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.
Who Are We?
Mercy College of Ohio is a Catholic, undergraduate institution of higher education founded by the Sisters of Mercy and sponsored by Mercy. Our focus is to provide health care and health science related programs, continuing professional education programs, and other community services. We value and provide the integration of general and professional studies as the basis for successful career preparation. Excellence in the teaching and learning experience is rooted in the correlation of theory and practice.

Mission
Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.

Vision
We will be the leader in educating individuals committed to intellectual inquiry, social engagement, and lifelong learning.

Values
- **Compassion** – Displaying respect, empathy, and a willingness to listen.
- **Human Dignity** – Respecting the significance of each individual.
- **Excellence** – Pursuing distinction in our professional and personal lives through quality academics and intellectual inquiry.
- **Service** – Engaging the college community to enrich the lives of students through professional and community service.
- **Sacredness of Life** – Revering all life through our thoughts, words, and actions.
- **Justice** – Acting with integrity, fairness, honesty, and truthfulness.
TABLE OF CONTENTS
Welcome 3
Purpose 3
Disclaimer 3
Mercy College Mission and Vision Statements 3
Mercy College Values 3
Institutional Learning Outcomes 4
Medical Imaging 4
Program History 4
Program Philosophy 4-5
Notification of Clinical Experience Requirements 5
Accreditation 5
Program Mission Statement 5
Program Goals and Learning Outcomes 5-6
Program Curriculum 6
BSMI Course Descriptions 7-9
Pathway 9-10
Grading Policy 10
Late Assignments and Exams 10
Writing Requirements 10-11
Online Examinations and Quizzes 11
Proctored Testing 11-12
Civility Statement 12
Expectations of Students 12
Online Learning Netiquette 12-13
Discipline Policy 13-14
Academic Integrity 14
Confidentiality of Protected Information 14
Student Representation 14
Program Assessment 14-15
Academic Advising 15
Tutoring Services 15
Career and Professional Development 15
Counseling Services 15-16
Leave of Absence Policy 16
Library and Learning Resources 16
Registration (Scheduling of Courses) 16
Transfer Credit 16-17
Drop/Add Courses 17
Degree Requirements 17
College Catalog 17
Retention Criteria/Standards of Progress 17
Financial Aid Eligibility 18
Essential Requirements for BSMI Students 18-19
Licensure Status 19-20
Grievance Policy 20
Change of Address 20
Academic Record Keeping 20
Acknowledgment Statement 21
WELCOME
On behalf of the faculty and staff, I would like to welcome you to the Bachelor of Science in Medical Imaging Degree Completion Program. We are glad that you have made the decision to take advantage of the excellent educational opportunities available at Mercy College. We know you will find your time here to be a rewarding experience as you expand your professional knowledge and gain valuable new skills.

As a medical imaging professional, you have chosen a noble vocation dedicated to serving those in need. You have shown an admirable commitment to your profession with your decision to advance your education and career goals. The choice you have made today will return many rewards in the future, not only in higher income potential and career options 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 during your time at Mercy College.

Chris Gibbons MBA, RT (R)(CT)
Bachelor of Science in Medical Imaging Program Chair

PURPOSE
The purpose of this handbook is to familiarize students with the policies, procedures and courses of the Bachelor of Science in Medical Imaging (BSMI) Completion Program at Mercy College. Students are expected to be familiar with all the material contained in handbook. Familiarity with this information will facilitate the student’s progress in the program.

DISCLAIMER
Information in this handbook is subject to change at any time. Mercy College will make every effort to inform students in the program of changes in advance of their implementation. Questions concerning policies and procedures not covered in this handbook should be referred to Program Chair.

MERCY COLLEGE MISSION STATEMENT
Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.

MERCY COLLEGE VISION STATEMENT
We will be the leader in educating individuals committed to intellectual inquiry, social engagement, and life-long learning.

MERCY COLLEGE VALUES
Compassion: Displaying respect, empathy, and a willingness to listen.
Human Dignity: Respecting the significance of each individual.
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Service: Engaging the college community to enrich the lives of students through professional and community service.
Sacredness of Life: Revering all life through our thoughts, words, and actions.
Justice: Acting with integrity, fairness, honesty, and truthfulness.

INSTITUTIONAL LEARNING OUTCOMES
The philosophy behind a Mercy College education is that an individual, regardless of his/her chosen profession, needs to possess both a broad knowledge base and the core abilities which characterize an educated person. At Mercy College, this knowledge base and these core abilities are emphasized in all courses.

1. Exhibit proficiency and competency within one’s discipline and in service to others.
2. Integrate critical thinking skills to reason logically using data from appropriate disciplines to solve problems and make decisions.
3. Communicate clearly in both written and oral forms of expression.
4. Demonstrate an understanding of Catholic beliefs and faith within one’s ethical and professional decision-making.
5. Display an understanding of cultures and experiences that characterize the global community.

MEDICAL IMAGING
The Bachelor of Science in Medical Imaging (BSMI) program provides students with a diversified plan of study in advanced imaging (CT and MRI), healthcare management, technical support knowledge (Medical Imaging Informatics and QM), and general studies in a balanced curriculum to prepare them for advancement in multiple career roles or continuation to graduate study. Employment opportunities include:

- Advanced Imaging Modalities (CT/MRI)
- Healthcare Management/Administration
- PACS Administration
- Quality Management
- Education
- Commercial/Industrial (sales/support)
- Graduate School (Radiologist Assistant or other graduate studies)

PROGRAM HISTORY
The Mercy College was proud to introduce the BSMI program in the spring of 2012. In addition, the College offers an Associate of Science in Radiologic Science since 1999 when the College accepted sponsorship from St. Vincent Mercy Medical Center. The St. Vincent program was founded in 1951.

PROGRAM PHILOSOPHY
The Bachelor of Science in Medical Imaging Degree Completion Program is designed to meet the needs of a variety of medical imaging professionals seeking a balanced curriculum approach toward the completion of a bachelor degree. The program builds upon prior credits earned from regionally accredited institutions and professional certifications allowing individuals to progress towards the
The completion of a bachelor degree. The program is delivered in a dynamic online environment to meet the needs of working healthcare professionals.

The Bachelor of Science in Medical Imaging Degree Completion Program provides students with a diversified plan of study in advanced imaging (computed tomography (CT) and magnetic resonance imaging (MRI)), healthcare administration, technical support knowledge (picture archiving and communication systems (PACS) and quality management (QM)), and general studies in a balanced curriculum in preparation for advancement in multiple career roles. For students wishing to pursue advanced certification, the program curriculum will prepare them with the foundational technical knowledge required for the American Registry of Radiologic Technologists (ARRT) post-primary certification exams in CT, MRI and QM. The program also prepares students for roles in healthcare management with a study of the healthcare system that includes law, human resources and finance. For students who wish to continue their education beyond a bachelor degree, the Bachelor of Science in Medical Imaging program provides a solid foundation towards graduate study.

NOTIFICATION OF CLINICAL EXPERIENCE REQUIREMENTS
Students preparing for the ARRT post-primary certification exams must meet clinical experience requirements 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.

ACCREDITATION
Mercy College of Ohio is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) and is approved by the Ohio Board of Regents (OBR). The college is authorized by the HLC and the OBR to offer the Bachelor of Science in Medical Imaging. Students in this program are eligible for federal student aid.

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 BSMI 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. Understand the role of research and supportive technical applications in medical imaging.

PROGRAM CURRICULUM
The Medical Imaging Completion Program has been designed to create a logical progression of learning from introductory to complex concepts. Therefore, the courses should be taken in the order listed below. Exceptions are possible with the prior approval of your Academic Advisor. Below is the typical curriculum, your plan may vary depending on the semester you started the program and prior course work. Additional course work may be required to meet college graduation requirements. See College Catalog for details.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>RAD 310 Sectional Anatomy for Medical Imaging (1st 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>REL Religious Studies Elective (1st 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 305 PACS and Digital Applications (2nd 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 320 Advanced Patient Care for Medical Imaging (2nd 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 300 Residency for DL Program I</td>
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<table>
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<tr>
<th>SEMESTER II</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>RAD 330 Principles of Computed Tomography (1st 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>HCA 214 Integrated Healthcare Delivery Systems (1st 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 340 Computed Tomography Applications (2nd 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 312 Human Resource Management (2nd 8 wks)</td>
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<tr>
<th>SEMESTER III</th>
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<tbody>
<tr>
<td>SOC Social Science Elective</td>
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</tr>
<tr>
<td>HCA 412 Health Care Law and Ethics</td>
<td>3</td>
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<tr>
<td>IDS 399 Upper Level Humanities or Social Science</td>
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<tr>
<th>SEMESTER IV</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HCA 410 Health Care Finance (1st 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>REL Religious Studies Elective (1st 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 405 Principles of Quality Management (2nd 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 415 Research Methods and Information Literacy (2nd 8 wks)</td>
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<table>
<thead>
<tr>
<th>SEMESTER V</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>RAD 430 Principles of Magnetic Resonance Imaging (1st 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>REL Religious Studies Elective (1st 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 440 Magnetic Resonance Imaging Applications (2nd 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 480 Medical Imaging Capstone (2nd 8 wks)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 401 Residency for DL Program II</td>
<td>.5</td>
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BACHELOR OF SCIENCE IN MEDICAL IMAGING COURSE DESCRIPTIONS

RAD 300: Residency for Distance Learning Program I; .5 HOUR (.5-0)
The Residency for Distance Learning Program I is designed to provide an overview of the distance learning program and the College course management software used to deliver courses. The course is intended to enhance student success by orienting them to strategies and resources for online learning as well as Mercy College policies and procedures. Through this course students will be introduced to services provided by the College addressing academic, programmatic and technical needs. The residency will also provide community building among cohort members and faculty who will interact via online coursework throughout their program of study. Prerequisites: Admittance to the program.

RAD 305: PACS and Digital Applications; 3 HOURS (3-0)
This course will present Picture Archival and Communication Systems (PACS), computed radiography (CR), direct digital radiography (DR), networking fundamentals and DICOM standard. Topics include comparison of computer-based records to traditional film records, teleradiology and Radiology Information Systems (RIS). The acquisition process of a PACS, medical-legal issues, productivity, image compression and image storage are examined. Prerequisites: Admittance to the program.

RAD 310: Sectional Anatomy for Medical Imaging; 3 HOURS (3-0)
This course is a study of human anatomy as viewed in sectional planes. Gross anatomical structures will be located and identified in axial, sagittal, coronal and oblique planes. The characteristic appearance of each anatomical structure as it appears on CT and MRI will be stressed. Studies include the head, brain, neck, chest, abdomen, spine, pelvis and extremities. Prerequisites: Admittance to the program.

RAD 320: Advanced Patient Care for Medical Imaging; 3 HOURS (3-0)
This course focuses on advanced aspects of patient education, assessment, communication and modality specific patient care. Common pathologic conditions seen in CT and MRI will also be discussed. Prerequisites: Sectional Anatomy for Medical Imaging (RAD 310) with a grade of C or higher.

RAD 330: Principles of Computed Tomography; 3 HOURS (3-0)
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.

RAD 340: Computed Tomography Applications; 3 HOURS (3-0)
This course is designed to provide detailed coverage of procedures for 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. Prerequisites: Principles of CT (RAD 330) and Advanced Patient Care for Medical Imaging (RAD 320) with a grade of C or higher.
RAD 401: Residency for Distance Learning Program II; .5 HOUR (.5-0)
The Residency for Distance Learning Program II is designed to provide an opportunity for students to come together prior to graduating. This course will include program assessments and informational sessions pertaining to graduation and future career opportunities. Course must be taken in the same semester as expected graduation.

RAD 405: Principles of Quality Management; 3 HOURS (3-0)
This course will present quality control and quality assurance programs used in medical imaging departments. Topics will include quality management aspects of darkrooms, processing equipment, fluoroscopic equipment and digital imaging equipment. Federal guidelines regulating quality control are also addressed. Prerequisites: Admittance to the program.

RAD 415: Research Methods and Information Literacy; 3 HOURS (3-0)
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. Prerequisites: At least 9 credit hours of 300/400 level RAD courses must be completed before attempting this course with a grade of C or higher.

RAD 430: Principles of Magnetic Resonance Imaging; 3 HOURS (3-0)
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.

RAD 440: Magnetic Resonance Imaging Applications; 3 HOURS (3-0)
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. Prerequisites: Principles of MRI (RAD 430) and Advanced Patient Care for Medical Imaging (RAD 320) both with a grade of C or higher.

RAD 480: Medical Imaging Capstone; 3 HOURS (3-0)
In this course, students will integrate the various topics within the curriculum focusing on current developments in the medical imaging field such as health care costs, teleradiology, radiation exposure concerns, changing patient demographics, rapid technological innovation, etc. This course must be taken in the same semester as expected graduation. Course must be taken in the same semester as expected graduation.
HCA 214: Integrated Health Care Delivery Systems; 3 HOURS (3-0)
In this course students will learn to apply a unique, population-based approach to health care delivery issues and learn about the changing roles of the components of the U.S. health care system as well as the technical, economic, political and social forces responsible for those changes. Prerequisites: Admittance to the program.

HCA 410: Health Care Finance; 3 HOURS (3-0)
In this course students will review issues in reimbursement structures, regulatory mechanisms, cost control and related factors affecting administration of health services organizations. Prerequisite: HCA 214 with a grade of C or higher.

HCA 412: Health Care Law & Ethics; 3 HOURS (3-0)
This course will present the government policies and guidelines relating to the operation of health care systems. Within this context, discussion will be led around the impact on the implementation of health care and the ethical responsibilities ascribed to health care administrators. Examines tort, contract and statutory law related to health care delivery. Prerequisite: HCA 214 with a grade of C or higher.

BUS 312: Human Resources Management; 3 HOURS (3-0)
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.

PATHWAY
Applicants without an associate’s degree in Radiography, Radiologic Technology, Radiologic Sciences, Radiation Therapy or Nuclear Medicine Technology can be considered for Pathway recognition but must complete designated general education and science course work with a minimum cumulative GPA of 2.70 before being considered for admission to the program. Pathway consideration is only available for applicants with an interest into entering the Bachelor of Science in Medical Imaging program; other programs at the College are not applicable.

For Pathway consideration, applicants must currently be registered by the American Registry of Radiologic Technologists (ARRT) or Nuclear Medicine Technology Certification Board (NMTCB). Pathway applicants are granted 36 college credits by validation for having successfully passed the ARRT registry or NMTCB certification exam.

Pathway designated general education and science course work requirements include: Communications (total of 6 credit hours), Mathematics (3 credit hours), Social Science (3 credit hours) and Natural Sciences (total of 8 credit hours). Designated course work requirements may be transferred from another regionally accredited institution and are subject to the transfer credit policies of the College. A Pathway student who has never attended an institution of higher education is required to successfully complete GEN 101: Student Success Strategies, a two credit hour course, within his/her first two
semesters, if enrolled at Mercy College for designated course work requirements. Consultation with an academic advisor is required prior to Pathway consideration.

GRADING POLICY
For all RAD 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

LATE ASSIGNMENTS AND EXAMS FOR BSMI 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 completion 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 or project 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 to avoid losing credit. Grades will be reduced by 10% for each additional 24-hour period after the original exam date.

Note: These policies apply to all BSMI classes. The corresponding policies for other classes will be listed in the course syllabus or are available from the instructor.

WRITING REQUIREMENTS
All courses require that APA format be followed for all research papers and any other projects as required by the Course Instructor. Please visit the following website for more information on APA formatting:

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 may receive a score of zero for that assignment and may be considered an act of academic dishonesty. Please refer to www.plagiarism.org for more information on how to avoid plagiarism. Other helpful links on avoiding plagiarism include:

http://www.writing.northwestern.edu/avoiding_plagiarism.html
Students are also encouraged to use the Student Success Center/Writing Skills Lab for assistance in avoiding plagiarism.

ONLINE EXAMINATIONS AND QUizzes
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 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 and e-mail exam questions to any student. 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.

Approved Proctor Sites
- The following are examples of proctor sites:
  - Local college testing center
  - Faculty and administrative staff at public-private college and universities
  - Full-time school or public librarian
  - Hospital Educational Counselor
  - Guidance counselor/counseling staff
  - Full-time teacher or staff member
  - Corporate training officer
  - Military base/station education officer
  - Base commander
  - Leader/Clergy person at a religion/faith-based facility
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.

CIVILITY STATEMENT
The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn and respect for the professionalism of the faculty are maintained. Student conduct which disrupts the teaching/learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.

EXPECTATIONS OF 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 the professional online learning community designed to maximize your learning experience. 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, or expectations are unclear.

ONLINE LEARNING 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. Please take a moment and read the following link concerning "netiquette".

http://www.albion.com/netiquette/

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.

DISCIPLINE POLICY

- Small, first time infractions of policy or unprofessional behavior will be addressed by the instructor in an informal manner.
- Repeat or serious infractions of policy or unprofessional behavior will result in a Student Academic Counseling Form being completed, filed, and discussed with the student.
- Two Student Academic Counseling Forms on the same infraction per semester may result in dismissal from the program.
- Three Student Academic Counseling Forms within the same semester for different types of infractions may result in program dismissal.
- Very serious unethical behavior will result in immediate dismissal from the program. These types of behaviors include, but are not limited to: cheating, stealing, misuse of equipment,
sexual advances on anyone in the BSMI or other college/clinical areas, violent behavior, and abusive language.

ACADEMIC INTEGRITY
Please refer to College Catalog for the College policies on Academic Integrity.

CONFIDENTIALITY OF PROTECTED INFORMATION
By law, all information contained in a patient’s medical record/electronic health record (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.

All students are required to sign facility-specific privacy statements prior to participating in any laboratory or clinical activities that are held in a hospital, physician’s office, ambulatory care facility, or other health-related agency that provides custodial care, diagnosis, treatment, surgery, therapy or any health-related care. Students who refuse to sign confidentiality statements will be dismissed from their program.

STUDENT REPRESENTATION
Each BSMI cohort will have an elected class representative. This representative will be expected to voice the class comments, concerns and requests to the program faculty and will be a member of the program’s Advisory Committee.

PROGRAM ASSESSMENT
Assessment of student learning provides quantitative and qualitative 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 incorporating both program learning outcomes and instructional 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.
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.

**ACADEMIC ADVISING**
Each student is assigned an Allied Health 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.

**TUTORING SERVICES**
On occasion, students may experience academic difficulty or desire additional instruction for various courses. The staff of the Student Success Center includes a group of trained professionals that will assist students during these times. These services are provided free of charge. Tutoring is provided in the areas of science, math, writing, study skills, and nursing. More detailed information about these services can be found in the College Catalog.

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.chiarelott@mercycollege.edu

**CAREER AND PROFESSIONAL DEVELOPMENT**
The mission of the Office of Career and Professional Development at Mercy College is to assist students and alumni in their job search. Career services are provided free of charge. Career and Professional Development Services Offered:

- Resume and Cover Letter Development
- Interviewing Skill
- Job Search Process
- Job Fairs
- Professional Etiquette
- Professional Development Programs
- On-Line Career Resources

Please contact Megan Gray, Director of Career and Professional Development at 419-251-1784 or email megan.gray@mercycollege.edu for more information about the services available.

**COUNSELING SERVICES**
Mercy College offers free supportive counseling services to all its students provided by the Director of Counseling, a licensed professional counselor. Students are encouraged to seek counseling help when
they first experience signs of distress or other issues that they would like to discuss in a confidential setting. The counseling office is located on the 5th floor in the Student Success Center. Counseling services can be offered by phone for students who are not able to come to campus or attend the college at a distance through online programs. Appointments can be scheduled by contacting Wendy Nathan at 419-251-1454 or email at wendy.nathan@mercycollege.edu. Walk-ins (or call-ins) are also accepted.

**LEAVE OF ABSENCE POLICY**

A student in good academic standing may request a leave of absence for health or other personal reasons. A student needing a course that is not offered until a later semester may request a “curriculum leave of absence”.

A leave of absence shall not exceed 12 months. After 12 months, the student will be considered a readmission candidate, unless an extension of the leave of absence is granted. The student must request the leave of absence in writing through the Student Records Office after consultation with the Vice President of Academic Affairs or the President.

The student on leave of absence must satisfy any conditions of the leave before re-entry and must comply with the course sequence and/or curricular changes at the time of re-entry. The student must inform the College one semester before returning to enable orientation to be arranged. A student’s return is subject to available space at the time. The student should expect additional work in the lab and/or clinic to refresh their skills.

**LIBRARY AND LEARNING RESOURCES**

Complete information about the library resources available to students is found in the College Catalog. In addition to learning resources available in the library, the Medical Imaging faculty members have a variety of desk reference materials in their offices. On request, the student may sign out and then return reference materials to a faculty member’s collection.

**REGISTRATION (SCHEDULING OF COURSES)**

Registration is handled online through *Empower Me* with assistance from your academic advisor. New students, pre-BSMI students (still needing program prequisities), or Pathway students are required to meet with their Academic Advisor prior to registering for courses. However, all students are encouraged to meet with their advisor each semester. Complete information on how to register for classes can be found in the College Catalog.

It is ultimately the student’s responsibility to make sure that they follow the BSMI Program of Study carefully and register for the correct courses. Most BSMI courses are offered only once per year, therefore, if a course is dropped, graduation can be delayed by one year.

**TRANSFER CREDIT**

Mercy College welcomes transfer students who meet all admission criteria for the program and who supply official transcripts from all postsecondary institutions attended. A minimum of 36 credit hours
must be taken from Mercy College to meet the College’s residency requirements. Once a student enrolls at Mercy College, only six hours of credit can be transferred in from another institution of higher education to satisfy the graduation requirements for the program. The College’s residency requirement limits the maximum number of credit hours applicable for transfer into the Bachelor of Science in Medical Imaging program to 84 credit hours for the 120 credit hours required for degree completion. Note: There may be limited transfer of credit for program core courses.

DROP/ADD COURSES
Information on how to drop or add a course can be found on the Mercy College website. If any BSMI Program core course is dropped, the Program Chair and Academic Advisor should be notified immediately via e-mail or other communication by the student.

DEGREE REQUIREMENTS
In order to receive the degree of Bachelor of Science in Medical Imaging from Mercy College of Ohio, students must complete the program curriculum and meet the requirements for baccalaureate graduates found in the College Catalog. Students must abide by all rules and regulations of the College and the program. Students are required to complete a minimum of 120 credit hours. Transfer students must complete a minimum of 36 credit hours at Mercy College of Ohio. See College Catalog for full degree requirements.

COLLEGE CATALOG
The College Catalog is an important resource during your time here at Mercy College. Copies are available at numerous sites on campus including the Madison Lobby. A PDF version of the College Catalog is available on the College’s website for download.

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 RAD, HCA or BUS course required by the program. Any grade lower than a “C” is considered a failure. A student who fails a professional core course or withdraws from a professional core course when they are failing (WF) may repeat the course only one time. If the student fails the professional core course for the second time, the student will 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.
**FINANCIAL AID ELIGIBILITY**
To receive or maintain eligibility for federal financial aid, the student must meet the requirements outlined in the “Standards of Satisfactory Progress” policy. A copy of this policy is available in the Financial Aid Office. Please see the Financial Aid Office for more information.

**ESSENTIAL REQUIREMENTS FOR MEDICAL IMAGING STUDENTS**
In response to the Rehabilitation Act, the ADA, educators developed a list of abilities for potential Medical Imaging students to supplement the academic essentials for admission and academic progression.

In order to meet the program competencies, and for successful completion of the objectives of each BSMI course, a student must be able to meet the following requirements.

**LANGUAGE ARTS/COMMUNICATION**

**Verbal**
The BSMI student must:
- Speak clearly, concisely and employ correct vocabulary and grammar for communication with staff, physicians, other health care professionals, students, faculty, patients and the public effectively in English.

**Written**
The BSMI student must:
- Write utilizing a legible and concise style, which is readable in the English language.

**Reading**
The BSMI student must:
- Read and comprehend technical and professional materials (i.e. textbooks, magazines, journal articles, handbooks, and instruction manuals).

**VISUAL**
The BSMI student must:
- Be able to read and comprehend text, numbers, and graphs displayed in print and on computer monitors (screens).
- Follow verbal and written instructions in order to correctly and independently perform designated activities.

**AUDITORY**
The BSMI student must be able to hear:
- Verbal responses within the academic/professional setting.
- Use the telephone.
BODY MECHANICS AND PHYSICAL CHARACTERISTICS
The BSMI student must be able to:
- Perform work which may require prolonged sitting.

INTELLECTUAL
The BSMI student must:
- Possess the following intellectual skills: comprehension, reasoning, integration, recall, analysis, problem-solving, comparison, self-expression, and criticism.

MENTAL/EMOTIONAL
The BSMI student must:
- Be able to manage his/her time and systemize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be flexible, creative, and able to adapt to professional and technical change.
- Support and promote the activities of fellow students and health care professionals.
- Be honest, compassionate, ethical and responsible. The BSMI student must be able to critically evaluate his/her own performance, accept constructive criticism, and look for ways to improve.
- Demonstrate excellent interpersonal skills.
- Have a positive, cooperative, attitude in the classroom and during internships.
- Be poised, neat, well groomed, tactful, diplomatic and discreet.
- Maintain confidentiality of patient information.

These attributes are also integrated into our educational process in the form of academic and professional practice experience objectives. If you feel that because of a learning, physical, or mental/emotional disability you would have a problem accomplishing these essential program requirements, please make an appointment with your Academic Advisor. Having a special need may not preclude you from entering the program. Any student with a special need should seek assistance through the Student Success Center.

LICENSURE STATUS
All students in the program are required to maintain an active license as a radiographer (ARRT) or nuclear medicine technologist (NMTCB) in good standing throughout their course of study. 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. Note: The BSMI program is professionally obligated to report any attempts at misrepresenting your licensure status to appropriate regulatory agencies.

GRIEVANCE POLICY
The grievance policy for student concerns is found in the College Catalog. The complete policy is available in the library and by contacting the Vice President of Academic Affairs.

CHANGE OF 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.

ACADEMIC RECORD KEEPING
All student academic records are located in the Student Records Office in locked files. The records are accessible to appropriate college faculty and personnel outlined by the Family Educational Rights and Privacy Act.

The academic record consists of transcript preparation, specifying all credit instruction attempted and completed by the student. The transcript reflects each course entry by title, number of credits, grade, and year completed. The transcript also designates credit awarded by transfer or by examination, such as CLEP or challenge examination. The student file includes: applications for admission, scores on college pre-entrance examinations, placement examinations, high school transcripts, correspondence since entry into the school, clinical grades, and all college transcripts.

Materials found in the Financial Aid Office consist of a financial aid application and transcript, cumulative summary and counseling record, loan application or promissory note, Financial Aid Form (FAF report), Student Aid Report (SAR), income tax statement, statement of educational purpose and drug free certification, award and acceptance letter, validation forms as required, and miscellaneous correspondence.

A graduate’s permanent record is kept in a locked fireproof file in the Registrar’s Office and include: application, pre-admission testing scores, high school transcripts, a final summary of student progress and development, relevant financial aid data including veteran’s records, and record release forms.

Complete records of students who have withdrawn from the College are maintained for five (5) years. At the end of this time period, the academic transcript at the College will be maintained and all other records in the student’s file will be destroyed. Graduates files are kept indefinitely.
I, ______________________________ have received a copy of the Student Handbook of the Medical Imaging (BSMI) Program of Mercy College of Ohio.

I agree to abide by the regulations and the Confidentiality of Protected Health Information Policy described within. 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)