prerequisites: Admittance to the program.

**IMG 405 Principles of Quality Management**  
3 HOURS (3-0-0) FA, SP  
This course will present quality control and quality assurance procedures and policies used in medical imaging departments. Topics will include quality management aspects of radiographic equipment, fluoroscopic equipment, and mammographic equipment. Federal guidelines regulating quality control will also be addressed. Prerequisites: Admittance to the program.
IMG 415 Research Methods and Information Literacy
3 HOURS (3-0-0) FA, SU
This course is an introduction to methods and techniques of research in the radiologic sciences. Topics include basic terminology of research, qualitative and quantitative methods, fundamental research designs, and data analysis techniques. Analysis and evaluation of research reports/studies as they apply to medical imaging are also addressed. Prerequisite: Admittance to the program.

IMG 430 Principles of Magnetic Resonance Imaging
3 HOURS (3-0-0) SP
This course will familiarize the student with physical principles and theories of magnetic resonance, instrumentation, imaging sequences and computer parameters of magnetic resonance imaging. Topics include image formation, artifact production, volume imaging and multiplanar reconstruction. Prerequisites: Admittance to the program. Co-requisite: IMG 440.

IMG 431 Advanced Imaging Practicum
1-3 HOURS (0-0-(1-3)) FA, SP, SU
This course provides the opportunity to develop required experience and competencies for certification examinations in advanced imaging under the supervision of qualified instructors and/or preceptors. This course is repeatable for a maximum of 9 credit hours. Co-requisite: BSMI students must maintain 12 or more credit hours in the program curriculum and have approval of the Program Director.

IMG 440 Magnetic Resonance Imaging Applications
3 HOURS (3-0-0) SP
This course is designed to provide a functional understanding of MRI procedures. Imaging protocols for the central nervous system, musculoskeletal system, thorax, and abdomen/pelvis will be discussed. Topics include indications for the procedure, patient education, preparation, patient screening, contrast media usage, and special procedures. Co-requisite: IMG 430.

IMG 470 Medical Imaging Management
3 HOURS (3-0-0) SP
This course will emphasize tasks, responsibilities, and skills necessary for leading multi-modality medical imaging departments. Focus will be placed on operational and asset management. Co-requisite: IMG 480.
**IMG 480 Medical Imaging Capstone**  
3 HOURS (3-0-0) SP  
In this course, students will integrate the various topics within the curriculum focusing on current developments in the medical imaging field such as healthcare costs, teleradiology, radiation exposure concerns, changing patient demographics, rapid technological innovation, etc. Students will be required to deliver summative presentations using prescribed media capture and delivery methods. This course must be taken in the same semester as expected graduation.

**IMG 499 Independent Study in Medical Imaging**  
1-3 HOURS ((1-3)-0) FA, SP, SU  
This course will allow the student to design and complete individual projects geared toward their particular interests in medical imaging. Prerequisite: project intent plans must be formally approved by the program director and an appropriate faculty member who will supervise and grade the project outcome.

**REQUIRED HEALTHCARE ADMINISTRATION COURSE DESCRIPTIONS**

**BUS 312 Human Resource Management**  
3 HOURS (3-0) FA, SP  
Proven hands-on applications of both classic and current management principles and practices will be identified. Students will learn strategies, techniques and tools to build or reinforce management skills, leadership skills and discuss the never-ending challenges that a manager faces daily. Prerequisite: ENG 101

**HCA 214 Integrated Healthcare Delivery Systems**  
3 HOURS (3-0) FA, SP, SU  
In this course, students will learn to apply a unique, population-based approach to healthcare delivery issues and learn about the changing roles of the components of the U.S. healthcare system as well as the technical, economic, political and social forces responsible for those changes. Prerequisites: Program Admission, ENG 101

**HCA 410 Healthcare Finance**  
3 HOURS (3-0) SP  
In this course, students will review issues in reimbursement structures, regulatory mechanisms, cost control and related factors affecting administration of health services organizations. Pre or Co-requisite: HCA 214, ENG 101, ENG 102
HCA 412 Healthcare Law & Ethics
3 HOURS (3-0) SU
This course will present the government policies and guidelines relating to the operation of healthcare systems. Within this context, discussion will be led around the impact on the implementation of healthcare and the ethical responsibilities ascribed to healthcare administrators. The students will also examine tort, contract and statutory law related to healthcare delivery. Pre or Co-requisite: HCA 214, ENG 101, ENG 102

COURSE REGISTRATION
It is the student’s responsibility to register for courses each semester based on their respective plan of study. It is strongly recommended that you register for course immediately when the registration window opens in order to secure your seat in the courses you need.

PLAN OF STUDY
A plan of study is provided to each student based on a full-time or part-time approach. The courses are indicated based on current course offerings at that time. It is the student’s responsibility to check in with their academic advisor each semester to make sure they are on track. Note: course offering patterns are subject to change at any time, making it even more important for regular communication with your advisor.

Additionally, deviating from the plan of study has also prolonged graduation for students. Be sure to consult your academic advisor if you cannot locate the courses in the registration system that were planned for you.

ACADEMIC ADVISING
Each student is assigned an Academic Advisor that will monitor the academic progress of the assigned student through the curriculum and advise/counsel the student as necessary. Students are encouraged to meet with their advisor each semester prior to registration to review their program of study.

EMAIL & COMMUNITY CHECK-INS
Announcements and updates will be posted via student email and/or the BSMI student community course news page. It is recommended that these are checked on a weekly basis at minimum. Important promptings could be delivered at any time, including holidays, weekends, or between semesters.

PASSWORDS
Each student will be provided passwords for Brightspace (D2L), email, and Empower. These are never to be shared between persons. An identity breach constitutes grounds for immediate program dismissal.
ARRT CRITERIA: Notification of Clinical Requirements
Students preparing for the ARRT post-primary certification exams must meet clinical experience requirements that are NOT required with this program. A supporting objective of this program is to provide students with the theoretical knowledge to successfully pass select ARRT post-primary certification exams. Contact the ARRT for complete exam requirements and content specifications.

STRUCTURED 16
The ARRT requires candidates for post-primary certification to document structured education related to exam content specifications. The total numbers of hours must equal 16 (specific sub-content areas have hour requirements as well). Refer to the ARRT certification modality handbook for specific hour breakdown. The structured education activities are embedded in several of Mercy College’s advanced imaging courses. These are recognized by the ARRT since Mercy College is an accredited institution. Credits can also be earned via ARRT CE opportunities approved as RCEEM or RCEEM+.

CONTINUED EDUCATION CREDITS
ARRT: Activities meeting the definition of an approved academic course will be awarded credit at the rate of 16 CE credits for each academic semester credit. One imaging-related 3-credit hour course in an academic semester is equivalent to 48 CE credits. Contact the ARRT for full details on credit conversion and transcript submission process.
ARDMS: College credit are currently not accepted by the ARDMS for CME purposes. Please check their website to inquire if their stance changes.
NMTCB: Obtaining a grade of C or better from academic courses approved by accredited post-secondary institutions that are relevant to the radiological sciences, patient care, business/management, education, or technology. The equivalent of sixteen CE hours will be recognized for successful completion of one semester college credit.

PROGRAM RETENTION CRITERIA/STANDARDS OF PROGRESS
Once enrolled in the program, the student is required to:

- Maintain a 2.0 cumulative grade point average (GPA).
- Maintain a “C” grade, or better, in all BSMI professional core courses. A professional core course is defined as any IMG, HCA or BUS course required by the program. Any grade lower than a “C” is considered a failure and must be repeated. A student who fails a professional core course or withdraws from a professional core course they are failing (WF) may repeat the course only one time. If a student should fail two professional core courses, the student may be dismissed from the program. Failure of general education and elective courses please refer to “Course Repeat Process” in the College Catalog for more information.
Students who are unable to meet these program requirements will be subject to academic probation and/or dismissal from the program as outlined in the College Catalog. Students who are dismissed from the program can appeal as outlined in the College Catalog under “Readmission to the College”. Students are also subject to the “Dismissal” policy of Mercy College of Ohio as outlined in the College Catalog.

**GRADING POLICY**
For all IMG courses within the program, the following grading scale will be used:

- **A** 93-100%
- **B** 85-92%
- **C** 78-84%
- **D** 72-77%
- **F** 71% and below

**PROGRAM DISCIPLINE POLICY**
1. First time infractions of policy or professional behavior will be addressed by the instructor in an informal manner.
2. Repeat or serious infractions of policy or unprofessional behavior will result in a conference and the completion of a student academic counseling form.
3. Two counseling forms on the same or related infraction, during the program, may result in dismissal from the program.
4. Three counseling reports, during the program, in different areas may result in program dismissal.
   
   Serious unethical behavior may result in immediate dismissal from the program. These include but are not limited to: cheating, stealing, alcohol or drug intoxication/use, violent behavior, abusive language, and/or inappropriate professional behaviors. Additionally, this applies to instances such as misuse of imaging equipment, unauthorized use of radiation, and/or inappropriate patient care may for students enrolled in clinical practicum. *Please refer to the College Catalog for details of the Student Code of Conduct and disciplinary procedures.*

**LATE ASSIGNMENTS AND EXAMS FOR COURSES**
In the event of an absence from your coursework, the instructor must be notified in advance. Due to the extensive content of each class in the BSMI program, every effort should be made to be active in each module. In extreme cases resulting in lack of online activity, special arrangements must be made to review material. It is the responsibility of the student to contact the instructor to go over material covered in the module missed. Online activity will count as part of the grade for all BSMI courses.

The grade on a late assignment, project, quiz, or test will be decreased by 10% for every day it is late. (Note: The passing grade for all BSMI courses is 78%.) Missed quizzes or exams must be made-up within 48 hours. Note: These policies apply to all IMG-coded classes. The
corresponding policies for other classes will be listed in the course syllabus or are available from the instructor.

WRITING REQUIREMENTS
All students are required to purchase the APA Handbook. Many academic courses require that APA format be followed for research papers and projects as required by the course instructor. Please visit the following website for more information on APA formatting:

- https://www.mercycollege.edu/my-mercy/arc/writing-center/
- http://owl.english.purdue.edu/owl/resource/560/01/

All material submitted by students will be evaluated for originality of content. Work may 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 will be subject to penalties outlined in the College Catalog. Students are also encouraged to use the Mercy College Writing Center for assistance in avoiding plagiarism (this can be used at a distance).

Helpful links on avoiding plagiarism include:

- http://owl.english.purdue.edu/owl/resource/589/01/

ONLINE EXAMINATIONS AND QUIZZES
Online examinations and quizzes are an integral component of an online course. Exams are 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 on time.

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 printscreen), 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, e-mailing exam questions to any student, or working collaboratively on an assessment via phone, instant message, or some other type communication platform. Students found in violation of this policy may be subject to the College’s disciplinary process for academic dishonesty.

PROCTORED TESTING
A proctored exam is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process. Proctored testing will be required at only a few select points during the entire program. Students will be able to use proctors within their own local
community and will not be required to be on campus for testing. Mercy College strongly believes proctored testing safeguards the integrity of your degree and follows best practices in distance learning. Your instructor will indicate when a proctored test is required via the syllabus, course news or email. Distance Education staff and your instructor will assist you with the process and requirements of your proctored test. Click here to learn more about Approved Proctor Sites located outside of Mercy College.

A Few Things To Know About Proctor Sites
- Most proctor sites do not charge but some may charge fees for their services. The student is responsible for paying all fees for proctoring when required.
- The student must be proctored in an educational/professional/public facility. (No proctoring may take place at a private residence.) Nor may the proctor be a relative or close friend of the student.
- It is the student responsibility to schedule a testing date for each proctored exam.

EXPECTATIONS OF MEDICAL IMAGING STUDENTS
The faculty will strive to ensure your success at Mercy College. However, your success will depend greatly on your commitment to and participation in your online courses. Adhering to the following guidelines will help ensure your own success as well as enrich the learning environment for your colleagues.

Students will be expected to:
- Contribute to the professional learning community through substantial discussion through the threaded or video discussions associated to online course.
- Complete all assignments on time.
- Make every effort to participate in all activities each module presents in each course. Students will notify the instructor as soon as possible in cases of absence from class.
- Communicate with instructor immediately if they encounter difficulties in completing their assignments.
- Cooperate with fellow students, faculty and staff at Mercy College.
- Seek clarification from the instructor when content, guidelines, expectations, or feedback is unclear.

ONLINE LEARNING NETIQUETTE
Over time a set of rules (conventions) have emerged to make online communication more pleasant and more effective. Your online activity and interactions 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.

In general, the same rules apply online as they do in person. Be respectful of other students. Foul discourse will not be tolerated and may be subject to disciplinary action.

**LICENSURE STATUS**

Applicants and program enrollees must be currently registered and in good standing with the ARRT, NMTCB, and/or ARDMS. Registration must be maintained throughout the program of study.

• Applicants who are recent graduates from an applicable program of study and are not yet registered can be considered for admission. Students must be ARRT, NMTCB, and/or ARDMS registered before the end of the first semester in the program. Failure to obtain the required professional registration may result in dismissal from the program.

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, you must inform the Program Director of your change of status. This notification must occur immediately if you are currently participating in an IMG course, or at the time of registration for your next course. Note: The BSMI program is professionally obligated to report any attempts at misrepresenting your licensure status to appropriate regulatory agencies.
RESIDENCE STATUS FOR MEDICAL IMAGING STUDENTS
State law currently prohibits Mercy College from delivering online education in the following states: Connecticut, Massachusetts, and Wisconsin. If you move to an unauthorized state, you will no longer be permitted to continue your studies at Mercy College. State law can change at any point. Please let the Program Director know immediately if you plan to move to one of the above states.

CHANGE OF NAME/ADDRESS
Any change in name, local address, permanent address (if different from the local address), or telephone number should be reported to the Student Records Office promptly.

PROFESSIONAL LIABILITY AND HEALTH INSURANCE
- Liability: All students admitted to the program are provided with required liability insurance by the College as part of their tuition and fees.
- Health: Mercy College of Ohio has implemented a Hard Waiver Insurance Program that is mandatory for students taking 6 (six) or more credit hours. In order to hard waive out of the program, students must have health insurance that meets the basic minimum requirements covered under the College’s plan. Students taking 6 (six) or more credit hours will be automatically billed for the health insurance unless the student has completed and submitted the hard waiver. Students can do this by logging into their My Mercy account and clicking on the student insurance link.

CONFIDENTIALITY OF PROTECTED INFORMATION (HEALTH/FACILITY/PHYSICIAN/EMPLOYEE)
By law, all information contained in a patient’s medical record/electronic health record, known as PHI (protected health information), is considered to be confidential. Information pertaining to the facility or relating to physicians or employees is considered confidential as well. All information that is discussed or made available in class or in the clinical facilities is therefore considered confidential and may not be discussed outside of the classroom or clinic.

Students may not disclose confidential information to unauthorized individuals, including family and/or friends. Failure to respect confidential information will result in dismissal from the program.

STUDENT REPRESENTATION
The BSMI program will have two student representatives. These representative will be expected to voice the student comments, concerns and requests to the program director and will be a member of the program’s Advisory Committee. Representatives will serve for a one year time period and will be selected in the fall.

The Program Advisory Committee is involved with the assessment process, primarily in the evaluation of data and development of strategies for the improvement of student learning. The
Advisory Committee is kept regularly informed about the assessment activities through periodic updates including email and online surveys and through semi-annual meetings.

TUTORING SERVICES
On occasion, students may experience academic difficulty or desire additional instruction for various courses. The staff of the Division of Student Affairs includes a group of trained professionals that will assist students during these times. Tutoring is provided in the areas of science, math, writing, and study skills. More detailed information about these services can be found on the Mercy College ARC website.

For specific help with writing, BSMI students are encouraged to contact the:
Writing Tutoring and Writing Center
Clayton Chiarelott, Coordinator of the Writing Center
419-251-1479 or email clayton.chiarellott@mercycollege.edu

CAREER AND PROFESSIONAL DEVELOPMENT
The Office of Career and Professional Development at Mercy College is intended to assist students and alumni in their job search. Career services are provided free of charge. Students can receive assistance with the following: resume and cover letter development, interviewing skills, professional etiquette, professional development programs, and online career resources. Please contact the Director of Career and Professional Development at careerservices@mercycollege.edu for more information about the services available.

COUNSELING SERVICES
Complete information on counseling services provided for students can be obtained from the Mercy College Counseling & Wellness website.

LIBRARY RESOURCES
Complete information about the library resources available to students is found in the College Catalog. Contact – 419-251-1700 or library@mercycollege.edu; Hours: 8:30 a.m. to 5:00 p.m. Monday – Friday; Saturday hours vary. Link to OPAL – https://login.me.opal-libraries.org/login

TITLE IX, VIOLENCE AGAINST WOMEN, AND CAMPUS SaVE
Mercy College of Ohio does not discriminate on the basis of sex, gender, or sexual orientation in its educational programs and activities. Mercy College is committed to building and preserving a community in which its members can learn, work, live, and conduct business together free from all forms of sexual misconduct exploitation, intimidation, harassment, and violence. This policy addresses the ten areas a sexual misconduct policy should address according to the 2014 White House Task Force to Protect Students from Sexual Misconduct as outlined on the www.notalone.gov website.

The College has designated a Title IX Coordinator (Toledo campus), 419-251-1710 or TitleIX@mercy.edu, to monitor and oversee overall compliance with laws and policies related to
nondiscrimination based on sex. The Title IX Coordinator and Title IX Deputy Coordinator at Mercy College are available to explain and discuss: the victim’s right to file criminal complaint (in cases of Sexual Violence); the process for filing a Title IX complaint; the right to receive assistance with the process; how confidentiality is handled; available resources both on and off campus; and other related matters.

The victim is encouraged to seek immediate assistance from police and healthcare providers for physical safety, emotional support, and medical care.

*Title IX Coordinator – Toledo*
Dean of Students
2221 Madison Avenue
Toledo, Ohio 43604
419-251-1710
TitleIX@mercy.com

**CLINICAL EDUCATION (if applicable)**
The program is designed to be completed fully online and does NOT have a clinical requirement. However, for students who want additional experience in advanced imaging, the Medical Imaging program offers an optional clinical experience in a variety of modalities.

**CLINICAL PLACEMENT**
Clinical sites are subject to clinical suitability and site approval. State availability may be limited due to physical presence legislation. Placement will be investigated for any student that inquires about clinical opportunities but placement is not guaranteed.

**STUDENT CLINICAL EXPENSES**
The student is required to pay all fees associated with clinical placement, includes but not limited to uniforms, textbooks, fingerprinting, background checks, drug screens, and vaccinations.

**RADIATION DOSIMETERS**
OSL radiation dosimeters will be provided by Mercy College for those completing a clinical practicum in an ionizing radiation modality. OSL dose reports will be monitored by the designated Individual Responsible for Radiation Protection (IRRP) at Mercy College. It is the student’s responsibly to return all expired OSL’s to Mercy College in a timely manner.

**CLINICAL REMOVAL**
It is within the clinical site’s discretion to determine whether a student is a match for that clinical site. A student may be removed from the clinical at any point if it is determined to impact the quality of care provided at the facility. This may involve documented clinical performance concerns, patient safety issues, inappropriate use of equipment, or any infraction against the ARRT or ASRT code of ethics. Additionally, failure to comply with any required clinical site policies, Mercy College policies, or Castlebranch requirement may result in loss of placement in the clinical setting. If a student is removed by a clinical site, the college does NOT guarantee placement at another clinical facility.
I, _________________________________________ have received an electronic copy of the Student Handbook of the Medical Imaging Program of Mercy College of Ohio.

I agree to abide by the regulations and policies described in this Handbook, including the Licensure Status and Residence Status policies. I have been given the opportunity to ask questions for clarification of all policies.

__________________________________________
Date                                   Student’s Signature (Typing your name here is your digital signature)