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I. INTRODUCTION

The Medical Imaging Program Student Handbook is a reference for students and others seeking information concerning the formal administrative policies, rules and regulations of Emory University, the School of Medicine, and the Medical Imaging Program. In addition, this Student Handbook contains procedural policies for areas such as admissions, academic and professional standards, progress and promotion, financial aid, student organizations, student health, disability insurance, academic and personal counseling, and student health. A directory for Medical School administrative personnel, Radiology personnel, Program personnel, and a listing of all Clinical Education Settings are included.

It is the responsibility of each student enrolled in the Emory University School of Medicine to read and abide by the regulations and policies within this handbook and within Emory University Publications.

II. MISSION STATEMENTS

EMORY UNIVERSITY SCHOOL OF MEDICINE

The Emory University School of Medicine is committed to excellence in medical education, biomedical research and patient care.

The Emory University School of Medicine seeks to develop leaders in medicine, science, and clinical care by fostering a culture that integrates and recognizes the interdependence of biomedical science and the delivery of health care.

This goal encompasses the following objectives:
- To provide outstanding educational programs in health and biomedical sciences;
- To create new knowledge leading to innovative technology and treatments and to integrate them into the practice of medicine;
- To advance the detection, treatment and prevention of disease processes;
- To teach and exemplify the highest standards of professionalism and ethical behavior; and
- To develop outstanding clinicians who provide quality patient care that assures compassion and concern and serves the needs of the community.

MEDICAL IMAGING PROGRAM

Mission Statement: The Emory University Medical Imaging Program seeks to develop leaders in medical imaging by fostering academic and clinical excellence within a patient and family centered care environment. Specifically, the mission of the program is to produce well-educated, culturally and clinically competent, highly motivated medical imaging professionals who will safely perform diagnostic imaging procedures. Program graduates will also possess either
advanced imaging skills in a specialty modality, or leadership skills in education or management.

Program Goals and Outcomes:

1. Students will communicate effectively.
   a. Students will utilize effective oral communication skills.
   b. Students will utilize effective written communication skills.
2. Students will possess the knowledge and skills of an entry level radiographer.
   a. Students will be able to position the patient for routine radiographic procedures.
   b. Students will determine exposure factors to achieve optimum radiographic quality.
3. Students will develop problem solving and critical thinking skills.
   a. Students will be able to evaluate radiographic images.
   b. Students will be able to modify standard procedures to accommodate patient or environmental conditions.
4. Students will demonstrate professional behavior.
   a. Students will demonstrate a positive work ethic.
   b. Students will demonstrate knowledge of career options in medical imaging.

Program Effectiveness Data:

1. Ninety percent of graduates will pass the national certification examination on the first attempt.
2. Graduates will have an average score of 8.0 on each section of the national certification examination.
3. Graduates will have an average ARRT scaled score of ≥ 83.
4. The program will maintain a program completion rate and graduation rate of 80%.
5. The program will have a job placement rate of 75% within twelve months of graduation.
6. The program will receive an overall score of ≥ 4.0 on the Post-Graduate Program Evaluation.
7. The program will receive an average score of ≥ 4.0 on each item on the Post-Graduate Program Evaluation.
8. Program graduates will receive an average overall score of ≥ 3.5 on the Employer Questionnaire.
9. Program graduates will receive an average score of ≥ 3.5 on each item on the Employer Questionnaire.

III. EMORY UNIVERSITY POLICIES

University - Student Relations:

The Board of Trustees of Emory University has adopted a Statement of Policy dealing with University-student relationships. Since application for admission is voluntary, students are free to withdraw at their pleasure, subject to compliance with the regulations of their school or college and to the fulfillment of their financial obligations to the University. Upon matriculation, each student agrees to be bound by the rules, policies, procedures, and
administrative regulations as they exist at the time of his/her admission and as duly constituted authority may change them. Students have the opportunity to participate in the development of rules and procedures to the extent that such participation and its results are consistent with the orderly processes and with the responsibilities of the trustees and the administration. Rules of student organizations need not be uniform so long as they do not contravene any policy established by the Board of Trustees.

As an educational institution, Emory is not a vehicle for political or social action but does endorse the right of dissent and protects and encourages this right. The Board of Trustees and the president of the University have published a statement clarifying policy concerning abuse of this right. Each medical student should read this statement as contained in the Campus Life Handbook of the University.

To accomplish its objectives and responsibilities, the University must be free from violence, threats, and intimidation and must be dedicated to the rational approach to a resolution of human problems. In accordance with the By Laws of the University, the president of the University has delegated to the deans and faculties of each school primary responsibility for designing and implementing the school's educational program and whatever procedural guidelines and regulations may be deemed necessary to carry out the school's educational objectives appropriately. The dean of each school has the authority and responsibility for final judgment and action in all cases, provided that established procedures are followed.

Discretionary responsibility for handling extreme cases is retained by the president of the University. In particular situations, other offices or agents of the University must promulgate rules and regulations applicable to the area for which they are responsible (such as housing, University Health Service, food service, traffic and security, libraries, student organizations and activities, athletics, and other public events).

Rules and regulations contained herein conform to University policy but in some cases include specific requirements for students in the School of Medicine. The University Campus Life Handbook contains detailed listings of University policy and is distributed to all medical and academic health students annually who are accountable to its contents.

A detailed summary of State of Georgia and DeKalb County laws on alcohol, University regulations, and additional policies regarding alcohol may be obtained from the Campus Life Handbook and on the web at www.emory.edu/CAMPUS_LIFE/.

Statement of Policy

The Board of Trustees of Emory University has adopted a statement of policy dealing with University-student relationships, a digest of which follows.

1. Emory University was founded on Christian principles by the Methodist Church and proudly continues its church relationship as an agency dedicated to seeking and imparting truth.
2. Emory University admits qualified students of any sex, sexual orientation, race, religion, color, national origin, age, disability, or veteran status to all of the rights, privileges, programs, and activities generally accorded or made available to students at Emory University. The University does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other Emory University-administered programs.

3. Attendance at Emory University is a privilege and not a right. However, no student will be dismissed except in accordance with prescribed procedures. Students applying for admission do so voluntarily and are free to withdraw at their pleasure, subject to compliance with the regulations of their school or college governing withdrawal and to the fulfillment of their financial obligations to the University.

4. Upon matriculation at Emory, each student agrees to be bound by the rules, policies, procedures, and administrative regulations as the regulations exist at the time of admission and as the regulations may be changed by duly constituted authority.

5. By admission as a student at Emory University, a person acquires the right to pursue the course of study to which he or she is admitted, and to be treated with the dignity appropriate to an adult person in all matters relating to the University. In the same spirit, the student shall comply with the rules and regulations of Emory University.

6. Students will be provided the opportunity to participate in the development of rules and procedures pertaining to University affairs to the extent that such participation and the results thereof, as determined by the Board of Trustees or its designated agent, are consistent with orderly processes and with the policies and administrative responsibilities of the Board of Trustees and the administration.

7. The University expects students to conduct themselves with dignity, courtesy, responsibility, and integrity and with due respect for the rights of others, realizing that sobriety and morality are not only characteristics of a mature and responsible person but are essential to the maintenance of a free and orderly society.

8. Membership in and rules governing admission to student organizations shall be determined by the organizations themselves, and such rules shall not be required to be uniform so long as these rules do not contravene any policy established by the Board of Trustees.

Emory University is an educational institution, not a vehicle for political or social action. It endorses the right of dissent and protects and encourages reasonable exercise of this right by individuals within the University. Because the right of dissent is subject to abuse, the Board of Trustees and the president have published a statement to clarify policy concerning such abuse, a digest of which follows.

Individuals associated with Emory represent a variety of viewpoints; the University fosters the free expression and interchange of differing views through oral and written discourse and logical persuasion.

Dissent, to be acceptable, must be orderly and peaceful and represent constructive alternatives reasonably presented.
Coercion, threats, demands, obscenity, vulgarity, obstructionism, and violence are not acceptable.

Demonstrations, marches, sit-ins, or noisy protests that are designed or intended to or do disrupt normal institutional pursuits will not be permitted.

Classes and routine operations will not be suspended except for reasonable cause as determined by the president.

Administrators, faculty, other employees, and students are expected to abide by these standards of conduct in promoting their views, particularly dissent.

Persons who are not so inclined should not become associated with Emory nor continue to be associated with Emory.

Academic and administrative procedures will protect individuals in their right of free expression and provide for prompt and appropriate action against those individuals who abuse such right.

**Policy 1.3 Equal Opportunity and Discriminatory Harassment**

[http://policies.emory.edu/1.3](http://policies.emory.edu/1.3)

**Overview**

**EMORY UNIVERSITY NONDISCRIMINATION STATEMENT**

Emory University is an inquiry-driven, ethically engaged, and diverse community dedicated to the ideals of free academic discourse in teaching, scholarship, and community service. Emory University abides by the values of academic freedom and is built on the assumption that contention among different views is positive and necessary for the expansion of knowledge, both for the University itself and as a training ground for society at large. Emory is committed to the widest possible scope for the free circulation of ideas.

The University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Pursuant to the University’s commitment to a fair and open campus environment and in accordance with federal law, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law. Emory University welcomes and promotes an open and genuinely diverse environment.

**Applicability of Policy**

This Policy shall apply to persons who are employees and students of Emory University, vendors, contractors, guests, patrons, and other third parties participating in any Emory-
sponsored event or program, whether on or off campus, and to such persons in other situations in which the respondent is acting as a member of the Emory community.

Complaints against Students
Students are bound by the principles outlined in this policy. However, complaints against students (when acting in the capacity as a student) shall be resolved under the Conduct Code provided by that student’s school or college unless the student’s school or college conduct code provides otherwise. Investigation of complaints against students who are acting in the capacity of an employee shall be conducted by the Director of Equal Opportunity Programs and/or the Title IX Coordinator, or his or her designee, who shall report his or her findings and recommendations to the Senior Vice President and Dean for Campus Life and the Dean of the school or college in which the student is enrolled.

Sexual Harassment Complaints Against Students
Sexual Misconduct is a form of gender discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX specifically prohibits sexual harassment and sexual misconduct in the educational setting. Emory University has adopted a separate Sexual Misconduct Policy, University Policy 8.2, that applies to student-on-student allegations, or allegations in which the respondent is a student. Policy 8.2 explains how to report allegations of sexual misconduct, and sets forth detailed procedures designed to provide a fair process for parties when students are involved in allegations of sexual misconduct.

Policy Details

1.3.1. EQUAL OPPORTUNITY POLICY
Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran’s status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty, and staff are assured of participation in University programs and in the use of facilities without such discrimination. Emory University complies with all applicable equal employment opportunity laws and regulations, and follows the principles outlined above in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

1.3.2. DISCRIMINATORY HARASSMENT POLICY
In keeping with its commitment to maintaining an environment that is free of unlawful discrimination and with its legal obligations, Emory maintains a policy prohibiting unlawful harassment. Discriminatory harassment of any kind, whether it is sexual harassment or harassment on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law, by any member of the faculty, staff, administration, student body, a vendor, a contractor, guest or patron on campus, is prohibited at Emory.
At the same time, Emory recognizes the centrality of academic freedom and the University’s determination to protect the full and frank discussion of ideas. (See Policy 8.14.) Thus, discriminatory harassment does not refer to the use of materials for scholarly purposes appropriate to the academic context, such as class discussions, academic conferences, or meetings. Additionally, discriminatory harassment does not refer to participation in lawful protests, public forums, or campus publications established for the purpose of freely expressing opinions or ideas in the university community.

A. Discriminatory Harassment of a Sexual Nature

Sexual harassment includes unwelcome conduct, based on sex or on gender stereotypes, when;

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or student status or;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual or;
3. Such conduct has the purpose or effect of unreasonably interfering with a person’s university employment, academic performance or participation in university programs or activities, or creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive.

Sexual harassment may include, for example, repeatedly subjecting a person to egregious, unwelcome sexual attention, physical or verbal advances, sexual flirtations or propositions, vulgar talk or jokes, degrading graphic materials or verbal comments of a sexual nature about an individual or his or her appearance, or the display of sexually suggestive objects outside a scholarly context and purpose.

Sexual harassment includes sexual misconduct, sexual violence, sexual assault, intimate partner violence, stalking, and gender-based bullying. Prohibited sexual harassment in the working or learning environment includes an attempt to coerce an unwilling person into a sexual relationship; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances, and to make direct or implied threats that submission to sexual advances will be a condition of employment or academic opportunity. Sexual harassment may also occur in the form of unwelcome, sexually suggestive cartoons, pictures, email, text, tweets, video or other graphic materials that may contribute to a hostile working or learning environment.

B. Discriminatory Harassment of a Non-Sexual Nature

Emory’s policy prohibits discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law, and that
- Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.

Prohibited behavior includes conduct or material (physical, oral, written, graphic, electronic messages or media posted or circulated in the community) involving epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts, that serve no scholarly purpose appropriate to the academic context and gratuitously denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor protected by applicable law.

C. Reporting to Office of Equal Opportunity Programs

Emory encourages anyone who has knowledge of discrimination on campus to report alleged violations of this policy. Because discriminatory harassment interferes with the University’s educational mission and may be unlawful, anyone who becomes aware of discrimination or discriminatory harassment committed by member of the faculty, staff, administration, student body, a vendor, a contractor, guest or patron on campus, is encouraged to report the harassment to the Director of Equal Opportunity Programs. The Director of Equal Opportunity Programs is also the University Title IX Coordinator.

Emory faculty, administrators and supervisors are required to immediately report any employment complaints they receive or incidents of discrimination or discriminatory harassment they witness, to their immediate report or to the Office of Equal Opportunity Programs.

University Title IX Coordinator/Equal Opportunity Office:
Danielle Dempsey-Swopes
Director, Equal Opportunity Programs and Title IX Coordinator
201 Dowman Drive
Administration Bldg Ste 305
Atlanta, GA 30322 MS: 1000-001-1AX
(404) 727-9867
(404) 712-9108 fax
ddempsey-swopes@emory.edu

Full policy details can be found at http://policies.emory.edu/1.3.
**Policy 8.2 Sexual Misconduct**

http://policies.emory.edu/8.2

**Overview**

Emory University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Thus, in accordance with federal law and its commitment to a fair and open campus environment, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law.

Title IX of the Educational Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Emory fosters a safe learning and working environment that supports academic and professional growth of students, staff, and faculty and does not tolerate sexual misconduct in its community and will take prompt action when misconduct occurs. This Policy covers sexual misconduct committed by Emory University students. Sexual misconduct is a form of sexual harassment that is prohibited under federal law and the Emory University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3). Sexual misconduct can occur in many forms, including, but not limited to, sexual harassment, domestic violence, intimate partner violence, sexual assault, and stalking. The university will take seriously every allegation or report of sexual misconduct received. Emory University’s response is intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner.

Concerns, complaints, or questions relating to this Policy may be directed to the staff members listed below:

Lynell A. Cadray  
Associate Vice Provost  
Office of Institutional Equity and Inclusion  
Emory University  
Atlanta, GA 30322  
404-712-8541  
lynell.cadray@emory.edu

Title IX Coordinator for Students  
Senior Associate Vice President, Division of Campus Life  
416E Dobbs University Center, Drawer PP  
605 Asbury Circle Atlanta, GA 30322  
Phone: (404) 727-7195  
Fax: (404) 727-0281

OR

Questions may also be directed to a Deputy Title IX Coordinator. Their names and contact information are listed at http://policies.emory.edu/8.2.
Applicability

The following policies and procedures apply to situations in which a student is alleged to have engaged in sexual misconduct. Allegations of sexual misconduct not involving a student, or involving a student acting in an employment capacity, are primarily addressed through the university’s Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3). However, a student acting in an employment capacity may be subject to this Policy as well as any applicable employment policies.

The University Title IX Coordinator monitors and oversees Emory University’s compliance with federal regulations concerning sexual harassment and discrimination. Upon receipt of a report of alleged sexual misconduct, the University Title IX Coordinator will monitor responsive action to ensure that the educational environment at Emory University is free of discrimination and discriminatory harassment. Additionally, the University Title IX Coordinator monitors the steps taken, as appropriate, to remedy the effects of the sexual misconduct on the complainant. This may include commencement of disciplinary proceedings against a respondent.

This policy applies to sexual misconduct that occurs in connection with all academic, educational, extracurricular, athletic, and other programs of Emory, whether those programs take place in university facilities, at a program sponsored by the university at another location, or elsewhere.

Full policy details can be found at http://policies.emory.edu/8.2.

Policy 8.8 Alcohol and Drug Abuse Policy
http://policies.emory.edu/8.8

Emory University is committed to the health and well-being of its faculty, staff, and student body. Alcohol and drug misuse and abuse can be detrimental to one’s overall physical and emotional health; academic and/or professional performance; and adversely impact family, friends and co-workers.

As a recipient of federal grants and contracts, Emory University adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. As administrator of certain state-funded financial aid programs for students, Emory University also adheres to Georgia’s Drug-Free Postsecondary Education Act of 1990.

This policy is also designed to convey the university’s care and concern for its members and their well-being, given that alcohol and other drug misuse on college campuses is a major public health concern. In order to foster academic achievement, personal success and wellness, and to promote the safety of the community, the university has adopted the following tenets to guide the prevention of alcohol and other drug misuse:

- Emory University complies with and upholds all applicable federal, state, and local laws related to alcohol, illicit drugs and controlled substances. Violations of such laws that come to the attention of university officials may be addressed within the university or through prosecution in the courts, or both.
• The university strives to create an environment that supports individuals who choose not to use alcohol and individuals who choose to use alcohol legally and in moderation. The illegal sale, distribution or use of alcohol is not permitted.

• The university encourages individuals with prescription medications to safely and legally use such medications in compliance with their prescriptions. The misuse of prescription medication or other controlled substances is not tolerated.

• The sale, distribution or use of illegal drugs is not permitted.

• The university seeks to create an environment of personal development and supportive community. It supports individuals seeking services for alcohol, tobacco and/or other drug misuse and makes confidential services available to them.

• In instances where individuals are found to be in violation of the university’s Alcohol and Drug Abuse Policy, the university’s response will stress individual accountability, personal development, and connection to appropriate health services, as well as the effect on impacted parties and the community.

• Emory is a Tobacco-Free Campus. The use or sale of tobacco products in or on Emory owned or Emory leased property is prohibited. See Policy 4.113 Tobacco-Free Environment for more information (http://policies.emory.edu/4.113), including resources for tobacco cessation.

Applicability

All Emory University full-time, part-time and temporary faculty, staff, and students are hereby notified that this policy will apply to all activities conducted on university-owned property and to all other university-sponsored events. This policy is distributed annually to all Emory University faculty, staff, and students.

Emory University permits the purchase and use of alcoholic beverages with university funds under certain conditions but expects individuals and organizations to take measures to prevent alcohol and drug misuse. The university expects that individuals and organizations will take responsibility for complying with the policy as outlined. This policy provides minimum expectations regarding alcohol and other drug prevention and services; individuals and organizations are encouraged to utilize best practices and to develop additional steps to support community safety.

Specific offices have been designated to provide clarification about the procedures and guidelines for event planning, as well as services and resources available to faculty, staff and students for reducing at-risk behaviors related to alcohol and drug use. The contact information for, and responsibility of, each of these offices is listed at the conclusion of this policy under “Contact Information” at http://policies.emory.edu/8.8.

Prospective students that fail to comply with Georgia law and university policy can experience parental/guardian notification, the removal from campus, and may additionally compromise their consideration for admission to the university, in addition to possible law enforcement processes.

Policy Details
8.8.1. Standards of Conduct

1.1. All Emory University faculty, staff and students are prohibited by the University from unlawfully using, possessing, manufacturing, dispensing or distributing alcohol, controlled substances or illegal drugs on University-owned property or at University-sponsored activities.

1.2. Emory University expects all of its faculty, staff and students to comply with any applicable federal, state or local laws pertaining to the use, possession, manufacture, dispensation or distribution of alcohol, controlled substances, or illegal drugs.

8.8.2. General Georgia and DeKalb County Restrictions

As of the effective date of the policy, THE FOLLOWING IS A SUMMARY OF THE GEORGIA AND DEKALB COUNTY LAWS, ORDINANCES AND REGULATIONS:

8.8.2.1. Possession of Alcohol

Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited.

Furnishing alcoholic beverages to persons who are underage or intoxicated is prohibited.

The sale of alcoholic beverages without a license is prohibited. The sale of alcoholic beverages within 100 yards of a college campus in the State of Georgia is also prohibited, unless such license was in existence prior to July 1, 1981. “Sale” includes charging admission to any activity where alcoholic beverages are served, even if the beverage is “free” to those who have gained admission.

Public intoxication and possession of an open container of an alcoholic beverage in public are prohibited in the State of Georgia.

8.8.2.2. Other Drugs

It is illegal and prohibited by the university for an individual to manufacture, possess, use, dispense, sell or distribute controlled substances or illegal drugs (as defined by state and federal law).

8.8.2.3. False Identification

It is illegal and prohibited by the university for an individual to provide false name, address or date of birth for the purpose of acquiring alcohol or other drugs. Members of the Emory community who allow their identification to be used by others to obtain alcohol or other drugs are also subject to disciplinary consequences.

8.8.3. Sanctions and Penalties

8.8.3.1. Any member of the Emory University faculty, staff or student body who violates any of the Standards of Conduct shall be subject to corrective disciplinary actions and penalties up to and including expulsion from university academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts.
Depending on the nature of the infraction, alleged violations of this policy by an individual student shall also be referred to the Office of Student Conduct, Student Health Services, other appropriate programs or the appropriate school’s conduct body. The Office of Student Conduct shall have the authority to make appropriate referrals and to impose on undergraduate students and student organizations such sanctions for violations of the policy as it may deem appropriate, including but not limited to participating in educational programs, parental notification and/or loss of privileges.

8.8.3.2. Depending upon the nature of the crime, persons convicted of violating federal and state laws prohibiting the unlawful use, possession, dispensation, and distribution of alcohol, controlled substances, or illegal drugs may face stiff sanctions such as heavy fines; incarceration for various periods of time, including life; forfeiture of assets; or suspension or loss of driver’s, business or professional licenses. Federal, state and local officials are responsible for enforcing these laws and any sanctions for such crimes will be determined by courts. The university does not manage the criminal process but will cooperate with legal authorities in a manner consistent with its legal obligations.

8.8.3.3. Section 484(r) of the Higher Education Act states that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. As of the effective date of the policy, the period of ineligibility depends on whether the conviction was for sale or possession during a period of enrollment in which a student received federal student aid and whether the student had previous offenses, ranging from one year to an indefinite period of time. A student regains eligibility the day after the period of ineligibility ends, when he or she successfully completes a qualified drug rehabilitation program, when he or she successfully passes two unannounced drug tests conducted by a qualified drug rehabilitation program; or if a conviction is reversed, set aside or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record.

Please see the Related Links section at http://policies.emory.edu/8.8 for the Federal Drug Trafficking Penalties and Georgia Controlled Substance and Dangerous Drug Law charts for additional information.

8.8.4. Notification of Drug-Related Convictions

As of the effective date of the policy, the following is a summary of the notification requirements upon a drug-related conviction:

8.8.4.2. Student Notification of Drug-Related Convictions

In accordance with the State of Georgia’s Drug-Free Postsecondary Education Act of 1990, any student convicted under the laws of Georgia, the United States or any other state of any felony offense involving the manufacture, distribution, sale, possession or use of marijuana, a controlled substance, or a dangerous drug must, within ten (10) days of said conviction, report it in writing to the Emory University or Oxford College of Emory University Office of Financial Aid, as appropriate. Any student who suffers such a conviction shall, as of the date of the conviction, be denied state of Georgia funds for certain types of loans, grants or scholarships, including Georgia Higher Education Loan Program loans, student incentive grants or tuition equalization grants.

As of the effective date of the policy, the denial of state funds shall become effective on the first day of the term for which the student was enrolled immediately following either the date of
conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first offender treatment. The denial of funds shall continue through the end of said term.

As per the School of Medicine Conduct Code, students must promptly report all arrests and criminal charges to the Executive Associate Dean.

Policy 8.9 Student Vehicle Use Policy  
[http://policies.emory.edu/8.9](http://policies.emory.edu/8.9)

Overview

The goal of the Student Vehicle Use Policy is to protect our students from injury while driving personal vehicles on University-sponsored activities and programs and while driving University vehicles or those rented for University sponsored-activities and programs.

Applicability

This Student Vehicle Use Policy sets forth the University's regulations and procedures for all students (graduate, professional, and undergraduate) who drive University-owned, rented, or leased vehicles (“University Vehicles”) in connection with University-sponsored activities or programs or personal vehicles in connection with University-sponsored activities and programs. The Student Vehicle Use Policy does not apply to the rental of vehicles to be used by graduate or professional students for a University-sponsored activity or program and that is: (1) for less than seven days, and (2) for a driving distance of no more than 300 miles one-way. University-sponsored activities and programs are defined in this policy as all activities funded in any way through the University, such as all recognized student organizations, Residential Life, Volunteer Emory, athletic or academic, academic employment or internships, and off-campus programs.

Full policy details can be found at: [http://policies.emory.edu/8.9](http://policies.emory.edu/8.9).

Policy 10.12 Student Complaints  
[http://policies.emory.edu/10.12](http://policies.emory.edu/10.12)

Overview

Emory University is committed to receiving and addressing written student complaints against the university, its faculty, staff, or administrative personnel in a timely manner. Appropriate procedures are described below and should be adhered to in response to student complaints. Students should first attempt to resolve their complaints with the office most directly responsible for the action being challenged. Each school at Emory has an office of Student Services that can further assist students and direct them within their specific school if they are uncertain about where to start. In addition, students may use Ask John Emory ([http://www.emory.edu/CAMPUS_LIFE/askjohnemory/](http://www.emory.edu/CAMPUS_LIFE/askjohnemory/)) to assist with routing complaints if they are uncertain or wish to log a confidential complaint, so that they may remain anonymous.
Applicability

This policy applies to current and former students that choose to make a formal written complaint against the university, its faculty, staff, or administrative personnel.

Policy Details

Documentation of Complaint
Student complaints must be submitted in writing and accompanied by relevant documentation describing

1. the specific action, practice or decision that is being challenged
2. the individuals involved in or with knowledge of the action, practice or decision at issue
3. the impact of the decision
4. what resolution is desired, and
5. why it should be granted.

Complaint Resolution

Except in situations involving allegations of discrimination or harassment (where students may file complaints directly with the Office of Equal Opportunity Programs), Emory encourages each student to pursue complaints against faculty, staff or administrative personnel at the school or department level. Each school has its own procedures as described in the student handbook or school’s catalog. Academic or other concerns usually begin with student service personnel in each school who then typically route the concerns to the appropriate school authority. Student concerns can be effectively handled by school personnel who have expertise in the academic discipline involved, familiarity with the faculty/staff, and who have experience in handling similar school decisions made regarding its students.
To expedite a prompt resolution, complaints should include current contact information of the individual filing the complaint. In most cases, responses to the complaint, including the final decision, will be provided in writing within 30 days of receipt of the complaint. However, exceptions to this timeframe may be allowed with reasonable and regular communication to inform the student of the current status of the complaint.

Record Retention

The designated school or department representative for reporting purposes should retain the written complaint along with the resolution of the complaint, and any additional supporting documentation including emails, or other communication. In addition, an action log of all complaints received should be maintained each year. This action log is collected by the Office of Institutional Research, Planning and Effectiveness as a part of the Annual Report process. A sample is available below.

Full policy details can be found at: http://policies.emory.edu/10.12.
Travel Policies

If a student is traveling utilizing University funds or at the request of the University, then he or she should refer to the Emory University Travel Policies found at the following site: http://policies.emory.edu/

IV. SCHOOL OF MEDICINE POLICIES

Student Mistreatment

The School of Medicine strives for an environment that is respectful of all community members and does not tolerate mistreatment of students. Emory students are protected by two University Policies as stated in the following two paragraphs.

The University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3) can be found at http://policies.emory.edu/1.3 and is incorporated into this Policy. Per Policy 1.3, Emory encourages anyone who has knowledge of discrimination on campus to report alleged violations of Policy 1.3 to the Director of Equal Opportunity Programs. Emory faculty, administrators and supervisors are required to immediately report any complaints they receive or incidents of discrimination or discriminatory harassment they witness, to their immediate report or to the Office of Equal Opportunity Programs.

The Emory University Sexual Misconduct Policy (Policy 8.2) can be found at http://policies.emory.edu/8.2. Per Policy 8.2, every university employee who is informed about an allegation of sexual misconduct involving any student is required to notify a Title IX Coordinator. The Title IX coordinator for the School of Medicine is:

Deb Houry
Associate Professor
Steiner Building Room 107
Atlanta, GA 30322
Phone: (404) 251-8831
dhoury@emory.edu

In conjunction with the two University Policies listed above, the School of Medicine Student Mistreatment Policy addresses additional types of behavior that will not be tolerated. Mistreatment of students includes, but is not limited to, students:

- Being treated in a manner that a reasonable person would find belittling, humiliating insulting or disrespectful under the circumstances
- Being sexually harassed
- Being denied opportunities for training or rewards, or receiving lower evaluations or grades based on the basis of any prohibited consideration, including race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law (referred to as “prohibited considerations”).
- Being maliciously and intentionally left out of communications to the detriment of a student
- Being subjected to offensive sexist, racist, or ethically offensive remarks or names
- Being required to perform inappropriate personal services (i.e. babysitting, shopping)
- Being threatened with physical harm (e.g. hit, slapped, kicked)

Resolution Process

Student mistreatment is contrary to the values of respect, civility and community as set forth in the University’s Statement of Ethical Principles. Students who believe they have been mistreated may seek resolution through several pathways. Any or all of the following steps may be pursued in resolving an incident of alleged mistreatment:

Direct Communication with the Person Alleged to have Mistreated the Student

If the student feels comfortable speaking directly with the alleged offending person to address concerns and obtain an appropriate resolution, the student is encouraged to do so. Please understand that, while this method of resolution may be successful in solving the immediate problem, Emory will be unaware of the problem and thus unable to take any additional steps that might be necessary to address broader concerns. Individuals who choose not to address the alleged person(s) to have mistreated them directly, or who have not obtained a satisfactory resolution following such a discussion, are encouraged to utilize one of the other methods outlined below for addressing their concerns.

File and Internal Complaint (within the School of Medicine)

A student who believes he or she has been mistreated may file a written complaint (via email or hard-copy) with the Executive Associate Dean for Medical Education and Student Affairs. The complaint should include the name(s) of those accused of mistreatment, the names of any witnesses of the alleged mistreatment, the nature of the alleged action(s), the date and times of the alleged action(s), and any adverse consequences experienced by the student.

If the mistreatment includes alleged sexual or discriminatory harassment, the student may submit the complaint directly to the Title IX Coordinator for Students (if the complaint involves alleged sexual misconduct against a student), or to Equal Opportunity Program (EOP) (for all other allegations of harassment). If the EAD for Medical Education and Student Affairs believes that the complaint includes sexual or discriminatory harassment, then she or he will forward the complaint to the University Title IX Coordinator/EOP. The EOP will investigate any alleged sexual or discriminatory harassment as per University Policy 1.3 and report the findings to the Dean of the School of Medicine.

If the alleged mistreatment is not sexual or discriminatory harassment, the Executive Associate Dean will investigate the alleged mistreatment and make a report to the Dean of the School of Medicine, when possible, within 30 days of the filing of the complaint. The Dean or his or her designee will be responsible for deciding upon and imposing disciplinary action(s).
File an External Complaint

If a student believes she or he has been subjected to unlawful discrimination, harassment, or retaliation as described in Emory University Policy 1.3, the student may file a complaint with the Equal Employment Opportunity Commission.

The School of Medicine prohibits retaliation against a student who, in good faith, complains about or participates in an investigation of student mistreatment. Any student who feels he or she has been retaliated against or threatened with retaliation should report the allegation immediately to the Executive Associate Dean of Medical Education. The Executive Associate Dean will investigate the alleged mistreatment and make a report to the Dean of the School of Medicine, when possible, within 30 days of the filing of the complaint. The Dean or his or her designee will be responsible for deciding upon and imposing disciplinary action(s).

Criminal Background Checks and Drug Testing

Criminal background checks and drug testing will be performed on all students enrolling in the Medical Imaging Program. The program recommends that each student self-report any criminal activity that may impact eligibility for clinical attendance or certification by the American Registry of Radiologic Technologists. Each student is required to pay a $100 Clinical Administration Fee upon matriculation to cover the cost of these tests.

Policy: Adverse Finding on Criminal Background Check
Effective: October 30, 2010

Rationale:

When a criminal background check (CBC) is performed after acceptance and prior to matriculation into a health professions program, the programs must consider the threshold at which revocation of an offer of admission might occur. In the event that the CBC reveals a finding of concern, careful deliberation of the nature of the incident and its potential impact on the student’s education, access to professional certification and licensing, the institution and the public must be given.

Policy:

A positive finding on a criminal background check may result in the revocation of an offer of admission. Findings including but not limited to felony conviction or a nolo contendere plea to a felony charge, multiple misdemeanor convictions, drug or substance abuse convictions, crimes against persons or any crimes (including misdemeanors) involving acts of violence are examples generally inconsistent with admissions to a health profession program.

Procedure:
1. The program director will review all criminal background checks with any positive findings.
2. The program director will make a preliminary determination as to matriculation.
3. If the preliminary determination is that the findings of the criminal background check may be inconsistent with continuation in the program, Emory University’s Office of the General Counsel will be consulted and final determination made by the program director.
4. If preliminary determination is that the findings of the criminal background check do not warrant revocation of the admissions offer, the program director will counsel the student regarding the possible consequence of his or her background check related to access to hospital rotations, licensure and/or future employment.
5. The student will be asked to sign a statement indicating understanding of the above.
6. If the review by the Office of the General Counsel and the program director indicate that revocation of the admissions offer is warranted, the student will be notified by certified mail within 5 days of the decision.
7. The student may appeal the revocation decision, in writing, to the Executive Associate Dean of Medical Education and Student Affairs within 5 business days of receipt of the notification letter. The decision of the Executive Associate Dean is final.

Mandatory Health Insurance

Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students, including medical students. Coverage must be continuous from the date of enrollment until the date of graduation. The Emory-sponsored plan will be available at registration. An overview of the Emory/Aetna Student Health Insurance Policy is available at http://studenthealth.emory.edu/hs/hs_manins_emory_aetna.php.

Students who do not enroll in this plan are required to complete an online waiver process at www.opus.emory.edu confirming that the coverage is comparable and meets Emory University waiver criteria. The Health Insurance Waiver site will open on May 2, 2014 and will remain open until August 27, 2014. Students will have unlimited access to the waiver site during this time. If a waiver is not successfully completed by July 1st, students will be charged and enrolled in the Emory/Aetna policy (via their pre-term bill) but will still have until August 28th to successfully complete the waiver process.

Maintaining health insurance coverage is a requirement for continued enrollment. Be sure to always register in the School of Medicine insurance option so your insurance never lags. Please note that this requirement applies to Emory employees who are taking classes as a part of a degree-seeking program and to the children of Emory employees. Even if you have Emory employee insurance, you must complete a waiver if you do not wish to be enrolled in the student insurance plan.

Students must complete the health insurance waiver process for EACH year they are enrolled at Emory. If using the Emory Student Health Plan ALWAYS enroll in the SCHOOL OF MEDICINE so your insurance NEVER lapses.
Additionally, as a result of national healthcare reform, students may now be eligible to remain on a parent’s insurance plan until age 26. You may want to contact your insurance carrier if you have questions about this legislation.

**Industry Relations**

The primary missions of the School of Medicine are to provide outstanding educational programs for medical and graduate students and trainees; to provide the highest standard of clinical care for patients; to develop outstanding, knowledgeable physicians and scientists who serve the community and the world; and to conduct innovative and collaborative research and integrate this knowledge into the practice of medicine. The School of Medicine is committed to ensuring that its faculty, staff, students, and trainees strive for the highest degree of ethical and professional standards in carrying out its missions. As part of this commitment, the School supports principled relationships with industry in which its faculty, staff, students, and trainees collaborate with industry on advances in science and medicine that enhance Emory’s missions and are beneficial to the public.

Industry has a long history of principled collaborations with academic faculty that have contributed to our educational, clinical, service, and research missions in ways that benefit individual and public health through the development of new drugs, devices, equipment, computer technology, therapies, and services. For example, industry provides grants to Emory University to fund clinical trials and other research conducted by faculty; and faculty consult with industry to advise on research directions and health needs.

The primary intent of this policy is to support faculty, staff, students, and trainees in effectively engaging in principled relationships with outside entities. The individual, the School and University can work together to enhance the beneficial outcomes of principled personal external relationships and to prevent situations that might create actual or perceived conflicts of interest and might harm the public, the institution, or the individual. The entire policy can be found at: [http://www.med.emory.edu/administration/policies/industry_relations/index.html](http://www.med.emory.edu/administration/policies/industry_relations/index.html)

Policies that directly affect medical students include the following.

Emory students:

- May not accept gifts from industry, on or off the Emory campus (pens, pads, cash, food and drink, entertainment, books, software, etc.). Travel expenses are also considered a gift, and therefore prohibited.
- May not accept donations of medications.
- Must not disclose information regarding clinical trials of medical devices or drugs to any outside entity.
- Must not provide advice or training to industry regarding selling, marketing, or promoting of a company’s products.
- May not receive remuneration for listening to sales talks or attending industry sponsored education and training.
- May be part of interactions between industry representatives and faculty that concern research being done by the faculty member and industry, as long as the meeting does not include sales, marketing, or promotion.
• Must cooperate with inquiries from Emory administrative offices regarding compliance with these policies.
• Submit proposals for personal, external professional relationships with industry and other entities to the Dean for review and approval prior to engaging or receiving compensation for the activities.

Additional regulations in this policy include:

• Commercial Exhibits are prohibited in School of Medicine Buildings.
• Any book or educational material that is recommended by a faculty member who has a financial interest in the book or material must be approved by a committee formed by the faculty member’s chair.
• Faculty presentations to medical students and residents should disclose all their personal, professional financial relationships with industry in each presentation.

Any violation of this policy by a student will be considered unprofessional behavior and will subject the student to actions by the appropriate Progress and Promotions Committee or by a Conduct Committee appointed by the Executive Associate Dean for Medical Education and Student Affairs.

**Maintaining Academic Eligibility for Financial Aid**

An underlying requirement for all federal, state and institutional financial aid is the need for students to meet minimum academic standards. Students who do not meet these standards may lose their eligibility for financial aid (including loans) even if they meet all other requirements of the aid programs. Some students could lose their eligibility for financial aid even if their academic program allows them to continue with their studies. These minimum academic standards are part of the Financial Aid Satisfactory Academic Progress Policy. Please note that the Financial Aid Satisfactory Academic Progress Policy is distinct from the Satisfactory Academic Progress that governs progress and promotions.

**Financial Aid Satisfactory Academic Progress Policy**

This policy has been developed to ensure that the student financial aid programs meet or exceed requirements set forth by federal regulations governing Satisfactory Academic Progress for financial aid eligibility.

**Scope**

This policy applies to those students receiving Title IV federal aid, state aid and university- and school-funded aid.

Students may receive financial aid for a limited amount of time, depending on the standard length of their specific academic program. The general guideline is 150% of the required time to complete the program with full-time status. For example, a student in a four-year program must complete it within six years. Students attending part-time can have their time limit extended.
proportionately.

Students who do not meet this requirement will be suspended from financial aid eligibility.

**Completion of Course Requirements**

Students must complete with passing grades at least 75% of the credit hours for which they registered, paid fees for, and completed each academic year (fall through summer semesters). Students who fail to meet this 75% standard due to unsatisfactory or failing grades will be placed on financial aid probation. Any students on financial aid probation must complete 75% of all enrolled courses during the next academic year (fall through summer semesters), or they will be suspended from financial aid eligibility.

As soon as incomplete grades are changed to earned grades, the students’ financial aid probationary or suspension status may be lifted if the grades meet academic program standards.

**Progress and Promotion**

Each academic program has a Progress and Promotions Committee that meets regularly to review the academic progress of each student. If a Progress and Promotions Committee determines a student is not meeting the requirements leading to completion of the degree, that student will be placed on financial aid probation for one academic year.

Since the Committees are charged with evaluating students on character, professionalism, attitude and abilities in addition to academic achievement, the Committees may determine that a student is not making satisfactory progress even if the student is meeting the conditions of sections III and IV above. In the event a student is determined to not be meeting the program standards by the Progress and Promotions Committee, the Committee’s decision will prevail.

If a Progress and Promotions Committee deems that a student on financial aid probation is not meeting the program’s degree requirements at the end of the probationary year, the student’s financial aid eligibility will be suspended.

**Appeals of Financial Aid Suspension**

A student whose financial aid has been suspended may appeal by indicating in writing why he/she did not achieve minimum academic standards and what he/she will do to achieve these goals in the future. The letter should be directed to the Associate Director of Financial Aid and Scholarships in the School of Medicine. Each appeal will be considered on its own merit, and individual cases will not be considered as precedent.

The Associate Director of Financial Aid and Scholarships will meet with the Financial Aid Appeals Committee within one week of receiving the appeal letter. The Financial Aid Appeals Committee will consist of staff in the Office of Medical Education and Student Affairs. A majority of the Committee members present will make a decision on the merits of the appeal. The student will be advised of the Committee’s decision in writing within one week of the
appeal’s consideration.

A student whose appeal is denied by the Financial Aid Appeals Committee may appeal that
decision by writing a new appeal letter to the Executive Associate Dean for Medical Education
and Student Affairs. The Executive Associate Dean will make a decision within two weeks of
receiving the appeal letter and advise the Associate Director of Financial Aid of that decision.
The Associate Director of Financial Aid will notify the student in writing within one week of
receiving the Executive Associate Dean’s decision.

Reinstatement

A student shall be reinstated for financial aid eligibility at such time as he or she successfully
completes sufficient hours; has achieved an acceptable grade as set forth in this policy; or has
met the conditions imposed on him/her by the Progress and Promotions Committee.

It is the student’s responsibility to prompt the Associate Director of Financial Aid at the time of
meeting the requirements for reinstatement.

Enforcement

The Associate Director of Financial Aid and Scholarships shall have primary responsibility for
enforcing this policy. The Office of the Registrar, the academic programs and other offices that
maintain student information relevant to enforcement of the policy shall provide appropriate
information to the Associate Director of Financial Aid when necessary.

Private student loans with less favorable repayment terms may be available to cover living
expenses for students who do not meet the terms of the Financial Aid Satisfactory Academic
Progress.

Student Agreements, Consents and Releases

Students must release certain information, including protected health information (PHI), to the
Emory School of Medicine and allow the School of Medicine to provide this information to
Emory facilities and to any outside institution that requests verification of immunization status
prior to participation in any required, elective or voluntary clinical experience related to medical
training at Emory School of Medicine.

Students must allow the Emory School of Medicine to release information to other departments
of the University, such as Student Health Services and the Office of Financial Aid, in order to
verify or certify services, scholarship eligibility, or other items necessary for the continuation of
enrollment and to meet all state and federal health and safety requirements.

All students must also give their consent to be photographed and recorded. Many of the clinical
and professional skills assessments require that faculty and students view recordings of their
assessments together.
If a student should refuse to provide or revoke any of these consents or releases, the student should understand that such action may affect the student’s ability to meet the requirements for the degree and eligibility to graduate and participate in the national residency match.

These consents and releases must be provided by the student upon matriculation and will remain in effect throughout the student’s enrollment or until such time as consent is revoked, in writing, by the student.

**Personal Recording of Education Events**

Students are not permitted to record (either via audio* or video) any Emory School of Medicine educational event without prior express authorization of the faculty member. Violation of this rule may be deemed a violation of the Student Conduct Code; and improper use of any curricular material, including recordings, may constitute infringement of intellectual property rights.

(*as a proviso, audio recordings are permissible as part of the transcript service)

**Use Of Social Media**

Each student is responsible for his or her postings on the internet and in social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Inappropriate postings on the internet or social media will be considered lapses in the standards of professionalism expected of Emory academic health students. Students responsible for such postings are subject to the conduct code process as for other unprofessional behavior that occurs outside the academic setting and may face disciplinary actions including dismissal from the School of Medicine.

Students within the School of Medicine are urged to consider the following before posting any comments, videos, pictures, or essays to the internet or a social media site:

1. There is no such thing as an “anonymous” post. Furthermore, any posts or comments submitted for others to read should be posted with full identification. Where your connection to Emory is apparent, make it clear that you are speaking for yourself and not on behalf of Emory. A disclaimer, such as, “The views expressed on this [blog; website] are my own and do not reflect the views of my University or the School of Medicine” are required.

2. Internet activities may be permanently linked to the author, so that all future employment may be hampered by inappropriate behavior on the internet.

3. Making postings “private” do not preclude others copying and pasting comments on public websites. “Private” postings that become public are subject to sanctions described in the School of Medicine Conduct Code.

4. Do not share information in violation of any laws or regulations. Disclosing information
about patients without written permission of the patient and the School of Medicine, including photographs or potentially identifiable information is strictly prohibited. This rule applies to deceased patients also.

5. For Emory’s protection as well as your own, it is critical that you show proper respect for the laws governing intellectual property, copyright and fair use of copyrighted material owned by others, including Emory’s own copyrights and brands. Curricular materials developed by Emory faculty and staff or faculty/staff of other medical schools or educational institutions should not be used, distributed, or redistributed inappropriately. When in doubt, students should seek guidance regarding appropriate use of such materials.

6. Do not share confidential or proprietary information that may compromise Emory’s research efforts, business practices or security.

V. PROFESSIONAL CONDUCT

Section 1: Expectations

Overview

*Emory University is an institution dedicated to providing educational opportunities for its students, transmitting and advancing knowledge, and providing a wide range of services to students and to the general community.* To accomplish these objectives and responsibilities requires that the University be free from violence, threats and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of democratic and lawful procedure; and dedicated to intellectual integrity and a rational approach to the resolution of human problems.

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach; of scholars to engage in the advancement of knowledge; of students to learn and express their views.

Health professionals are privileged to serve in important and time honored roles as caregivers for other humans. These roles include physical and emotional dimensions that demand the highest degree of ethical behavior among our professions.

Ethical behavior includes, but is not in any way limited to *honesty, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, and concern for the welfare of patients:*

**Honesty** – Being truthful in communication with all others, while in the healthcare arena or in the community at large.
Maintenance of Patient Confidentiality – Restricting discussion of patient care to those areas where conversations cannot be overheard by others outside of the care team; refraining from disclosing patient identity to those not connected to the care of the patient; maintaining appropriate security for all paper and electronic patient records, whether in the patient care or research realms;

Trustworthiness – Being dependable; following through on responsibilities in a timely manner; maintaining the confidentiality of patient information.

Professional Communication and Demeanor – Being thoughtful and kind when interacting with patients, their families, other members of the healthcare team, and all others; refraining from intoxication; abstaining from the illegal use of drugs (both prescription and illicit drugs); maintaining civility in all relationships; striving to maintain composure under pressures of fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dress in attire that is reasonable and accepted as professional to the circumstances.

Respect for the rights of others – Dealing with all others, whether in a professional or non-professional setting, in a considerate manner and with a spirit of cooperation; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients’ modesty and privacy.

Personal accountability – Participating responsibly in patient care to the best of one’s ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if one is unable to perform clinical tasks effectively; complying with University Policies and Procedures in an honest and forthright manner.

Concern for the welfare of patients – Treating patients and their families with respect and dignity both in their presence and in discussions with others; avoiding the use of foul language, offensive gestures or inappropriate remarks with sexual overtones; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when one’s ability to function effectively is compromised and asking for relief or help; never administering care, in person or over the phone while under the influence of alcohol or other drugs (prescription or illegal); not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient; advocating for the best care of the patient, in context of that patient’s beliefs and desires.

Responsibility to duty – Effectively undertaking duties with alacrity [eagerness, enthusiasm and promptness are synonyms] and persevering until complete, or notifying a responsible more senior person of a problem; being punctual for class, small groups, rounds, conferences and other duties; timely notification of supervisory faculty, residents and Deans of absences or an inability to carry out assigned duties; seeing patients regularly and assuming responsibility for their care with appropriate supervision; identifying emergencies and responding appropriately; and being available to faculty or staff personnel when on duty.
Section 2: Emory University School of Medicine Conduct Code

Given the goals of the University as a place of academic freedom, and the School of Medicine as a site of training for highly ethical health care providers, a system is necessary to provide the proper balance between the academic freedoms allowed a member of the University and his or her responsibility as a citizen of the University community and a future health care professional. For this purpose and in accordance with the By-laws of the University, the President of the University has defined the interests of the University community to be promoted and protected by such a system and has delegated to the Executive Associate Dean for Medical Education and Student Affairs for the School of Medicine the responsibility of designing and maintaining a conduct code for Emory School of Medicine students.

The University community is necessarily pluralistic and its constituent elements varied and diverse. A system is necessary to provide the proper balance between the academic freedoms allowed a member of the University and his or her responsibility as a citizen of the University community. For this purpose and in accordance with the By-laws of the University, the President of the University has defined the interests of the University community to be promoted and protected by such a system and has delegated to the Executive Associate Dean for Medical Education and Student Affairs for the School of Medicine the responsibility of designing and maintaining a conduct code for medical and academic health students.

This Code may be reviewed annually and changes require the approval of the Executive Associate Dean for Medical Education and Student Affairs and review and approval by the Senior Vice President and Dean for Campus Life. Provisions of this Code may be revised, supplemented, or amended at any time by action of the appropriate University authorities.

From the time a student matriculates as a medical or academic health student into the School of Medicine until the day of completion of his or her degree program and graduation from Emory University he or she is considered a student of the School of Medicine and governed by the principles set forth within this Conduct Code.

The Emory University School of Medicine Conduct Code pertains to misconduct of medical and academic health students enrolled in the School of Medicine outside of an academic setting. Academic and professional discipline of students is not covered by this Code but rather falls within the jurisdiction of either the School of Medicine Honor Code or the Progress and Promotions Committee.

Basic Expectations/Inherent Authority

The primary purpose for the imposition of non-academic discipline in the School of Medicine setting is to protect and preserve the quality of the educational environment in the campus community. This purpose entails several basic expectations:

1. That the School of Medicine and the University at large assumes high standards of courtesy, integrity, and responsibility in all of its members;
2. That each student is responsible for his/her conduct and that continuation as a student is conditional upon compliance with the requirements of student conduct expressed or implied in this Code.

The School of Medicine reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Executive Associate Dean for Medical Education and Student Affairs is charged with the welfare of all medical and health professions programs students. Accordingly, in emergency situations, this individual has full authority to deal with student conduct according to the exigencies of the emergency and for its duration.

The School of Medicine is not designed or equipped to rehabilitate students who do not abide by this Code. It may be necessary to remove those students from the campus and to sever the institution’s relationship with them as provided in this Code.

The Senior Vice President and Dean for Campus Life is delegated responsibility pertaining to all student organizations and student government and, in conjunction with the Executive Associate Dean for Medical Education and Student Affairs, has the responsibility and authority to discipline such organizations whose members are students within the School of Medicine. From the time a student is accepted as a student into the School of Medicine until the day of completion of his or her degree program and graduation from Emory University he or she is considered a student of the School of Medicine and governed by the principles set forth above.

Confidentiality

Students’ conduct records are confidential and will not be released outside the University without the student’s specific written permission except as provided by applicable law. If a student is found to have violated the Conduct Code, the resulting sanctions can be included in the Student’s Medical Student Performance Evaluation (MSPE) which is provided to residency programs as part of application for residency. Conduct code violations and sanctions may also be reported to other agencies, such as the military, the federal government, licensing boards, and others if requested by the agency and accompanied by a signed release from the student.

Violations of the Law and This Code

Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this Code. Those accused of violations of this Code are subject to the disciplinary proceedings outlined in this Code while criminal, civil, or other internal proceedings regarding the same conduct are pending. Accused students may not challenge the disciplinary proceedings outlined in this Code on the grounds that criminal charges, civil actions, or other internal proceedings regarding the same incident are pending, may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. The University will refer matters to federal, state, and local authorities for prosecution when appropriate.
Prohibited Conduct

Each student may be subject to this Code whether misconduct occurs on University premises, at University or School of Medicine sponsored activities, or at any location off-campus when such conduct is brought to the attention of the University or the School of Medicine. It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. Violations of the Standards of Professionalism may also constitute “Prohibited Conduct” that is subject to this Code of Conduct. The following list includes but is not limited to conduct that may subject a student to disciplinary action:

1. Attempting, assisting, or encouraging any conduct as described below.
2. Causing physical harm to any person or causing reasonable apprehension of such harm.
3. Disorderly or indecent behavior including but not limited to destroying or damaging University property or the property of others.
4. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice or graphic means or making a telephone call anonymously whether or not a conversation ensues.
5. Violating the University’s Policy on Sexual Misconduct.
6. Violating the University’s Policy Statement on Discriminatory Harassment.
7. Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
8. Misrepresenting information or furnishing false information to the University or its representatives.
9. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
10. Providing alcoholic beverages to an individual under 21 years of age or to one, who is noticeably intoxicated, or possession or use of alcoholic beverages by an individual less than 21 years of age.
11. Unauthorized possession of an open container of an alcoholic beverage.
12. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.
13. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
14. Unauthorized use, possession, or storage of any weapon.
15. Unauthorized use or possession of fireworks of incendiary, dangerous, or noxious devices or materials.
16. Intentionally or recklessly misusing or damaging fire or other safety equipment.
17. Theft or misuse of property or services.
18. Substantially interfering with the freedom of expression of others.
19. Interfering with normal University or School of Medicine functions, University-sponsored activities, or any function or activity on University premises including but not limited to studying, teaching, public speaking, research, University or School of Medicine administration, or fire, police, or emergency services.
20. Disregarding or failing to comply with the directive of a hearing body or University official including a campus police officer acting in the performance of his or her duties.
21. Disregarding or failing to comply with the directive of an officer of the law acting in the performance of his or her duties.
22. Disrupting University or other computer systems; unauthorized alteration, disclosure, gaining or providing unauthorized access; or destruction of University or other computer system or material; improper access to University or other computer files and systems; or violation of copyright or proprietary material restrictions connected with University or other computer systems, programs, or materials.
23. The display or distribution of lewd, offensive, threatening or inappropriate material via paper or electronic means. Such material includes pictures, videos, or written content that portray oneself or others in a manner that brings dishonor to the profession of medicine.
24. Violating any government laws or ordinances, or of any University or School of Medicine rules, regulations, or policies including but not limited to the “Standards of Professionalism” set forth above. Such rules, regulations, or policies shall include but are not to be limited to the regulations and policies contained in the Campus Life Handbook, Information Technology Division (ITD) materials, Policy Statement on Discriminatory Harassment, Sexual Assault Policy Statement, School of Medicine Medical Student Handbook or Allied Health Student Handbook; regulations relating to entry (opening and closing hours) and use of University facilities; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.
25. Failure to report any arrests, criminal charges, positive results of drug tests or Criminal Background Checks (CBCs) that occur from the time of enrollment until graduation.

Conduct Procedures

Anyone wishing to report an alleged incident of misconduct under this Code may make such a report to the Executive Associate Dean for OMESA or to any Assistant or Associate Dean for OMESA. Reports generated by the Emory Police will be forwarded to the Assistant Dean for Campus Life and to the Executive Associate Dean for OMESA. The Executive Associate Dean for OMESA will make a determination as to whether or not an action should be taken in response to a report. If it is determined that further action should be taken, the Executive Associate Dean for OMESA will notify the student in writing that he or she must make an appointment for a preliminary meeting within five days of the date on the notice for the purpose of reviewing the report. Failure to schedule or attend this preliminary meeting will automatically
result in formal charges as described below.

Following this preliminary meeting, an investigator (faculty member) will be appointed by the Executive Associate Dean for OMESA to conduct an investigation to determine if the report has merit. The investigator may recommend the matter should proceed to formal charges or be disposed of administratively by agreement of the parties involved on a basis acceptable to the Executive Associate Dean.

If the matter is not so resolved, the Executive Associate Dean for OMESA will then meet again with the student and present the student with a letter stating the formal charges and a copy of all documents relevant to the case.

If a student admits to having violated the Code of Conduct as charged, the student shall have the following options as to how sanctions will be determined:

1. The student may waive his or her right to a hearing and have the Executive Associate Dean for OMESA determine the appropriate sanction.
2. The student may choose a hearing with a Conduct Committee appointed by the Executive Associate Dean for OMESA to determine the appropriate sanctions.

This selection shall be made in writing within five days and be recorded by the Executive Associate Dean.

If the student does not admit to having violated the Code of Conduct as charged, the charges will be referred for a hearing and a copy of all documents relevant to the case will be forwarded to the appropriate hearing body and the student involved.

If an accused student fails to respond to any notification in writing concerning the conduct process, his or her case will be automatically referred to a hearing with an ad hoc conduct committee.

The School of Medicine reserves the right to place a “hold” on the diploma, degree certification, or official transcripts of a student who has been charged with a conduct violation under the Code even though he or she may have completed all academic requirements. The diploma, degree certification, or official transcripts may be withheld until the conduct charges have been resolved and/or sanctions completed.

**Student Conduct Hearing Boards**

*School of Medicine Conduct Committee*

The School of Medicine Conduct Committee is an ad hoc committee appointed by the Executive Associate Dean for Medical Education and Student Affairs to hear non-academic medical or allied health student conduct cases. The Conduct Committee is composed of:

a. A Chair appointed by the Executive Associate Dean for the Office of Medical Education and Student Affairs (OMESA), who shall be a faculty member but not a voting member
of the Council and an alternate;
b. Two voting faculty members and one alternate;
c. One voting School of Medicine administrator (Dean, Director, Associate or Assistant Director) and one alternate;
d. Three voting student members (medical students or health professions students, determined by the school enrollment status of the student accused of misconduct) and one alternate.

The Conduct Committee must have a minimum of five members present in order to convene, two of whom must be faculty.

Hearing Procedures

The Executive Associate Dean for OMESA may require any student, faculty, or staff member of the School of Medicine to attend and/or testify at any hearing or meeting regarding a conduct matter that is covered under this Code.

Whenever a hearing is to be held regarding an alleged incident of misconduct under this Code, the accused student and the complainant, if any, shall be given at least seven (7) calendar days written notice of the charges alleged against the accused student and of the date, time, and place of the hearing.

The ad hoc Conduct Committee shall conduct the hearing. The committee may require witnesses to testify at the hearing who are students, faculty, or staff of the School of Medicine and who are available to attend. Rules of evidence that apply in courts of law shall not apply in such hearings. The hearing shall be closed to everyone except the hearing body, appropriate staff, the accused student, and the complainant, advisors to the accused student and the complainant, and witnesses during the actual time to their testimony.

An advisor of his or her choice may assist the accused student and the complainant. The advisor must be a member of the Emory University School of Medicine faculty or staff or a student currently enrolled in the School of Medicine. The Chair of the Conduct Committee will consider exceptions. The advisor may not be an attorney.

Both parties and/or their advisors are allowed to:

1. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the student or the advisor or the complainant fails to appear at the hearing, the hearing may be held in their absence.

2. Present tangible and documentary evidence and evidence by witness or by signed witness statements of witnesses who do not attend the hearing including the signed written statements of the complainant or the accused. If witnesses fail to appear, the hearing shall be held in their absence.

3. It is the responsibility of the accused student and of the complainant to notify any additional witnesses not called by the hearing body. Additional witnesses must have the prior approval of the Chair of the hearing body. All witnesses should be notified of the date, time, and place of the hearing.
4. Question all witnesses who give evidence at the hearing directly or through written questions presented through the Chair.

The Chair of the ad hoc Conduct Committee shall have final decision on what evidence may be presented and the tone of questioning. The Chair may decide to stop questions at any time.

**Hearing Decisions**

The decisions of the Conduct Committee as to both violation and sanctions are in all cases advisory to the Executive Associate Dean for OMESA and the Dean of the School of Medicine. The ad hoc Conduct Committee shall deliberate and decide whether the accused student has violated this Code. The hearing body may decide that the student is in violation of a less serious offense than that originally charged. A determination that a student has violated the School of Medicine Conduct Code requires a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

If the finding of a violation is determined, the hearing body shall be provided with the record of any previous disciplinary proceedings in which the student was found in violation. On the basis of the hearing and the student’s previous record, a decision will be made regarding sanctions by a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

A written decision will be issued from the hearing committee to the student within seven (7) days of the date of the hearing. The accused shall receive written notice of the outcome of the hearing which includes: (1) a statement of charges; (2) a summary of the facts in the case; (3) the decision; (4) a brief statement of the hearing body’s reasoning; and, if a violation is found, (5) sanction(s). The accused student will also receive information on the rights of appeal.

The Executive Associate Dean for OMESA shall review all decisions of the Conduct Committee. The Dean of the School of Medicine shall also review any decision resulting in a sanction of suspension or expulsion. The Executive Associate Dean and the Dean shall make a final decision regarding the recommendations of the Hearing Committee.

**Sanctions**

The following sanctions, singularly or in combination, may be imposed upon any student found to have violated the School of Medicine Conduct Code:

1. **Warning**: A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.
2. **Probation**: A written reprimand for violation of specific regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. **Restitution**: Compensation for loss, damage, or injury. This may take the form of service, monetary compensation, or material replacement.
4. **Discretionary Sanctions**: Work assignments or service to the School of Medicine, the University or the community.

5. **Suspension**: Separation of the student from the School of Medicine for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

6. **Expulsion**: Permanent separation of the student from the School of Medicine.

**Conduct sanctions** (5) Suspension and (6) Expulsion shall be entered permanently on a student’s record. Sanction (2) Probation shall be entered on a student’s record for the term of the probation. Any sanction may include mandatory referral to university-based resources for medical or mental health evaluation and treatment if necessary. An evaluation supporting the student’s re-entry to the medical school may be needed before re-entry into courses or clerkships.

**Appeal**

The accused student may appeal decisions rendered by the Conduct Committee to the Dean of the School of Medicine. To initiate an appeal, the accused student must submit a signed, written statement of the specific reason(s) to the Dean within seven (7) days of receipt of the hearing decision. The Dean will review the process and the decision to determine:

1. Whether or not the hearing was conducted in accordance with the procedures outlined in the Conduct Code;
2. Whether or not the interpretation of the code was appropriate;
3. Whether or not the sanction(s) imposed were appropriate.
4. After reviewing the documents pertaining to the case, the Dean will issue a written review of the hearing decision with a reasonable period of time from the receipt of the request for review.

The Dean will either:

1. Affirm the hearing decision;
2. Affirm the findings of the hearing decision but recommend a different sanction; or
3. Remand the case to the Executive Associate Dean for Medical Education and Student Affairs to assign a new ad hoc School of Medicine Conduct Appeal Board to conduct a new hearing.

**School Of Medicine Conduct Appeal Board**

The Appeal Board will be established at the time the Dean remands a case to the Executive Associate Dean for Medical Education and Student Affairs for conducting a new hearing. The Board shall be composed of:

1. One voting administrator appointed by the Executive Associate Dean for OMESA;
2. Up to three voting faculty members appointed by the Dean.
3. One voting medical or health professions student, depending on the status of the
accused, appointed by the Dean.

The Appeal Board shall follow the same guidelines as the initial hearing, reviewing the case independently, and make a final recommendation to the Dean. The decision of the Dean shall then be final. The Executive Associate Dean for OMESA shall review the recommendation of the School of Medicine Conduct Appeal Board to the Dean whose decision shall be final.

Notification and Retention of Records

The Executive Associate Dean for OMESA shall forward notification of all final action to the Dean. The Executive Associate Dean shall maintain files on all medical and allied health students’ conduct reports, records, and hearing proceedings according to procedures established by that office.

VI. PROGRAM & DEPARTMENTAL POLICIES / INFORMATION

Technical Standards for Admission and Graduation*

Students enrolled in the Bachelor of Medical Science, Medical Imaging Program must possess the physical, mental, and emotional skills indicated below.

1. The student must have sufficient strength, motor coordination and manual dexterity to:
   (a) Transport, move, lift and transfer patients from a wheelchair or stretcher to an x-ray table or to a patient's bed;
   (b) Move, adjust and manipulate a variety of radiographic equipment, including the physical transportation of mobile radiographic machines, in order to arrange and align the equipment with respect to the patient and the image receptor according to established procedure and standards of speed and accuracy; and,

2. The student must be capable of:
   (a) Handling stressful situations related to technical and procedural standards and patient care situations;
   (b) Providing physical and emotional support to the patient during the radiographic procedures, being able to respond to situations requiring first aid and providing emergency care to the patient in the absence of or until the physician arrives;
   (c) Communicating verbally, in an effective manner, with patients and personnel; and,
   (d) Reading and interpreting patient charts and requisitions for radiographic examinations.
3. The student must have the mental and intellectual capacity to:
   
a. Calculate and select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy; and,

   b. Review and evaluate the recorded images on radiographs for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure and other appropriate and pertinent technical qualities.

The director of the Medical Imaging Program welcomes questions or inquiries from individuals with disabilities regarding the standards and their application to each individual's unique situation. In each case, a determination can be made as to whether the individual is qualified for admission to the program and if reasonable accommodations can be made. While the Medical Imaging Program is prohibited by federal law from making inquiries about specific disabilities prior to admission, applicants who are selected for admission must be prepared to meet the performance standards in order to complete the program.

*Developed in compliance with Section 504 of the Rehabilitation Act of 1973.*

**Radiology and Imaging Sciences Department Conduct Requirements**

While working in the Department or any assigned area the student must conduct himself in a manner consistent with the ideals of the Program of Radiologic Technology. The student should:

1. conform in every way to the general policies of the Department of Radiology.

   **Policy #HR 201**
   Imaging Services
   Section: Department of Radiology and Imaging Sciences
   Policy Section: Human Resources

   **Policy Statement:**

   Department of Radiology and Imaging Sciences employees will display understanding, courtesy, tact and cooperation towards all patients, patient's family, visitors, physicians, and fellow employees at all times.

   **Scope/Procedure:**

   1. The Department of Radiology and Imaging Sciences is responsible for all employees under it's direction and shall insure that each employee provides prompt and efficient service in a courteous, professional manner.

   2. It is the responsibility of each employee to exhibit a friendly, helpful attitude to
provide the best possible service to our patients, patient's family and guests. This professional behavior shall not be limited to the employee's work area, but shall extend to the entire hospital.

3. Department leadership shall communicate to each employee the department's standard and expectations with regard to:
   A. Proper introduction.
   B. Responsiveness to requests for information or assistance.
   C. Telephone courtesy.
   D. Personal appearance and neatness of work area.
   E. Mutual respect and cooperation should be exhibited by each employee to everyone with whom they come into contact, e.g., patients, patient's family, management co-workers, medical staff and visitors.

4. All employees must meet the behavior and guest relations requirements or may receive disciplinary action to include suspension and/or termination.

2. conscientiously observe the ethical directives specific to the Department of Radiology and Imaging Sciences. The student is not to render interpretation of radiographs or reveal radiographic findings to patients, friends or relatives.

The following inappropriate behaviors will not be tolerated and may constitute disciplinary action or dismissal from the program:

1. Failure to complete clinical education satisfactorily.
2. Inability to maintain satisfactory grades and/or cutting classes.
3. Insubordination.
4. Alcohol or drug abuse while on duty or affecting duty.
5. Failure to develop those qualities considered essential to the ethical practice of radiography.

Guidelines for Professional Dress

Emory students, faculty, and staff are required to place a high value on personal behavior and appearance, including attire. The reasons are rooted in concerns for infection control, the facilitation of trust and good communication with patients and colleagues, and sensitivity to diverse cultural mores and attitudes. This section briefly describes standards for dress and appearance necessary to meet the service and safety objectives of placing patient comfort and welfare first, and the educational objectives of preparing the student to assume the role of a professional health care worker.

Patient trust and confidence in the health care provider are essential to excellent acute and chronic care. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence. Students should consider the cultural sensitivities of their most socially conservative patients and families. Student radiographers should present themselves in a manner that will demonstrate respect, inspire trust,
and ensure patient comfort. Recent trends in clothing, body art, and body piercing, which may be personally attractive in some social situations, may not be accepted by some patients and should not be worn or displayed by students of the School of Medicine in professional settings.

The following guidelines may help Emory medical imaging students establish a successful caregiver-patient relationship.

**General Standards:**
For security purposes, nametags or badges should be worn at all times. Good personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene. Avoid excessive, distracting perfumes or colognes that may precipitate allergic responses or be sensitizing to patients or colleagues.

**Classroom and Clinical Attire:**
When contact with patients or colleagues is part of the educational experience, students are expected to dress professionally. This includes instances of actual patient encounters in the hospital or clinic or lectures/classes in the program classroom. Neat, clean, and professional attire—including a nametag when in hospital or clinic—are minimal requirements. Avoid dress or attire that could be potentially offensive to the public, your peers, patients, or faculty. The specific dress code is outlined in the Medical Imaging Program, *2014 Clinical Handbook*.

**Personal Relationships**

**ADMINISTRATION:** The student is expected to demonstrate loyalty and generous cooperation, so that the Emory HealthCare system may fulfill the obligation of adequate patient care.

**PHYSICIANS:** To the radiologist the student owes loyalty and obedience in all matters pertaining to the department of which they are the directors. He/she also owes him/her the respect and courtesy due a member of the medical profession. Specifically:

a. Always address him/her by the title "Doctor";
b. Willingly conform to his/her directives; and
c. Graciously accept his/her corrections.

To all other physicians using the clinical facilities, he/she owes the same respect and prompt, cheerful service.

**FACULTY AND STAFF:** To the department faculty and staff falls the responsibility of seeing that order and conformity prevail in the department; therefore, the student should readily attend their assignments and directions.

**PATIENTS:** The students should endeavor to instill within themselves the highest ideals of charity toward the sick. Moreover they should:
a. Treat the patients with a warm and friendly approach, but with reserve.
b. Clothe them and perform all examinations with due regard to modesty. The patient should always have an x-ray gown and be properly covered.
c. Explain all procedures, answer the patient’s questions and have the courtesy to give them the feeling of personal contact.
d. Carefully watch the aged, unconscious, mentally ill, and children.
e. Anticipate patients’ needs and handle them with due regard to their condition.

Confidential Information

Confidential information learned about a patient in the exercise of your duty must be regarded as a sacred trust and may never be divulged. By your work and professional relationships with the patients, you will learn many things about their illness, treatment and even their personal lives. This INFORMATION SHOULD NOT BE DISCUSSED WITH ANYONE either inside or outside the hospital. Students will be required to attend HIPAA training and sign a confidentiality agreement that will be maintained in the student’s file throughout their tenure in the program.

Personal Visitors

You are not permitted personal visitors during class or clinical hours. If you wish to have anyone visit the department, permission must be obtained. This rule applies to all clinical assignments.

Telephone Etiquette

Good telephone habits can give people the feeling that they are receiving our interest, that we are serving them and that we are friendly, helpful and considerate. Let these principles be your guide in using the department phones:

1. Answer promptly with the standard greeting:

   “Thank you for calling the “clinical setting”, Department of Radiology. This is “your name”. How may I help you?”

2. Transfer calls tactfully;
3. Give accurate and careful answers; and
4. Hang the receiver up carefully.

Because of limited telephone facilities and the need for the telephone in connection with proper care of patients, personal calls are not permitted while in clinical rotations, except in emergency situations.
You can be reached in case of an emergency by giving outside callers the following contact information:

- **Program Office**
  - (404) 712-5005
  - med.imaging.program@emoryhealthcare.org

- **Dawn Couch Moore**
  - (404) 727-3200
  - lmoore@emory.edu

- **Barbara Peck**
  - (404) 712-7823
  - (404) 686-5500 #14077 (pager)
  - bpeck@emory.edu

- **Ted Brzinski**
  - (404) 712-1229
  - (404) 686-5500 #15887 (pager)
  - ted.brzinski@emory.edu

- **Kimberly Cross**
  - (404) 712-0294
  - (404) 686-5500 #16413 (pager)
  - Kgreen6@emory.edu

- **Tiffany Whitley**
  - (404) 712-2167
  - Tiffany.whitley@emory.edu

- **Lamiis Khalifa**
  - (404) 712-1228
  - lkhalif@emory.edu

- **Candice McLean**
  - (404) 712-1160
  - candice.mclean@emoryhealthcare.org

**Telephone dialing instructions:**
- To reach the Emory Operator: Dial "0"
- On-campus calls: Dial 7, 8 or 2 plus the last four digits.
- Off-campus calls: Dial "9" and the local number.

**Cell Phone Policy**

All students must turn cell phones off during all educational activities (Class, lab, clinical assignments). These devices are disruptive to the educational activities and should only be activated during breaks. **Students may have cell phone with them in the clinical education setting; however, the phone should be turned off or to a silent mode.** Cell phones should NEVER ring or be answered when a student is participating in clinical or class activities. Violation of this policy will result in disciplinary action.
Outside Employment of Students

The schedule of studies in the School of Medicine, Medical Imaging Program requires the full time commitment of the student. The administration, therefore, views with disfavor outside employment that may interfere with the quality of academic performance. It is recommended that students discuss their situation with the program director before accepting outside employment. It is also recommended that students never accept a position that requires more than twenty (20) hours of work per week.

Snacking and Smoking Areas

Smoking is no longer permitted on the Emory campus. Gum is never chewed when there might be patient contact. Food is never eaten where there might be patient contact. All food must be restricted to the lounge area in each clinical department.

Bulletin Board Notices

Check the bulletin board located in the Student Commons Area occasionally. Schedule changes, continuing education notices, job opportunities, and other pertinent information will be posted.

Professional Society Membership

Professional society membership allows the student the opportunity to become aware of trends in the profession, to make professional contacts, to become aware of new imaging techniques, and to make new friends. The Atlanta Society of Radiologic Technologists is the local professional organization. The Atlanta Society holds quarterly scientific meetings and your attendance is encouraged. Program faculty members also recommend that you join the Georgia Society and the American Society of Radiologic Technologists, in addition to the Atlanta Society.

Inclement Weather Policy (ABBREVIATED)

Delayed Openings: In cases of delayed openings, the entire University will be open and operating at a specific time to be announced by 5:30 a.m. on local radio and television stations. If it is not possible to specify an opening time, but it is expected that the University will open at some point during the day, an announcement to this effect will be made.

University Closing: In the case of delayed opening or closing, the University Provost will contact the Director of the University News and Information Office, who will contact the local media. The University News and Information Office will contact the following stations: Radio: WSTR, WZXL, WSB AM and FM, WCNN, WGST, WFOX, WYAY, and WAOK. Television: WAGA, WXIA, WSB, and WGNX. The Provost will also contact others in an officially established phone chain who will, in turn, contact other offices in the University. You can call 404-727-1234 to confirm the hours of university operation. In cases of inclement weather, an e-mail notice will be sent to all students. Please check your university e-mail to confirm the cancellation of class or clinical assignments.
VII. PERSONNEL

School of Medicine

DEAN
Christian P. Larsen, MD, DPhil
James B Williams School of Medicine
100 Woodruff Circle, Suite 423
Atlanta, GA 30322
(404) 727-5631

Office of Medical Education and Student Affairs (OMESA)

The Office of Medical Education & Student Affairs
James B. Williams School of Medicine
100 Woodruff Circle, Atlanta, GA 30322
Main Line – (404) 727-5655

OMESA Central Office - Third Floor, Room P375 – (404) 727-5655

ExCEL- The Emory Center for Experiential Learning:

Simulation Lab in Suite B 31 – Main Line – 404-727-8961
OSCE Clinical Skills Lab in Suite 318 – Main Line – 404-712-9925

The Executive Associate Dean directs the Office of Medical Education and Student Affairs (OMESA) for Medical Education and Student Affairs. Matters concerning the curriculum of the School of Medicine as well as admissions, clinical education, multicultural affairs, medical student financial aid, academic counseling, student orientations, grades and evaluations, academic progress and promotions, student life and student advocacy, tutoring, National Board subject examinations, US medical licensing examinations, special events and classroom space monitoring and scheduling fall under the aegis of this office. In addition, personnel in this office maintain all medical student files.

Personnel within Medical Education Services assist in promoting student advocacy and facilitate the day-to-day life of students in the school of medicine. Areas such as curriculum coordination, access to student health including immunization tracking, campus life and student activities, student facilities, library access, classroom space and scheduling, summer research projects, and summer job opportunities are handled here.

OMESA oversees all standardized tests administered to medical students and is the liaison for medical students to the Office of Disability Services and Compliance of Emory University. OMESA serves as a liaison for medical and allied health students with the University Registrar and Financial Aid Offices. Guidelines are maintained and interpreted regarding student records, and statistical data on student demographics is maintained here. This involves coordinating and
maintaining records to ensure that students meet criteria for graduation. This office facilitates National Board examinations and records and documents final course grades. This office also assists in identifying and addressing information technology issues related to admissions systems, student information systems, websites, and Peoplesoft and is responsible for providing various reports such as enrollment and demographic reports.

OMESA is the primary resource for financial aid matters and serves as the liaison for the Dean’s Office to the University Office of Financial Aid. All need-based, merit-based, and service-based scholarships are tracked through this office, as well as grants and loans including emergency loans.

**Administrative Faculty:**

**J. William Eley, M.D., M.P.H.**  
**Executive Associate Dean**  
Office of Medical Education & Student Affairs  
James B. Williams School of Medicine  
Fourth Floor – Suite 453  
Associate Professor, Winship Cancer Institute  
(404) 712-9979

**Administrative Staff - Emory Campus:**

**Mike Behler**  
**Associate Director of Financial Aid, Scholarship and Students Affairs**  
Office P382  
Direct Line: (404) 727-5683  
mbehler@emory.edu

**Mary Kaye Garcia**  
**Associate Director of Registration and Students Affairs**  
Office P380  
Direct Line: (404) 712-2991  
marykaye.garcia@emory.edu

**School of Medicine Information Technology Services (SOMITS)**

The School of Medicine’s Information Technology Services Department collaborates with OMESA in the delivery of student support services. Information Technology Services’ primary objective is to manage and maintain technology utilized for the delivery of the School of Medicine’s curriculum.

For help with Emory University School of Medicine’s IT Resources: Student Computing, Equipment Checkout, Public Printing, SOM Computer Labs, Mobile Video Conferencing, Audio
Please call:

School of Medicine Information Technology Services 404-727-6648

Web: med.emory.edu/help

Email: meded-help@emory.edu

Hours: Monday - Friday, 8 am - 5 pm.
(Standard Support Hours Exclude Emory Observed Holidays)

SOMITS Student Contacts: For Help and Service 404-727-6648

Dettrick Barnes, Curricular and Student Support Lead
dettrick.barnes@emory.edu
404-727-5267

Jess Bowling, Sr. Application Analyst
jbowlin@emory.edu
404-712-8824

Jon Hamilton, Manager, Audio Visual
jon.hamilton@emory.edu
404-712-1563

Tracy Daniels–Terry, Information Technology Manager
tracy.daniels-terry@emory.edu
404-727-9860

Medical Imaging Program
Faculty, Staff and Students

Carolyn Meltzer, M.D.
Professor and Chairman
Radiology and Imaging Sciences
Emory Healthcare

Dawn Couch Moore, M.M. Sc., R.T. (R)
Assistant Professor
Program Director
Medical Imaging Program

Barbara Peck, M.B.A., R.T. (R)(QM)
Clinical Coordinator
Medical Imaging Program

Ted Brzinski, M.E. S., R.T.(R)
Instructor
Medical Imaging Program
Kimberly Cross, M.S.R.S., RT(R)  
CT Instructor  
Medical Imaging Program

Tiffany Whitley, B.M.Sc., RT(R)(MR)  
MR Instructor  
Medical Imaging Program

Lamiis Khalifa, B.M.Sc., R.T. (R)(MR)  
Instructor  
Medical Imaging Program

Candice McLean  
Program Administrative Assistant

Senior Students:  
Courtney Bailey Richardson  
Sarah Basadre  
Tevin Cummings  
Amanda Dickey  
Abigail Gaitiu  
Andrea Isshak  
Christina Spearman  
Alyssa Templeton  
Tram Vu  
Matt Whitworth

Junior Students:  
John Agnew  
Terina Assouad  
Sara Bruey  
Ashley Clanton  
Zachary Conrad  
Katie Guiffreda  
Tylesha Lockett  
Michelle Munn  
Sonny No  
Tony Peterson  
Ashley Waters

VIII. GENERAL ACADEMIC POLICIES

Registration

All students must register on the dates indicated in the Academic Calendar. Registration information may be obtained from the program office. **Students who do not complete registration on registration day are charged a late fee of $150.00.** After the last date in the Academic Calendar for changing courses, registration may be allowed only by joint consent of the director, the registrar and instructors concerned. After 10 calendar days have lapsed from the date classes begin, registration is not permitted.

Tuition is due and payable at registration for each semester. Payment plans are available during the fall and spring semesters. For information contact Student Accounts.
Cancellation and Withdrawal

Registration may be canceled during the first week of classes. See the Academic Calendar for the precise date each semester. Cancellation of registration means that no deficiencies will be noted on the student's transcript.

After the first week of classes, a student who wishes to leave the University must go through a withdrawal procedure. Honorable dismissal requires that this procedure be followed. Withdrawal forms may be secured at the Office of Medical Education and Student Affairs.

Refunds of tuition are only partial. A student may cancel registration within the first week of the semester (first five class days), in which case only the deposit will be forfeited (or $25.00 if no deposit was required). After the first week of classes, a student may voluntarily withdraw; the forfeit in withdrawal increases progressively but is not less than for cancellation as a minimum. There is no refund of tuition after approximately five weeks. No refund is given if a student drops only a part of the course work for which he registered after the last day for approved schedule changes as specified in the Academic Calendar. There is no refund for a student who is dismissed from the program.

Readmission of students following withdrawal for medical reasons requires medical clearance by designated University health official.

A student who withdraws may not continue living in University housing or participate in student activities and is ineligible for University health services.

A student's continued enrollment at Emory University is a privilege based not only on a satisfactory scholastic status, but also upon good emotional health. If, in the opinion of the Dean of a student's school, the student demonstrates evidence of an emotional disorder, the student may be referred by the Dean to the University Student Health Service for psychiatric evaluation. Refusal to obtain a psychiatric evaluation, when properly requested to do so, or determination by the University Health Service that withdrawal would be in the best interest of the student and the University shall be cause for involuntary withdrawal of the student from the University by the Dean.

Withdrawal in such cases shall normally incur no academic penalty for the term in which the student is enrolled; and tuition refund, if any, shall be based on the schedule established for voluntary withdrawal. The Dean shall inform the student in writing of the effective date of the involuntary withdrawal, and shall explain in writing the procedure for application for readmission to Emory University.

Application for readmission after withdrawal for psychiatric reasons will require evaluation by the University psychiatrist. A person seeking readmission may choose to submit a written report from his/her own psychiatrist at the individual's own expense. In no case shall readmission be granted after psychiatric withdrawal without the approval of the University Health Service.
Class and Examination Attendance

Attendance at all scheduled classes is expected, but specific requirements are at the discretion of individual course directors. **Daily attendance on clinical clerkships is mandatory. Attendance is also mandatory for all tests, final examinations, and certification examinations.** Students are responsible for being present at the beginning of all examinations. Exams will begin **ON TIME**; students who arrive after an examination has begun may be refused admission to the examining room, thus jeopardizing their course grade. Requests for rescheduling or delaying examinations will not be considered except in cases of documented medical or family emergency. Deferred examinations must be taken at the time specified by the major professor of the course. Failure to take a deferred examination will result automatically in the grade of "F".

Reporting Of Absences

**Students must report absence from examinations or from daily clinical clerkship duties and reasons thereof, as soon as possible to the Program Office and to the faculty member responsible for the course or clerkship.** When it is known in advance that attendance will not be possible, notification should be made before the day of absence. If the faculty member cannot be reached, the Program office should be asked to notify them.

**When absence due to illness extends beyond 48 hours, a signed physician's report will be required** (from the Student Health Service or from the student's personal attending physician). This is done primarily for the student's protection against any accusation of neglect or indifference, as well as to ensure students, in the case of illness, seek proper health care.

University Policy Statement on Religious Observances

The School of Medicine, Medical Imaging Program recognizes that excellence in medical education cannot be dependent solely upon any calendar, since patient illness respects no calendar, be it secular or religious. Faculty members recognize, however, that some students may have special needs in the scheduling of tests, final examinations, and clerkship duties because of religious beliefs and practices. **To this end, individualized requests should be directed to course directors at least 15 days in advance of any conflict.**

During clinical assignments, when the schedule of patient care and clinical conferences conflicts with a student’s religious observances, the student should arrange substitutions and make-up work in consultation with, and in agreement with, the Clinical Coordinator. Due to the “non-scheduled” nature of the clinical training, each student is expected to recognize his/her own personal responsibility for patient care and his/her own learning experience. Preparing students to assume the responsibility for patient care is the nature of clinical training and is critical to students’ professional training.
Grading System

A student's continued enrollment in the Medical Imaging Program is dependent upon satisfactory scholastic achievement. The criteria used in determining whether a student's scholastic standing is satisfactory are described in this section.

Grading Scale:

The following system of grading is used except for courses where special permission has been granted to use Satisfactory (S) and Unsatisfactory (U):

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Letter Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>2.0</td>
<td>C</td>
<td>75 – 79</td>
</tr>
<tr>
<td>1.0</td>
<td>D</td>
<td>70 - 74</td>
</tr>
<tr>
<td>0.0</td>
<td>F</td>
<td>&lt; 70</td>
</tr>
<tr>
<td>0.0</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>0.0</td>
<td>IF</td>
<td>Incomplete Fail (Work not completed within allotted time)</td>
</tr>
<tr>
<td>0.0</td>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>0.0</td>
<td>WF</td>
<td>Withdrawal Fail (Average &lt; 70 at time of withdrawal)</td>
</tr>
</tbody>
</table>

To compute a grade-point average (GPA), first identify the classes or semester to include in the calculation. Then, for each course, multiply the quality points earned times the number of credit hours attempted on a letter grade basis. Lastly, divide that total by sum of the credit hours attempted. Courses with a grade of S, U, W, or WU are not used in calculating the grade point average. Courses with a grade of IF or WF are counted as F when calculating the grade point average.

Tentative Grades:

When assigned work is not satisfactorily completed during a prescribed period, a grade of “I” (Incomplete) may be given if the instructor so desires. If the work is not subsequently completed within one year or a time period prescribed by the course instructor, a final grade of “F” or “U” will be entered on the record. The grade of “I” may be changed to a “W” in special circumstances of extended illness or injury.

Grade Appeals:

Students are encouraged to discuss evaluations and final grades with the course director. If a student wishes to appeal a final grade or evaluation, this should be presented in writing to the Program Director, within 30 days of receiving the grade. The appeal may be based on the
process that leads to the final grade/evaluation and/or questions of factual content of the evaluation process. The Program Director will then review the basis for the appeal of the final evaluation and/or grade. The Program Director may review the final grade or evaluation in terms of 1) the process that led to the final grade/evaluation, and/or 2) questions of factual content that led to the final grade/evaluation.

Upon review, the Program Director may find that there is no basis, based on process or factual content, for a change of final grade or evaluation. Alternatively, the Program Director may recommend that the course director consider any of the following: 1) for questions regarding factual content, the Program Director may recommend that the course director submit the questions and answers to a group of faculty in the field for review; 2) for questions regarding process or factual content, the Program Director may suggest additional assessment of student performance and subsequent reconsideration of the evaluation/grade; or 3) The Program Director may suggest a change of grade/evaluation. The course director will then consider the recommendation made by the Program Director and submit a written response to the Program Director and a re-considered final grade/evaluation. After review by the Program Director and submission of the re-considered grade/evaluation, the student may appeal any decision to the Program Grade Appeal Committee. The student may further appeal the Program Grade Appeal Committee decision to the Executive Associate Dean of the Medical School. The decision by the Executive Associate Dean of the Medical School shall be final.

Requirements For Continued Enrollment

A student's continued enrollment at Emory University is subject to the decision of the program’s Progress and Promotions Committee that satisfactory academic progress is being made, that rules of the program and University are being complied with, and that the best interests of the school and other students are being served. The Progress and Promotions Committee may, at their discretion and irrespective of grades, declare probationary status for any student who, in their opinion, is not properly utilizing time and talents or not adhering to program and university policies.

Academic Standing and Academic Dismissal:

Students earning a grade of “D” in any medical imaging course will be required to retake the course in which the “D” was earned. Achievement of a grade of “C” will be required when the course is repeated; however, the initial grade of “D” will remain on the student's official transcript. Repeating a course means the student will have to interrupt the program of full-time study and graduation will be delayed for one year. During the intervening year, individualized plans of study will be developed jointly by the student and the Program Director.

Achievement of two or more grades of “D” in medical imaging courses will automatically result in exclusion from the program.

Achievement of one grade of “F” or “IF” in any medical imaging course will automatically result in exclusion from the program.
Students experiencing academic, clinical or personal difficulty may withdraw from a course. Withdrawals will only be granted prior to mid-term and a grade of W (withdrawal without penalty) or WF (withdrawal failing) will be assigned as appropriate. Withdrawing from a course means the student will have to interrupt the program of full-time study and graduation will be delayed for one year. During the intervening year, individualized plans of study will be developed jointly by the student and the Program Director.

**Grade Point Average Requirement:**

A 2.0 average must be maintained in each semester to remain in good academic standing and to continue in the program.

A cumulative GPA of at least 2.0 (didactic and clinical) is required for graduation.

**Readmission Policy:**

Students requesting to return to the program after a leave of absence must request readmission, in writing, to the Program Director. A student returning to the program after a leave of absence of one year or less must follow the following policies and procedures:

1) The student must enroll as a part-time student in the semester prior to their re-enrollment as a full-time student. In this semester the student will enroll in Independent Study. This will allow the student the opportunity to become reacquainted with the clinical and classroom environments.

2) The student must take written exams covering major content areas (both general radiography and minor track) taught in previously taken courses. The student must make a grade of 75 or better on each exam.

3) The student must take skills tests covering all competency procedures learned in previous semesters. This includes:

   a) Simulation on all previous procedures. (Minimum score of 80)
   b) Completion of performance objectives. (Minimum score of 75)
   c) Completion of clinical quizzes. (Minimum score of 75)
   d) Completion of one prerequisite exam followed by competency evaluation for all competency examinations previously completed (both routine and final competency exams). (Minimum score of 80-routine competency exams; 90- final competency exams).

Students absent from the program for a period of greater than one year must re-enroll at the beginning of the course of study. Class size is limited by the accreditation agency and clinical capacity. Readmission will be considered only if there are positions available.
Students requesting to return to the program after a leave of absence must request readmission, in writing, to the Program Director. A student returning to the program after a leave of absence of one year or less must follow the following policies and procedures:

1) The student must enroll as a part-time student in the semester prior to their re-enrollment as a full-time student. In this semester the student will enroll in Independent Study. This will allow the student the opportunity to become reacquainted with the clinical and classroom environments.

2) The student must take written exams covering material taught in previously taken courses. The student must make a grade of 75 or better on each exam.

3) The student must take skills tests covering all competency procedures learned in previous semesters. This includes:

   a) Simulation on all previous procedures. (Minimum score of 80)
   b) Completion of performance objectives. (Minimum score of 75)
   c) Completion if clinical quizzes. (Minimum score of 75)
   d) Completion of one prerequisite exam followed by competency evaluation. (Minimum score of 80).

Students absent from the program for a period of greater than one year must re-enroll at the beginning of the course of study. Class size is limited by the accreditation agency and clinical capacity. Readmission will be considered only if there are positions available.

**Exclusion**

Achievement of two or more grades of “D” in medical imaging courses will automatically result in exclusion from the program.

Achievement of one grade of “F” or “IF” in any medical imaging course will automatically result in exclusion from the program.

A student who is excluded under these rules will not be eligible to attend for the next regular semester. The Program’s Progress and Promotion Committee and Admission Committee will act upon a petition for readmission for any subsequent semester.

**Satisfactory Academic Progress**

A student is considered to be making satisfactory academic progress as long as a G.P.A. of 2.0 or better for completed courses is earned. **All students will be able to review grades via Blackboard throughout each semester. Students who are at risk of failing will receive counseling at the mid-point and end of each semester to review their status in each course.**
Transfer of Credit Policy

Students enrolling in the Medical Imaging Program must transfer a minimum of 30 semester (45 quarter) hours of core curriculum coursework into the university system. Core curriculum courses taken to satisfy admission and graduation requirements must be taken at a regionally accredited institution (COC: SACS equivalent). Graduates of foreign institutions must present transcripts of at least one full academic year (preferably in the sciences and in English) from an accredited college or university in the United States or Canada. Only courses with a grade of "C" or higher are eligible for transfer.

Students already enrolled in a medical imaging program who wish to transfer into the Emory University Program will be evaluated on an individual basis. Only students who are currently enrolled in a degree granting, JRCERT accredited program are able to transfer. Only courses with a grade of "C" or higher are eligible for transfer. Transfer students may require a longer time to complete the course of study.

Application For Degree

Formal application for degree must be made to the Director of the Office of Medical Education and Student Affairs. An on-line application will be available for that purpose at the beginning of the semester in which the degree is to be conferred (see Academic Calendar). A candidate for a degree must be present at commencement unless excused.

Graduation Requirements

Students must have satisfactorily completed all academic and clinical courses in the program of study in order to graduate. All clinical competency requirements must have been met in order to graduate. A cumulative academic and clinical GPA of 2.0 must also be maintained in order to graduate.

Official Transcripts

Students are kept informed whenever any question is raised regarding the quality of their academic performance or their professional conduct. Program faculty members report course grades to the University Registrar for permanent records. At the end of each semester, students can login to the Emory Home Page (www.emory.edu) and access the OPUS system to obtain their course grades, accumulated hours of credit, and grade point average.

Directions for requesting transcripts can be found at http://www.registrar.emory.edu/Students/Transcripts/index.html.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their federal education records. Detailed information pertaining to FERPA and other regulations regarding student records may be found in the Campus Life Handbook, which is found at http://www.emory.edu/CAMPUS_LIFE/about/handbook.html.
Letters Of Reference

Without exception, all requests for letters of reference or for completion of forms relating to academic performance and/or personal qualities require written authorization from the student (or graduate) for release of such information. This also applies to requests for information from faculty or administrative officers. Students have the right of access to letters or statements giving such information unless, in the authorization for release, the student waives this right and agrees that the information to be sent is to be held confidential. Confidential references are often requested by agencies or institutions to which students apply for aid or for a position.

Student Files

The official record of each Emory student is maintained in the Office of the Registrar. To assist in evaluating the progress of students in obtaining their education, additional records are kept in the Program Office and the Office of Medical Education and Student Affairs under the direction of the Executive Associate Dean for Medical Education/Student Affairs. It is the policy of Emory University School of Medicine that these records are kept secure and are not available to anyone other than faculty members and administrators of the school who have an appropriate need to review a student’s attendance or progress. A student may be granted permission by the Program Director to review the contents of his/her record. While students are enrolled in the School of Medicine, the student folder may contain the following:

- official transcripts
- admissions application
- SAT and/ or ACT scores
- letter of acceptance
- unofficial transcript
- clerkship evaluation forms
- immunization records
- documents of external or internal awards
- military documents including reimbursement forms
- letters concerning probation, deceleration, leave of absence
- failure to be promoted, or disciplinary actions

Notes concerning health problems are not made a part of a student’s permanent record unless said health problems influence academic or clinical performance. No information concerning performance will be released to external requests without the signed permission of the student or graduate.

IX. ACADEMIC CONDUCT STANDARDS

Classroom Etiquette

In order to maintain an environment conducive to learning and to promote order, the following is a summary of proper classroom etiquette that must be followed by all students. Any behavior that creates discomfort in your classmates is inappropriate as it interferes with their right to participate fully in the learning process. Furthermore, many of the behaviors presented may be
viewed as disrespectful by the instructor.

**Punctuality**
At the scheduled start time of a class, students are expected to be seated and ready to learn. Late arrival is annoying and disruptive. If a student is late, they should enter the room quietly and sit in the back of the room.

**Questioning**
Questions enhance the learning process and provide opportunity for clarification of concepts. Questions benefit the entire class when they are relevant to the materials being presented. Students should follow the guidelines below when asking questions:

- If a student has a question, they should raise their hand and wait for recognition by the instructor.
- Questions should be asked in a respectful manner. Challenging or argumentative tones do not promote scholarly discussion and adversely affect the learning process.
- Students should not ask questions of another student or have whispered conversations while the instructor is speaking. This type of behavior is rude and distracting.

**Computer Use**
Computer use during class is acceptable as long as it is directly related to the subject matter being learned. Off-task use of computers (checking e-mail; surfing the net; working on assignments for other classes, etc.) is unacceptable, disrespectful, and will result in the student’s loss of computer privileges for the remainder of the semester.

**Mutual Respect**
Students should follow the guidelines listed below to assist in the maintenance of an open and cooperative learning environment.

- Be considerate of the feelings of others.
- Use appropriate language. Profanity or demeaning language is not acceptable.
- Respect the opinions of others (both students and faculty members) in the class, even if you disagree with them.
- Share ideas and opinions. Sharing ideas and opinions in a respectful way is healthy; however, telling other students how to behave or what to believe or do is inappropriate.
- When debating an issue, challenge the issue, not the other individual.
- Do not exhibit disruptive behavior in class. Examples of unacceptable behavior include, but are not limited to, the following:
  - Expressions of boredom (Heavy sighing, exaggerated yawning, etc.)
  - Sleeping
  - Talking inappropriately
  - Arguing
  - Off-task computer usage
Students exhibiting disruptive behavior may be asked to leave the class.

**Participation/Assignments/Testing**

Students are expected to be prepared for class each day. Reading and homework assignments should be completed **prior to class**.

Calculators should be brought to class every day in certain courses. Students will be notified at the beginning of the semester if this is a requirement. Students should not ask to borrow the instructor’s calculator or to use their phone as a calculator.

Students are expected to submit quality work by the assigned deadlines. Student grades will reflect the quality and timeliness of assignments.

Students are expected to exhibit honesty in all academic matters.

Each in-class exam or quiz has a specific time limit. If a student completes the test prior to the time limit, they should either sit quietly or leave the room quietly. Students should not leave and re-enter the room as this is distracting to those still testing.

**Grades**

Each student’s grade on an assignment or test is private. It is inappropriate to ask another student about their grades. If a student wishes to share this information, they will do so voluntarily.

Student grades reflect performance. Students who have questions about an assignment grade should meet with the course instructor after class to discuss the situation.

**Academic Health Professions**

**Student Honor Council and Code**

I. **PREAMBLE**

The students, faculty, and administration of the Emory University School of Medicine join together in support of this HONOR CODE for the purposes of (a) providing an atmosphere of mutual trust, concern, and respect; (b) fostering honorable and ethical behavior; and (c) cultivating lifelong professional conduct.

To promote this purpose, matters regarding misconduct of an academic nature shall fall under the jurisdiction of the Honor Code, while other aspects of a student’s professional education will be covered by the guidelines stated in the Student Conduct Code.

Students enrolled in the Emory University School of Medicine, Academic Health Professions Programs are required to uphold the Honor Code.
II. STATEMENT OF THE HONOR CODE

A. Any action indicating lack of integrity or dishonesty in academic matters is considered a violation of academic ethics. Such offenses include, but are not limited to, engaging in or attempting to engage in cheating, plagiarism, sabotage, falsifying or manipulating data, or knowingly passing off work of another as one’s own.

1. Cheating includes knowingly acquiring, receiving, or passing on information about the content of an examination prior to its authorized release or during its administration, provision or utilization of unauthorized aids, or impermissible collaboration.

2. Plagiarism is defined as the act of incorporating into one’s own works the work or expression of another without appropriately and adequately indicating the source.

3. Sabotage is defined as intentional and malicious actions that impair another student’s academic performance.

4. Falsifying or manipulating data is defined as the act of creating, enhancing, or otherwise changing actual results in academic, clinical, or research matters.

B. Acts observed that appear to be in violation of the Honor Code will be reported to the Honor Council. Failure on the part of a student to report such apparent violation will itself be considered a violation of the Honor Code.

C. Lack of knowledge of the aforementioned precepts will not stand as adequate defense of violation of the Honor Code.

D. The following pledge may be signed at the end of all final examinations, hour quizzes, and other important projects on which the pledge is required by an instructor:

“On my honor, I have neither given nor received any aid on this (examination, quiz, or paper), nor am I aware of anyone who did.”

However, absence of this pledge does not exempt the student or the assignment from the obligations set forth under this Honor Code.

E. Each student upon entering the School of Medicine must sign a matriculation pledge stating that he/she has read, understands and is aware of his/her responsibilities under the Honor Code.
III. THE SCHOOL OF MEDICINE STUDENT COUNCILS ON HONOR

A. The Medical Student Council on Honor will have primary jurisdiction over the supervision of the Honor Code as it applies to medical students. That Honor Council is outlined in the School of Medicine Student Handbook for Medical Students.

B. The Academic Health Professions Student Honor Council (hereafter referred to as the Honor Council) will have jurisdiction over the adherence to and supervision of the Honor Code as it applies to students in these Academic Health Professions Programs.

1. MEMBERSHIP

A. The Honor Council

(1) The Honor Council will consist of one elected Student Representative from each program, and 2 (two) Faculty Representatives. In addition, there will be two (2) alternate Student Representatives from each program, and four (4) Alternate Faculty Representatives. The leadership of the Council will be under the direction of a Chair, Vice Chair, and Secretary who are elected by the student membership from the Student Representatives on the Honor Council.

(2) Student Representatives and Alternates

(1) Elections will be held by November 1st of each academic year. A Student Representative and two Alternate Student Representatives will be elected by each program’s students to serve for a one-year term. The elections will be open to any student, including previous members of the Honor Council. The list of candidates will be approved by the Dean.

(2) Vacancies will be filled by special election of the respective program, when possible. If a program is unable to elect any representatives, alternates from other programs will serve on a rotational basis until a new Student Representative can be elected.

(3) Faculty Representatives and Alternates

(1) To establish a pool of six faculty members, three of whom are replaced each year, the following process will be utilized:
1) Programs will submit nominations for faculty membership to the Academic Health Professions Advisory Committee for consideration for appointment. Selected faculty nominees will be forwarded to the Dean.

2) In the first year, the Dean will appoint one Faculty Representative and two Alternate Faculty Representatives for a one year term, and one Faculty Representative and two Alternate Faculty Representatives for a two year term.

3) Each November thereafter, the Dean will appoint one Faculty Representative and two Alternate Faculty Representatives for a two year term.

(2) Each appointed member can serve no more than two years without reappointment by the Dean.

(3) Faculty members will be limited to three consecutive terms.

(4) Vacancies will be filled by appointments by the Dean.

B. LEADERSHIP OF THE HONOR COUNCILS

a. Chair and Vice-Chair: The Chair and Vice-Chair will be Student Representatives elected by the student membership of the Honor Council who are presently enrolled in programs of at least two years in length. This election will be held by December 1st of each academic year following the first year of implementation. These elected officers must be approved by the Dean.

b. Secretary: The Secretary will be a Student Representative and will be elected for a one year term by the entire Council from the pool of Student Representatives whose program length allows fulfillment of the term. This officer is approved by the Dean.

C. All matters reviewed by the Council will be kept strictly confidential.

IV. PROCEDURES FOR REPORTING & INVESTIGATING VIOLATIONS

A. If an individual believes that a violation of the Honor Code has occurred, that individual must report the violation as soon as possible to any member
of the Honor Council. Failure to report the violation will itself constitute a violation of the Honor Code.

B. Once an allegation has been made, the individual making that allegation must draft, sign, and submit to the Honor Council Secretary a brief statement for Honor Council documentation.

C. Upon notification of a possible violation of the Honor Code, the Council Secretary will choose two investigators from available alternate Council members whose responsibility it will be to gather information about the case. The Secretary will then inform the Honor Council Chair that an investigation has been initiated. The Chair shall subsequently inform the Council faculty members and the Executive Associate Dean of OMESA that an investigation is being conducted, but the name of the student and details of the incident will remain known only to the Chair, the Secretary, the investigators, and any individuals the Chair may deem necessary. The student named in the allegation will be informed of the investigation prior to its onset. Upon notification of the investigation, the student will be provided with a list of available advisors with whom to consult, at the student’s discretion.

D. After information concerning the case has been gathered, this information shall be submitted to the Chair of the Honor Council, who along with the two investigators, will judge whether sufficient evidence exists to warrant a formal hearing. Among the Chair and two investigators, the decision to continue with a formal hearing or cease the investigation will rest upon the concurrent views of at least two of the three participants.

E. If a hearing is deemed warranted, the student will be notified by the Secretary of the Honor Council in writing of the date, time, and place of the Hearing; the nature of the violation with which the student is charged; the evidence of the investigation, including the name of the individual making the initial allegation, and the options available to the student concerning assistance by an advisor.

F. The hearing will take place within a reasonable time (no more than 21 days) after the accusation is reported to the Honor Council. (In rare instances, a different time period may be determined by the Honor Council based upon the specific circumstances of the case.)

G. The student will be permitted to continue academic endeavors until a final decision is made. The student and advisor may review and gather evidence prior to the hearing.

H. For each hearing, the Honor Council consists of eight members: five student members, the Chair (or Vice-Chair) and two faculty members.
The five student members are randomly chosen by the Chair and will include a student member from the program of the accused. If any member is unable to serve for any reason, including conflict of interest, then an alternate member will sit on the Honor Council. The alternate members who serve as investigators will present pertinent information but will not be allowed to vote in the proceedings or to be present during deliberations.

I. It will be the responsibility of the Secretary to inform the Honor Council members of the alleged violation (date, person involved, and nature of the accusation). The Chair (or Vice-Chair) will preside over the hearing and participate in discussion and deliberation of the case but will not have a vote.

V. THE HEARING

Rules of law do not apply to any hearings or proceedings regarding the Honor Code.

A. Order of Proceedings

1. Call to order
3. Statement of the alleged Honor Code violation
4. Presentation of evidence: The Investigators and the accused may present testimony and other evidence as appropriate and relevant to the case. The Chair and members of the Honor Council, the accused, and the advisor to the accused may ask questions of witnesses, but the Chair shall have the right to determine whether such questions are appropriate.
5. Discussion and deliberation by the Council is held in a private executive session.

B. Rules Governing Proceedings

1. All hearings will be conducted in closed-door session and will remain confidential.
2. Participants in the hearing will be limited to the following:
   a. Chair (or Vice-Chair) of the Honor Council
   b. Honor Council Representatives to include the Secretary or, if needed, a temporary secretary appointed by the permanent Secretary.
   c. Student accused of violation
d. Two Alternate Council Representatives who served as investigators for the case.
e. Relevant witnesses who may be present only while testifying
f. Advisor for the accused.

3. The Secretary or his/her appointee will take notes of the hearing and make them available to the Honor Council.

4. The accused has the option of selecting an individual from the School of Medicine, but not a member of the Honor Council, to assist in an advisory capacity prior to the hearing and to be present at the hearing. This individual will not be permitted to testify or to make statements of any nature other than asking questions.

VI. DECISION AND PENALTIES

A. For a student to be found guilty of an Honor Code violation, the unanimous vote of the seven voting members of the Honor Council will be required. [the Chair (or Vice-Chair) will not be eligible to vote].

B. The penalty recommended for an Honor Code violation will be by a plurality vote of the seven voting members of the Honor Council. In case of a tie, the Chair (or Vice-Chair) will cast a vote.

C. The Dean will be informed promptly following the decision of the Honor Council.

D. Recommendation for penalties regarding violations of the Statement of the Honor Code:

1. The standard penalty for violation of the Honor Code is (a) mandatory leave of absence from Emory University School of Medicine for at least one academic term (semester); and (b) a grade of “Incomplete” for all courses in which the student is enrolled at the time of the infraction.

2. The Honor Council may recommend to the Dean a penalty more severe than a mandatory leave of absence (e.g., permanent expulsion) or may recommend a less severe penalty (e.g., disciplinary probation for Honor Code violation), dependent upon the circumstances of the case.

3. Upon receipt of a mandatory leave of absence, the student cannot advance to the next term until he/she has completed the term in which the “Incomplete” grades were given.
4. At the discretion of the Program Director, the student may be required to enroll as a student in special standing for purposes of review prior to re-enrollment as a full-time student.

E. Decision of the Dean of the School of Medicine

The final decision rests with the Dean. The decision of the Dean will be effective immediately unless there is an appeal. The appeal, including the basis for the appeal, must be submitted by the student in writing to the Dean within one week after the decision of the Dean. If an appeal is requested, an ad hoc committee consisting of three faculty members from the School of Medicine will be appointed by the Dean. The committee will review the data and render its recommendation to the Dean for upholding or repealing the decision, following which the Dean will issue the final decision in the matter.

VII. AMENDMENTS

Amendments to the Honor Code may be proposed by the Honor Council at any point in the academic year; proposed amendments must be approved by the Dean before becoming effective. If an amendment is approved while a case is under active review that amendment will not apply to that case. Any new amendment, once approved, will become effective as soon as all academic health professions students have been notified of the change via mail or email.

X. FINANCIAL INFORMATION AND ASSISTANCE

Information concerning financial aid and scholarships is available through the University Financial Aid Office. In addition, the Assistant Director for Student Affairs, located on the third floor of the Woodruff Health Sciences Center Administration Building, maintains computer access to the Financial Aid Office and is available to meet with students in the School of Medicine, Program of Radiologic Technology regarding individual financial concerns, including emergency loans.

Academic Charges

TUITION AND FEES: Tuition for a full-time course load of 12 semester hours or more of credit is $5600.00 per semester. There is an activity fee of $92 for each semester and an athletic fee of $157 for Fall and Spring semesters. The athletic fee and activity fee is $47 for the summer semester. Additional fees include $375 ($125 per semester) for disability insurance and immunization updates; $58 per semester mental health/counseling fee; and $67 per semester technology fee. These fees cover tuition, the use of all facilities of the institution, general medical and health service, library service and the privilege of taking part in all organized activities. All students are required to pay these fees.
Students registered for a course load of less than 12 hours per semester are classified as part-time and pay a tuition charge of $458 per semester hour. The activity fee is prorated per semester hour (for hours 1-11), and the athletic fee will be $157 except for summer semester when the fee is $40. Health services for part-time students are limited to outpatient consultation only.

Deferred Payment/ The Emory Payment Plan (EPP)

The Emory Payment Plan is available to qualified students who wish to divide tuition fees into scheduled payments. **A handling fee is charged by the University for participation in the Emory Payment Plan.** Instructions are given for deduction of loans and for University-administered scholarships in listing the amount due, which is to be paid in four installments each semester according to the following schedule:

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Payment:</td>
<td>Registration</td>
<td>January</td>
</tr>
<tr>
<td>Second Payment:</td>
<td>September</td>
<td>February</td>
</tr>
<tr>
<td>Third Payment:</td>
<td>October</td>
<td>March</td>
</tr>
<tr>
<td>Fourth Payment:</td>
<td>November</td>
<td>April</td>
</tr>
</tbody>
</table>

Beginning in the 2015 summer semester, deferred payment will be allowed in summer semesters.

Policy Statement On Refunds

In case of withdrawal within the first five weeks of the semester, an adjusted proportionate refund of tuition and fees will be granted. **NO REFUND WILL BE ALLOWED WHEN A STUDENT IS DISMISSED.** See section entitled, "Cancellation and Withdrawal." (page 36).

Medical Imaging students who choose to withdraw from the curriculum for any reason may qualify for a tuition refund on a per semester basis. Tuition refunds will apply as follows:

<table>
<thead>
<tr>
<th>Withdrawal during</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 5 class days</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Second 5 class days</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>Third 5 class days</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>Fourth 5 class days</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>Fifth 5 class days</td>
<td>80%</td>
<td>20%</td>
</tr>
</tbody>
</table>

There will be no refunds after the fifth week of any semester.

Vehicle Registration, Parking and Traffic Regulations

Emory University issues parking hang tags, which provide greater flexibility to those who register for University parking privileges. One tag is issued to each registered driver, and registered drivers may transfer hangtags from one vehicle to another. This parking permit carries the philosophy that the University registers drivers rather than vehicles. All registered drivers
share a responsibility to maintain safety and to follow the University Traffic and Parking Rules and Regulations.

All traffic and parking rules and regulations are managed by and available from the University Parking Office (727-6106) or on-line at http://www.epcs.emory.edu/park/students.htm. Regular student parking fee for the 2014-2015 academic year is $665.00 payable at or before registration.

**Meals**

Meals are available on campus at Cox Hall, the Dobbs University Center or Asbury Court and at nearby restaurants. Meal plans are available at considerable savings. For information write Director of Food Services, Emory University, Atlanta, Georgia 30322, call 404-727-6407 or visit http://www.emory.edu/dining/dining_plans.php.

**Books**

The University Bookstore is located at 1390 Oxford Road. All medical imaging textbooks are located in the bookstore.

**Student Budgets**

Student budgets are calculated by the Financial Aid Office each year, with the amount of available financial assistance based on the monetary needs of each class. Tuition and fees, living expenses using cost of living figures for the Atlanta area, and other expenses including books, supplies, equipment, insurance, uniform, and travel expenses are included in the budget estimates. For the 2015-2016 academic year, the estimated budget is as follows:

**First Year Students (3 semesters):**

<table>
<thead>
<tr>
<th>Tuition &amp; Fees:</th>
<th></th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$16,800</td>
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<tr>
<td>Health Fee</td>
<td>$375</td>
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<tr>
<td>Technology Fee</td>
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<tr>
<td>Counseling Fee</td>
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</tr>
<tr>
<td>Clinical Adm. Fee</td>
<td>$100 (one-time)</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$75 (one-time)</td>
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<tr>
<td>Lab Fee</td>
<td>$200</td>
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<tr>
<td>Athletic Fee</td>
<td>$361</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>$184</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$18,469</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Books &amp; Supplies:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Books</td>
<td>$1,500</td>
</tr>
<tr>
<td>Supplies</td>
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</tr>
<tr>
<td>Uniforms</td>
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<tr>
<td>Description</td>
<td>Amount</td>
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<tr>
<td>--------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Equipment</td>
<td>$ 500</td>
</tr>
<tr>
<td>Internet Access</td>
<td>$ 700</td>
</tr>
<tr>
<td>Association Dues</td>
<td>$ 75</td>
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<tr>
<td>Parking</td>
<td>$ 700</td>
</tr>
<tr>
<td>Travel</td>
<td>$ 1,500</td>
</tr>
<tr>
<td>Insurance</td>
<td>$ 2,800</td>
</tr>
<tr>
<td></td>
<td>$10,275</td>
</tr>
</tbody>
</table>

**Total Cost:** $28,744

**Financial Assistance**

FINANCIAL AID REQUESTS: Student financial aid requests must be made annually. Rejection of aid for the first year does not necessarily indicate that aid will not be available during subsequent years, nor does an award for the first year guarantee aid for the following years. For financial aid assistance, contact the Office of Financial Aid at 404-727-6039.

APPLICATION PROCEDURE: Detailed information on financial aid can be obtained from the Office of Medical Education and Student Affairs. Information can also be found on the Financial Aid web site at [http://www.emory.edu/FINANCIAL_AID/undergraduates/allied_health/](http://www.emory.edu/FINANCIAL_AID/undergraduates/allied_health/).

ALLIED HEALTH TUITION LOANS: Health profession’s students who can show need are eligible to borrow up to half of their tuition from the University. Interest will be applied to the principal when the loan recipient ceases to carry at least half of a full load at Emory. Repayment must begin no later than six months after interest begins to accrue. The total loan must be repaid within ten years.

EMERGENCY LOANS: Students in need of emergency loans should contact the Office of Medical Education and Student Affairs. Short-term, interest-free loans are available to students in certain situations. All emergency loans will be future dated and posted to the student's account when issued. On the date the emergency loan is due, this amount will become a current charge and will appear on the student's bill in the next billing cycle. Financial charges will accrue on the account if payment is not made by the end of the month. Any amounts due on emergency loans will automatically be deducted from students receiving refunds at the time of registration.

SCHOLARSHIPS: A very limited number of scholarships are available to health professions students and are dependent on the program of training. These are awarded on the basis of need, character and ability.

Georgia residents may obtain tuition support for many of the programs through the Georgia Tuition Equalization Grant Program for Private College Students. Information and applications may be obtained from the Financial Aid Office, Boisfeuillet Jones Center, Emory University, Atlanta, Georgia 30322.
GEORGIA SOCIETY OF RADIOLOGIC TECHNOLOGISTS SCHOLARSHIP FUND: The state professional society sponsors a small number (1-4) of $500 scholarships annually. Applications for this scholarship will be distributed late in the fall semester. Applicant must be a member of the society.

ATLANTA SOCIETY OF RADIOLOGIC TECHNOLOGISTS SCHOLARSHIP FUND: The local professional society sponsors a $500 scholarship annually. Applications for this scholarship will be distributed late in the fall semester. Applicant must be a member of the society.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS SCHOLARSHIP FUND: The national professional society sponsors the Jerman-Cahoon Student Scholarships and the Royce Osborn Minority Student Scholarship annually. Applications for this scholarship will be distributed in the fall semester. The deadline for the application is February 1. Applicant must be a member of the society.

XI. STUDENT HEALTH SERVICES

General

The health and well-being of Emory medical students is a top priority and essential to student success. While we encourage self-care, health promotion and prevention, medical students are not exempt from having physical and/or mental illness.

All students are expected to take responsibility for maintaining personal wellness by utilizing the multiple resources at Emory outlined below and notifying the dean’s office when personal health becomes a concern.

Student Health and Counseling Services

The mission of Emory University Student Health and Counseling Services is to empower students to take responsibility for their health and to complement the academic mission of the university by providing unified medical, counseling and health promotion services that result in a healthy campus culture. Student Health and Counseling Services is committed to providing caring professional clinical services to a diverse student body and to reducing the stigma associated with seeking mental health services. Emory University Student Health and Counseling Services is very proud to be fully accredited by the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC). The Emory University Counseling and Psychological Services’ Psychologist Training Program is fully accredited by the American Psychological Association (APA).

Emory University Student Health Services
404-727-7551
http://studenthealth.emory.edu/hs/

Immunization Nurse: 404-727-0392
Emory University Student Health Services is located in the 1525 Clifton Road Building on the Emory Campus and provides comprehensive outpatient medical care for enrolled students. Students’ spouses, qualified domestic partners and dependents over the age of 18 on the Emory Aetna Student Insurance Plan can also be seen at Student Health Services on a fee-for-service basis.

Services available are outpatient primary medical care, physical examinations, confidential HIV testing, STI testing, post-blood borne pathogen exposure follow-up care, dermatology, contraception, IUD insertion and colposcopy, mental health and counseling, preventive medicine, sports medicine, allergy injections, immunizations, PPD tuberculin skin tests, referrals to specialists, health education, international travel information and immunizations, nutrition counseling, and alcohol, tobacco and substance abuse counseling.

A Student Health physician is available for telephone consultation when the office is closed and can be contacted by calling the EUSHS paging operator at 404-727-7551, option 0.

Professional fees for primary care visits to Emory Student Health Services and Counseling Services during regular hours are covered by Emory tuition. Other services, such as laboratory tests, x-rays, immunizations and allergy injections are not covered by tuition and must be paid for by the student or their insurance. Charges incurred at EUSHCS are covered 100% by the Aetna Student Health Insurance Policy. The Emory Student Health and Counseling Services (EUSHCS) is now a member of 42 national PPO networks, including most major insurance carriers with the exception of Blue Cross/Blue Shield (BC/BS). Students on BC/BS are considered out-of-network at EUSHCS and will be responsible for any charges incurred at the time of the visit. The EUSHCS will provide the necessary paperwork to submit for reimbursement. Most other insurance carriers will be billed directly. Students will be responsible for any outstanding charges that are not covered by insurance. Payment by cash, check, Visa, and MasterCard are accepted.

Students’ spouses, qualified domestic partners and dependents (over age 18) on the Emory/Aetna Student Health Insurance Plan can be seen at EUSHS on a fee-for-service basis.

The Student Health “Your Patient Portal” is a 24-hour Internet communication tool for Emory students. Students can access Your Patient Portal at https://www.shspnc.emory.edu/login_directory.aspx. By using this system, Emory students are able to communicate online with Student Health Services in a private, confidential and secure manner that meets federal HIPAA privacy standards. Your Patient Portal can be used to schedule appointments, request prescription refills, view recent billing statements and request medical records releases.

**Appointments**

The Emory University Student Health Services (EUSHS) operates on an APPOINTMENT ONLY system. Appointments are scheduled by calling (404) 727-7551 (press 1) during office
hours, or you can schedule your own appointment through the on line appointment system (Your Patient Portal). You will be scheduled as follows:

For routine care, appointments are scheduled up to two weeks in advance.

For urgent conditions, an appointment or urgent consultation can be arranged for the same day.

For most acute, but not urgent needs, you may get an appointment in 24-48 hours. The only patient visits that will be handled on a work-in basis will be urgent care.

If you cannot keep your appointment, please call and cancel at least two (2) hours before the scheduled appointment time or 24 hours in advance before specialty clinics. Charges do apply for not showing up (No Show) for a scheduled appointment.

Emory University Student Health Services: 404-727-7551
Michael J. Huey, MD, Executive Director
Student Health Immunization Nurse: 404-727-0392
www.studenthealth.emory.edu

Student Counseling and Psychological Services (CAPS)

The Emory University Student Counseling & Psychological Services (CAPS) is located in 1462 Clifton Road Building, Suite 235. CAPS provides free, confidential individual, group, and couples counseling for enrolled undergraduate, graduate and professional students at Emory University. CAPS staff also provides consultations to students and faculty or staff who is concerned about an Emory student. Finally, CAPS provides outreach and educational workshops on a variety of topics.

Services are provided by competent, caring psychologists, social workers, and psychology and social work trainees. Services at CAPS are covered by the Mental Health & Counseling Fee. CAPS also provides referrals to other agencies on campus, low-cost services in the community, or private practitioners in the community when necessary and/or requested.

An Emory student interested in arranging an appointment can call (404) 727-7450 or come to the Counseling Center between 8:30 a.m. and 5:00 P.M., Monday through Friday. Psychiatric services are available at Student Health Services at 1525 Clifton Road, phone (404) 727-7551. Counselors are on call in case of emergency.

For more information about CAPS services, visit: http://studenthealth.emory.edu/cs/

Other after hours resources include:

Dekalb County Mental Health Support Line: 404-892-464

In case of an emergency, the Police should be called by dialing 911.
Faculty Members that Assist Students in Obtaining Psychiatric Evaluation

These individuals are designated by the Chairperson of the Department of Psychiatry and Behavioral Science and may assist students in obtaining appropriate psychiatric assistance. They will serve as triage and may be able to help identify the most appropriate person either within the Emory Department of Psychiatry or among private practice psychiatrists in the community. Students on the Emory/Aetna student health insurance plan (offered by Aetna Student Health in 2014-2015) should be aware that a referral by a Student Health or Counseling Center clinician is required before seeking psychiatric and/or counseling care either at The Emory Clinic or in the community. For a list of Emory Core providers, go to www.aetnastudenthealth.com or call the Student Health and Counseling Services Insurance Office at 404-727-7560 http://studenthealth.emory.edu/hp/index.php.

Department of Psychiatry Outpatient Psychotherapy Training Program

Please contact Jennice Vilhauer in the Department of Psychiatry - jvilhau@emory.edu

This program is a confidential service that is staffed by senior residents with faculty supervision. Services are charged on a sliding scale basis. The program has proven to be helpful to selected medical students, but referrals must be made by one of the triage faculty members in the Department of Psychiatry or by the Emory University Student Health Services psychiatrist. Although it is one of the lowest cost arrangements available, students should be aware that the clinic does not bill insurance, including the Emory student health insurance plan.

Additional Psychiatrists or Clinical Psychologists

The Office of Medical Education & Student Affairs has compiled a list of therapists who have been of assistance to Emory University School of Medicine students in the past. Some are full-time or volunteer faculty members; others are not. This is only a limited list of practitioners and in no way attempts to be all-inclusive. There are many other psychiatric and counseling care options in the community for students, and students can also consult counselors/psychiatrists at Emory Student Health and Counseling Services for recommended off campus options. Once again, students on the Emory/Aetna student health insurance plan (offered by Aetna Student Health in 2011-2012) should be aware that a referral by a Student Health or Counseling Center clinician is required before seeking psychiatric and/or counseling care either at The Emory Clinic or in the community.

The Respect Program

The Emory University Respect Program’s mission is to engage the Emory community to prevent and respond to sexual assault and relationship violence. To learn more about the program please contact Lauren Bernstein, the Assistant Director for the Respect Program at lauren.bernstein@emory.edu or visit: http://studenthealth.emory.edu/hp/programs/respect_program/.
Emory Cares 4 U

Emory Cares 4 U provides culturally relevant awareness and support that fosters an integrated community of caring and enhanced well-being in order to reduce stigma and prevent suicide at Emory University.

http://www.emorycaresforyou.emory.edu/emory_cares_4_u/index.html

Crisis Numbers

404-727-6111 Emory Police
911 Off Campus Police
1-800-273-8255 National Suicide Prevention Lifeline
1-800-715-4225 Georgia Crisis and Access Line
404-727-7450 Emory Counseling Center (M-F 8:30-5:00)
404-727-7551 Psychiatry at Emory Student Health Services or
404-778-5000 Emory Psychiatrist on Call after hours
404-712-7100 Emory Hospital University Emergency Department

Student Health Requirements

Because of the risks of exposure to infectious diseases to which medical students are subjected in the course of clinical work, certain tests and immunizations are required of all students at the time of registration

Entering students are required to have documentation of previous immunization against tetanus/diphtheria/pertussis (Tdap) booster (within the past 10 years), measles/mumps/rubella (MMR) (initial immunization plus one booster), and polio, as well as verification of positive varicella titer or documentation of vaccine administration. First year students should also have received the first of two PPD tests and have begun their hepatitis B immunization series prior to enrollment in the fall semester. Two-step PPD testing is required, the first prior to orientation, the second approximately 4 weeks later. Entering students testing positive for PPD at the time of matriculation are required to have chest x-rays performed (at the expense of the medical school) and are to be followed at Emory Student Health Services (at the expense of the student).

Students whose PPDs convert from negative to positive while enrolled full-time in the School of Medicine receive their treatment at the expense of the medical school. Students with no clinical history of chicken pox receive varicella screening during the orientation period to document the presence of immunity against this disease. If found not to be immune and if no contraindication exists, these students will be vaccinated at the expense of the medical school. Hepatitis B
serology will be obtained approximately 8 weeks following completion of the immunization series to confirm immunity. Students who have previously received Hep B vaccine will have a serology drawn unless they submit a positive quantitative HB surface antibody.

A personal recent medical history and physical examination are required within one year of matriculation to the School of Medicine and must be recorded on University forms. Students will not be allowed to register until a report is on file with Emory University Student Health Services. An updated medical history and physical examination are required for re-enrollment after more than one year of attendance elapses. For re-admission after withdrawal for medical reasons, medical clearance by designated University health officials is required.

Registration and attendance at classes are considered as agreement to comply with the Rules and Regulations of the University as published in the Bulletin and other official publications of the University and as amended or revised during the student’s continued enrollment.

**Immunization Requirements 2015-2016**

For the health protection of our students, proof of immunization against certain infectious diseases is required at the time of registration in the School of Medicine. The following immunizations/tests are required prior to entry into the School of Medicine:

**Tetanus-Diphtheria-Pertussis (Tdap):** Must have had a booster within 10 years

**Measles/Mumps/Rubella (MMR):** Must have had original vaccine with one booster if born after 1957. Immunization must include all three components of this vaccine.

**Polio:** Must have had childhood vaccination with appropriate boosters.

**Hepatitis B:** This vaccine series will be given to all incoming students unless documentation of previous immunization is provided prior to registration. This is a 3-dose vaccine series over 6 months. Confirmatory serology will be obtained upon completion of the series. (Declination forms will be available to students for whom the immunizations are contraindicated.)

**Varicella:** Students who have no clinical history of chicken pox will have serology done to confirm immunity status. If the student is found not to be immune, this 2-dose vaccine series will be administered.

**PPD Tuberculin Skin Test:** A two-step PPD tuberculin skin test will be administered to all incoming students unless documentation of negative PPD within six months of enrollment is provided by the student. NOTE: History of previously positive PPD requires a negative chest x-ray report dated after the positive PPD. The student will complete a questionnaire to rule out symptoms at the time of matriculation. Satisfactory responses to those questions will allow the student to be verified “exempt” from further testing. The student will also receive a sheet titled, “Symptoms of Active Tuberculosis” with instructions to seek assessment at Student Health Services if symptoms occur. Previous history of BCG does not exempt the skin test. Students will receive PPDs at the beginning of each academic year. Initial PPDs are done in two-step
PPD Testing and Protocol for Conversions
At the time of Registration each student who cannot offer documentation of negative skin testing for tuberculosis within the previous six months will receive a PPD skin test. Reports of the PPD skin test (and chest films when indicated) must be filed with the Student Health Service.

School of Medicine students who are found to have a positive PPD (reading of >9 mm induration) are referred for care by a physician affiliated with the Emory University Health Service.

The School of Medicine will pay for x-rays, lab work and medications for students who convert to a positive PPD skin test only if the above protocol is followed and only if conversion occurs during the time enrolled as a student in the School of Medicine. Otherwise, the student is held responsible for these charges. Students will not be reimbursed for care or services obtained elsewhere. **Students who do not comply with this requirement may be prevented from continuing their clinical education.**

Questions concerning PPD testing or other health-related issues should be directed to the University Health Service. Questions concerning administrative issues should be directed to the Director for Medical Education Services.

Disability Insurance Fee
All health professions students are charged a health fee of $125 per semester. This amount covers long-term disability insurance, all of the required immunizations and serologies, all PPD skin tests, and all costs associated with PPD conversion to positive status during enrollment. **There is no waiver of this fee for any reason.**

All students enrolled full-time in the Emory University School of Medicine are provided with group long-term disability insurance coverage. For the 2015-2016 academic year, the disability insurance coverage is provided by The Guardian Insurance Company, Inc. Additional information concerning the plan is available through the plan administrators, InsMed, Inc., at 1-800-214-7039.

Medical Liability Insurance
Full-time, fully enrolled students of Emory University School of Medicine are covered by medical liability insurance on their regular clerkships and while on approved elective programs at other institutions or at off-campus sites. However, students are not covered on non-school related summer jobs or non-credit programs in which they may be engaged for which they have failed to obtain prior approval of the Dean’s Office.
## XII. CURRICULUM

### COURSE SEQUENCE: 2015-2018

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>NUMBER</th>
<th>TITLE</th>
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<td>INTRODUCTION TO MEDICAL IMAGING</td>
<td>2</td>
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<tr>
<td></td>
<td>MI 203</td>
<td>MEDICAL TERMINOLOGY</td>
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<tr>
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<td>MI 211a</td>
<td>PATIENT CARE</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MI 221a</td>
<td>ANATOMY &amp; PHYSIOLOGY</td>
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<tr>
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<td>MI 213a</td>
<td>MEDICAL IMAGING PROCEDURES</td>
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<td>SPRING 2016</td>
<td>MI 321a</td>
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<tr>
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**FALL 2017**

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14-17 hours

15-18 hours
COURSE DESCRIPTIONS (General Track):

MI 201: Introduction to Medical Imaging  
Fall. Credit, two hours. This course introduces the student to the principles and practices of medical imaging. The function of radiographer and their relationship with the health care team is stressed. The student is also oriented to the hospital environment and health care systems.

MI 211a, b, c: Patient Care I, II, and III  
Fall, Spring, and Spring. Credit, nine hours. Prerequisites: MI 211a prior to MI 211b prior to MI 211c. Basic patient care needs and interpersonal relationships with patients, peers, physicians, and other members of the health care team are stressed. Basic principles of radiographing the pediatric patient and geriatric patient are included. Confidentiality and medico-legal considerations including professional liability, patient records, and professional guidelines are introduced. MI 211c focuses on advanced patient care techniques such as cardiac monitoring and trauma situations.

MI 213a, b, c, d, e: Medical Imaging Procedures I, II, III, IV, and V  
Fall, Spring, Summer, Fall, and Spring. Credit, thirteen hours total. Prerequisites: MI 213a prior to MI 213b prior to MI 213c prior to MI 213d prior to MI 213e. Lecture, on-line, and laboratory
course emphasizing routine and specialized procedures used in diagnostic radiology.

**MI 321a, b: Physical Principles of Imaging I and II**
Spring and Summer. Credit, six hours total. Prerequisites: MI 321a prior to MI 321b. Fundamentals of radiologic physics and its application to diagnostic radiology are covered. These courses include both the rudiments of basic physics and elementary principles of electricity and magnetism required for understanding x-ray production and interaction.

**MI 323: Medical Imaging Safety**
Summer. Credit, two hours. Radiation protection, personnel monitoring, radiation shielding, and patient protection are introduced in this course. Emphasis is placed on protection mechanisms utilized in diagnostic radiology. Safety issues related to CT and MRI are also presented.

**MI 203: Medical Terminology**
Fall. Credit, one hour. This course introduces the student to medical terminology. Emphasis is placed on terminology pertinent to diagnostic radiology.

**MI 221a, b, c: Anatomy and Physiology I, II, and III**
Fall, Spring, and Fall. Credit, nine hours total. Prerequisite: MI 221a prior to MI 221b prior to MI 221c. Human anatomy emphasizing the body tissues and all body systems, especially the skeletal system is introduced. Cross-sectional anatomy is the focus of MI 221c. Emphasis is placed on radiographic anatomy in all courses.

**MI 325a, b: Principles of Radiographic Technique I and II**
Summer and Fall. Credit, six hours total. Prerequisites: MI 325a prior to MI 325b. Technical factors regulating the four radiographic qualities of density, contrast, detail, and distortion are emphasized. Students acquire the skills necessary to adapt technical factors in order to produce diagnostic radiographs. Digital imaging concepts are introduced in MI 325b.

**MI 327: Computer Applications in Medical Imaging**
Fall. Credit, one hour. This course introduces the student to the use of computers in radiology.

**MI 390r: Medical Imaging Seminar**
Fall and Spring. Credit, two hours total. These courses will explore a current topic in the radiologic sciences. Discussion of journal readings pertinent to the assigned topic will be required.

**MI 301: Survey of Medical and Surgical Diseases**
Summer. Credit, three hours. Prerequisites: MI 203, MI 221 a-c. An overview of common diseases intended to orient the technologist to the nature of a patient's disease is presented. Emphasis is placed on the radiographic appearance of common pathologies.

**MI 329: Image Processing Technique**
Summer. Credit, three hours. Current trends in automatic processing, including routine and preventive maintenance are presented. Film characteristics (contrast, speed, latitude, and resolution) and film handling techniques are also included.
**MI 411: Pharmacology**  
Summer. Credit, two hours. Prerequisites: MI 221a, b, MI 211a-c. This course is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

**MI 421: Imaging Equipment**  
Spring. Credit, three hours. Prerequisites: MI 321a, b, MI 325a,b. This course introduces the student to the different types of imaging systems. The basic principles of digital imaging, CT, MRI, and mammography are presented.

**MI 423: Radiation Biology**  
Fall. Credit, two hours. Prerequisites: MI 321a, b, and MI 323. This course involves the study of organisms following absorption of energy from ionizing radiation. Interactions of radiation in matter, short and long-term biological effects, and cell survival kinetics are emphasized.

**MI 425: Quality Control**  
Fall. Credit, two hours. Prerequisites: MI 321a, b and MI 329. This course focuses on external factors affecting the quality of a radiograph. Emphasis is placed on the measurement of beam quality, control of automatic processors, and image receptor evaluation.

**MI 427: Evaluation and Measurement**  
Spring. Credit, three hours. Prerequisites: All prior courses. This course utilizes various methods to determine achievement of cognitive competencies. Preparation for the ARRT national certifying examination is emphasized.

**MI 496r: Independent Study**  
Spring. Credit, two hours. Prerequisites: All prior courses. This course involves the completion of a research paper and project on a selected medical imaging topic. The findings must then be presented to the class in a formal presentation.

**MI 497r: Directed Study**  
Fall. Credit, two hours. This course involves preliminary preparation for the national certifying examination, as well as, the completion of a proposal and project plan on a pertinent topic in radiology.

**MI 261 a, b: Clinical Clerkship**  
Fall and Spring. Credit, six hours total. Prerequisites: MI 261a prior to MI 261b.

**MI 361a, b, c: Clinical Internship**  
Summer, Fall and Spring. Credit, twelve hours total. Prerequisites: MI 361a prior to MI 361b prior to MI 361c.

**MI 461a, b, c: Clinical Practicum**  
Summer, Fall, and Spring. Credit, twelve hours total. Prerequisites: MI 461 a prior to 461b prior to MI 461c.
B.M.Sc. COURSE DESCRIPTIONS (Management Track):

**MI 430: Principles of Management**
Summer. Credit, three hours. This course will explore management theory and practice and their impact on the development and performance of organizations. Through a critical assessment of the classical and alternative approaches to the discipline, the student will learn the essentials of leadership of contemporary organizations in a global environment. Related topics such as human resource management, organizational development and change, and their effect on productivity and performance will be examined.

**MI 431: Business Communication**
Summer. Credit, three hours. This course is designed for the professional whose activities require communicative abilities in a variety of interpersonal group situations. This course will help students develop an understanding of the communication process and will allow students to critically evaluate their skills. Methods of effective oral and written presentation will be introduced.

**MI 433: Organizational Behavior**
Fall. Credit, three hours. This course will examine the theories and practice of organizational behavior. Individual and group behaviors in organization will be addressed. Organizational dynamics and the development of work environment that fosters successful team building will be studied. Case studies will also be used to enhance students’ experiences.

**MI 435: Hospital Organization and Personnel Management**
Fall. Credit, three hours. This course will explore health care systems and contemporary problems and issues in health care administration. Functional and structural aspects of the hospital organization will also be discussed- authority, responsibility and role relationship of the governing board, administration and medical staff. The internal and external forces affecting the administrative process will be included.

**MI 437: Healthcare Finance.**
Spring. Credit, three hours. Decision-making processes as they relate to effective management of financial resources will be discussed. Students will acquire knowledge in interpreting health care institution financial reports and techniques of financial planning and control. Emerging trends in the system and the changing roles of government, and other private providers will be discussed.

**MI 439: Principles of Marketing**
Spring. Credit, three hours. This course provides students with an understanding of modern marketing practice, philosophy, marketing decisions, market segmentation, product positioning, buyer psychology and behavior and new product development. Marketing represents both a key function and philosophy that provides a foundation for the successful operation of all business and non-profit organizations today. Marketing executives perform the essential tasks of planning the firm’s competitive market position, product distribution and advertising strategies.
MI 463a, b, c: Management Practicum I, II, and III
Summer, Fall, and Spring. Credit, six hours total. The practicum will involve an individually designed learning experience. It will be a field-based experience designed to reinforce classroom content and to help the student make a successful role transition into a health care setting. The student will be assigned to radiology departments for administrative practical experience. The course is designed to help the student identify a systematic approach to: work flow analysis, organization, department budget, planning, record systems, job evaluations, quality assurance and other problem solving tasks.

B.M.Sc. COURSE DESCRIPTIONS (Education Track):

MI 431: Business Communication
Summer. Credit, three hours. This course is designed for the professional whose activities require communicative abilities in a variety of interpersonal group situations. This course will help students develop an understanding of the communication process and will allow students to critically evaluate their skills. Methods of effective oral and written presentation will be introduced.

MI 435: Hospital Organization and Personnel Management
Fall. Credit, three hours. This course will explore health care systems and contemporary problems and issues in health care administration. Functional and structural aspects of the hospital organization will also be discussed- authority, responsibility and role relationship of the governing board, administration and medical staff. The internal and external forces affecting the administrative process will be included.

MI 440: Introduction to Medical Imaging Education
Summer. Credit, three hours. This course provides an overview of radiologic science education. Professional organizations and accreditation requirements influencing the curriculum will be identified. The student will be introduced to effective lesson preparation and utilization of selected multimedia materials.

MI 441: Methods and Materials of Teaching Medical Imaging
Summer. Credit, three hours. This course involves the development of instructional materials for specific units in the radiography curriculum. Objectives, lesson plans, visual aids and evaluation instruments will be developed. Emphasis will be placed on the organization and presentation of educational materials.

MI 443r: Practice Teaching (Clinical)
Fall and Spring. Credit, five hours total. These courses prepare the student for teaching in the clinical setting. Concepts related to clinical objectives, instructional methodologies, scheduling, and competency evaluation are introduced. Students will be assigned to work with students in the clinical education settings.
MI 445r: Practice Teaching (Didactic)
Fall and Spring. Credit, five hours total. These courses prepare the student for teaching basic radiologic science didactic material. The student will prepare lesson plans, present course material, and evaluate student progress in selected subject areas.

MI 447: Administration of Medical Imaging Programs
Spring. Credit, three hours. This course will explore contemporary problems and issues in radiologic science program administration. Functional and structural aspects of the program organization will also be discussed. This course also involves the design of a radiologic science program according to the Joint Review Committee on Education in Radiologic Technology Standards or comparable guides for other imaging disciplines. Emphasis is placed on the determination program compliance with the JRCERT Standards.

B.M.Sc. COURSE DESCRIPTIONS (Computed Tomography Track):

MI 450: CT Physics and Instrumentation
Summer. Credit, three hours. Physics topics covered include the characteristics of radiation, CT beam attenuation, linear attenuation coefficients, tissue characteristics, and Hounsfield number application. Data acquisition and manipulation techniques and image reconstruction algorithms will be explained. CT systems and operations will be fully explained.

MI 451a, b, c: CT Procedures I, II, and III
Summer, Fall, and Spring. Credit, six hours total. CT protocols will be taught for differentiation of specific structures and pathology. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, scan parameters, filming and common pathology will be covered. These courses complement Clinical Practicum I, II, and III.

MI 465a, b, c: CT Practicum I, II, and III
Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to demonstrate competency in numerous CT procedures.

B.M.Sc. COURSE DESCRIPTIONS (Magnetic Resonance Imaging Track):

MI 453a, b, c: MRI Physics and Instrumentation I, II, and III
Summer, Fall, and Spring. Credit, six hours total. These courses introduce the student to the concepts related to production of the MR image. Pulse sequences, parameters and tissue characteristics, types of magnets, gradient fields, and spectroscopy will be covered in these courses.

MI 455a, b, c: MRI Procedures I, II, and III
Summer, Fall, and Spring. Credit, six hours total. MRI protocols will be taught for
differentiation of specific structures and pathology. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, scan parameters, filming and common pathology will be covered. These courses complement Clinical Practicum I, II, and III.

**MI 467a, b, c: MRI Practicum I, II, and III**
Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to demonstrate competency in numerous MRI procedures.

**B.M.Sc. COURSE DESCRIPTIONS (Interventional Radiology Track):**

**MI 457a, b, c: Advanced Clinical Procedures**
Summer, Fall, and Spring. Credit, seven hours total. IR protocols will be taught for differentiation of specific structures and pathology. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, filming and common pathology will be covered. These courses complement Advanced Clinical Practicum I, II, and III.

**MI 465a, b, c: Advanced Clinical Practicum I, II, and III**
Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to demonstrate competency in numerous IR procedures.

**B.M.Sc. COURSE DESCRIPTIONS (Women’s Health Track):**

**MI 457a, b, c: Advanced Clinical Procedures**
Summer, Fall, and Spring. Credit, seven hours total. Mammography and bone densitometry protocols will be taught for differentiation of specific structures and pathology. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, filming and common pathology will be covered. These courses complement Advanced Clinical Practicum I, II, and III.

**MI 465a, b, c: Advanced Clinical Practicum I, II, and III**
Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to demonstrate competency in mammography and bone densitometry procedures.
CLASS SCHEDULES:
Class schedules are subject to change. These are sample class schedules to illustrate the class and clinical distribution.

**CLASS: Sophomore**  
**SEMESTER: Fall 2015**

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* MI 203 is an independent study, on-line course.  
** MI 261a will be scheduled the last two weeks of the semester.

**Semester Schedule:**
Orientation  
Classes Meet:  
Fall Break:  
Final Exam Week:  
Clinical Clerkship (Subject to change):

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* MI 203 is an independent study, on-line course.  
** MI 261a will be scheduled the last two weeks of the semester.

**Semester Schedule:**
Orientation  
Classes Meet:  
Fall Break:  
Final Exam Week:  
Clinical Clerkship (Subject to change):

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### EMORY UNIVERSITY
MEDICAL IMAGING PROGRAM
CLASS SCHEDULE

**CLASS:** Sophomore  
**SEMEISTER:** Spring 2016

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**Semester Schedule:**

| Classes Begin: | January 11, 2016 |
| Spring Break:  | March 8-12, 2016 |
| Classes End:   | April 23, 2016   |
| Final Exams:   | April 26-30, 2016|
# EMORY UNIVERSITY
## MEDICAL IMAGING PROGRAM
### CLASS SCHEDULE

**CLASS:** Junior  
**SEMESTER:** Summer 2016

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<td>MI 321b 8:30 a.m. – 4:30 p.m.</td>
<td>MI 361a 8:30 a.m. – 4:30 p.m.</td>
<td>MI 321b 9:00 am – 12:00 pm</td>
<td>MI 213c 8:30 a.m. – 12:00 pm</td>
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<tr>
<td>10:30 am - 10:45 am</td>
<td>Break</td>
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<tr>
<td>10:45 am - 11:45 am</td>
<td>MI 323 8:30 a.m. – 4:30 p.m.</td>
<td>MI 323 8:30 a.m. – 4:30 p.m.</td>
<td>MI 323 8:30 a.m. – 4:30 p.m.</td>
<td>MI 323 8:30 a.m. – 4:30 p.m.</td>
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<tr>
<td>11:45 am - 12:30 pm</td>
<td>Lunch</td>
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<tr>
<td>12:30 pm – 2:00 pm</td>
<td>MI 325a 8:30 a.m. – 4:30 p.m.</td>
<td>MI 325a 8:30 a.m. – 4:30 p.m.</td>
<td>MI 325a 8:30 a.m. – 4:30 p.m.</td>
<td>MI 325a 8:30 a.m. – 4:30 p.m.</td>
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<tr>
<td>2:00 pm – 4:00 pm</td>
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<td></td>
<td></td>
<td></td>
<td>MI 213c 8:30 a.m. – 12:00 pm</td>
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<tr>
<th>NUMBER</th>
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<tbody>
<tr>
<td>MI 213c</td>
<td>MEDICAL IMAGING PROCEDURES</td>
<td>3</td>
</tr>
<tr>
<td>MI 321b</td>
<td>PHYSICAL PRINCIPLES OF IMAGING</td>
<td>3</td>
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<tr>
<td>MI 323</td>
<td>MEDICAL IMAGING SAFETY</td>
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<tr>
<td>MI 325a</td>
<td>PRINCIPLES OF RADIOGRAPHIC TECHNIQUE</td>
<td>3</td>
</tr>
<tr>
<td>MI 361a</td>
<td>CLINICAL INTERNSHIP</td>
<td>4</td>
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</tbody>
</table>

**Semester Schedule:**

- Classes Begin: May 19, 2016
- Classes End: July 30, 2016
- Final Exams: August 2 - 6, 2016
XIII. ACADEMIC CALENDAR
2015-2016
FALL SEMESTER 2015*

August 26       Classes begin.
Wednesday

September 2     Last day to cancel registration with
Wednesday full refund. Last day for approved
schedule changes. Last day to drop
courses without incurring "W" or
"WF."

September 7     Labor Day holiday.
Monday

September 11    Last day to file application for
Friday degree to be granted at end of
semester.

October 12-13   Fall Break

October 26      Pre-registration for Spring begins
Monday

November 26 – 27 Thanksgiving Recess
Thursday – Friday

December 4      Classes end.
Friday

December 7 –11  Exam Period.
Monday – Friday

December 19     Fall semester ends.
Saturday

SPRING SEMESTER 2016

January 11      Classes begin
Monday

January 18      MLK Holiday
Monday

January 19      Last day to cancel registration with
Tuesday full refund. Last day for approved
schedule changes. Last day to drop
courses without incurring "W" or
"WF."

February 5     Last day to file application for
Friday degree to be granted at end of
semester.

March 7-11     Spring Recess
Monday - Friday

March 28       Pre-registration for Summer/Fall
Monday

April 22       Classes End.
Friday

April 25- 29   Exam Period.
Monday-Friday

May 9         Term ends. Commencement.
Monday

SUMMER SEMESTER 2016

May 16        Registration for full summer
Monday semester

May 18       Classes begin
Wednesday

May 30       Memorial Day Holiday
Monday (Observed)

July 1        Last day to file application for
degree to be granted at end of
semester.

August 1-5    Examination Period.
Monday-Friday

August 5     Summer Semester Ends
Friday
XIV. APPENDIX

FREQUENTLY CALLED NUMBERS

Medical Education/Student Affairs Office  727-5655
Minority Affairs Office  727-0016
Counseling, Psychiatric Counseling Center  727-7450
Counseling, Psychiatric University Health Service  727-7551
Financial Aid Office  727-6039
Library Services (Health Sciences)  727-5820
Parking, Emory Office  727-7641
Student Accounts  727-6095
University Health Service  727-7551
University Registrar  727-6042
University Campus Life Office  727-4407

EMERGENCY AND SAFETY TELEPHONE NUMBERS

Safety Escort Services
   Emory University SafeRide Program  404-727-7555
   Emory University Hospital Midtown  404-686-2597
   Emory University Orthopedics and Spine Hospital  404-831-4207
   Emory John’s Creek Hospital  678-474-8132
   Emory St. Joseph’s Hospital  678-843-7568

Emergency Contacts
   Emory Police Department  404-727-6111
   Emory Police Department at Midtown  404-686-4357
   All Other Police Agencies  9-1-1

To Report Information Related to a Crime Under Investigation
   Emory Police Department  All Locations  404-727-6111
   Other Agencies
      Atlanta Police Department  404-577-8477
      DeKalb County Police Department  770-724-7850
      Gwinnett County Police  770-513-5390
      Johns Creek Police Department  678-474-1600

Resources for Survivors of Sexual Assault
   Emory Counseling and Psychological Services (CAPS)–Atlanta Campus  404-727-7450
   Title IX Coordinator for Students  404-727-7195
   Respect Program, Office of Health Promotion  404-727-1514
   Student Health Services – Atlanta Campus  404-727-7551
   Institutional Equity and Inclusion  404-727-2611
   Help Line (confidential, staffed by students)  404-727-HELP
http://sexualmisconductresources.emory.edu/

DeKalb County  Day League  404-377-1428

ROBERT W. WOODRUFF HEALTH SCIENCES CENTER

Named for the legendary leader of the Coca-Cola Company, Emory University’s Robert W. Woodruff Health Sciences Center includes the following components: Emory University School of Medicine, Nell Hodgson Woodruff School of Nursing, Rollins School of Public Health, Yerkes National Primate Research Center, Winship Cancer Institute, and Emory Healthcare, the largest, most comprehensive health system in Georgia. Emory Healthcare includes Emory University Hospital, Emory University Hospital Midtown, Emory University Orthopaedics & Spine Hospital, The Emory Clinic, Emory-Children’s Center, Wesley Woods Center, Emory Johns Creek Hospital, Saint Joseph's Hospital, Emory-Adventist Hospital, Emory Specialty Associates, and the Emory Clinically Integrated Network. Partners in patient care, research, and teaching include Grady Memorial Hospital, Children’s Healthcare of Atlanta, Atlanta Veterans Affairs Medical Center, Georgia Institute of Technology, and Morehouse School of Medicine.

These divisions are subject to the Rules and Regulations of Emory University with which students are expected to comply whether pursuing their educational program in a University-owned facility or in a non-University facility to which they have been assigned. Further, since Emory University, as a corporation, is a creature of public law, official cooperation with public law enforcement agencies has been exercised traditionally with regard to the interests of the University community.

GENERAL CLINICAL EDUCATION SETTINGS

Emory University Hospital  404-727-7021
1364 Clifton Road, N.E., Atlanta, GA  30322
404-712-7036 (Radiology)

Emory University Hospital: Midtown  404-686-4411
550 Peachtree Street, N.E., Atlanta, GA  30365
404-686-2326 (Radiology)

Emory University Hospital: Johns Creek  678-474-7000
6325 Hospital Parkway, Johns Creek, GA 30097
678-474-7150 (Radiology)

Egleston Children's Hospital at Emory University  404-325-6000
1405 Clifton Road, N.E., Atlanta, GA  30322
404-325-6555 (Radiology)

Resurgens Orthopedics-Covington  404-325-6000
3211 Iris Drive, Covington, GA 30016
678-625-5335 (Radiology)

Resurgens Orthopedics-Lawrenceville
758 Old Norcross Road, Lawrenceville, GA 678-985-7135 (Radiology)
Resurgens Orthopedics-Roswell  
1285 Hembree Road, Roswell, GA  
770-360-0406 (Radiology)

Resurgens Orthopedics-St. Josephs  
5671 Peachtree-Dunwoody Road, Suite 900  
Atlanta, GA  
404-531-8451 (Radiology)

The Emory Clinic at WCI  
1365 Clifton Road, N.E., Atlanta, GA 30322  
404-778-3596 (Radiology)

The Emory Clinic at 1525 Clifton  
1525 Clifton Road, N.E., Atlanta, GA 30322  
404-778-2725 (Radiology)

The Emory Clinic at Midtown  
(Medical Office Tower)  
550 Peachtree Street, N.E., Atlanta, GA 30365  
404-686-3194 (Radiology)

The Executive Park Sports/Spine Center  
59 Executive Park South, Atlanta, GA  
404-778-6261 (Radiology)

Wesley Woods Geriatric Hospital  
1821 Clifton Road, N.E., Atlanta, GA 30322  
404-728-6371 (Radiology)

BUS TRANSPORTATION SYSTEM

Emory-Crawford Long Shuttle Transportation  
A commuter shuttle runs between the Emory campus and the Crawford Long Hospital locations 
Monday through Friday, except on joint holidays (holidays observed by both the hospital and the School). There is no charge for this shuttle transportation, which is available to all Emory faculty, staff, and students. The bus begins its schedule at Emory Hospital at 7:10 a.m. and ends the daily run at Emory Hospital at 5:00 p.m. The schedule is as follows:

Leave Emory Hospital: Every hour at 10 minutes past the hour  
Arrive Crawford Long: 30 minutes past the hour  
Leave Crawford Long: 40 minutes past the hour  
Arrive Emory Hospital: Every hour on the hour

HEALTH SCIENCES LIBRARY HOURS  
2015-2016 Academic Year  
1462 Clifton Road

Monday thru Thursday  
8:00 AM – 10:00 PM  
Friday  
8:00 AM – 7:00 PM  
Saturday  
10:00 AM – 7:00 PM  
Sunday  
12:00 PM – 10:00 PM
Visit [http://health.library.emory.edu/using-the-library/visiting/hours.html](http://health.library.emory.edu/using-the-library/visiting/hours.html) to check library hours of operation.

**XV. PROGRAM ACCREDITATION**

**Regional Accreditation:** Emory University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the associate, bachelors, masters, and doctoral levels. This organization can be contacted at the following address:

Commission on Colleges: Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, GA 30033-4907

(404) 679-4501

**Programmatic Accreditation:** The Medical Imaging Program is also accredited by the Joint Review Committee on Education in Radiologic Technology. The following pages contain a copy of the "Standards for an Accredited Educational Program in Radiologic Sciences" as published by the Joint Review Committee on Education in Radiologic Technology.

**Allegations of Non-compliance with JRCERT Standards**

Students are introduced to the Joint Review Committee on Education in Radiologic Technology *Standards* during program orientation when the Medical Imaging Program *Student Handbook* is reviewed. The JRCERT *Standards* are further reviewed during MI 201: Introduction to Medical Imaging in the first semester of enrollment. Students have the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or general welfare of the students.

If a student wishes to lodge a complaint, they should follow the indicated steps.

1) The allegation of non-compliance should be presented in writing to the Program Director.

2) The Program Director will review the allegation and, upon review, may find there is no basis for the allegation of non-compliance. Alternatively, the Program Director may recommend that modifications to program policies and/or procedures be instituted. The decision of the Program Director will be rendered within 2 weeks of receipt of the initial complaint.

3) After submission of the findings to the student, the student may appeal the findings to the Executive Associate Dean of the Medical School.

4) The decision by the Executive Associate Dean of the Medical School shall be rendered within 30 days of receipt of the complaint.

If the student is unable to resolve the complaint with the program/institution or believes that his/her concerns have not been properly addressed, the student may wish to contact the JRCERT directly. The JRCERT contact information is listed below.
The process for reporting allegations of non-compliance with the JRCERT Standards can be found at the following web address:
http://www.jrcert.org/pdfs/accreditation_process/forms&_checklists/other_forms/allegations_reporting_form.pdf

The JRCERT should be contacted only after the internal grievance procedure has been completed. If a student complaint is lodged with the JRCERT, the program will cooperate fully with the JRCERT to insure the timely investigation and resolution of any area of alleged non-compliance.
Standards for an Accredited Educational Program in Radiography

EFFECTIVE JANUARY 1, 2011

Adopted by:
The Joint Review Committee on Education in Radiologic Technology - April 2010

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL  60606-3182
312.704.5300 ● (Fax) 312.704.5304
www.jrcert.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these STANDARDS.

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Standard One

*Integrity*

Standard One: *The program demonstrates integrity in the following:*

- Representations to communities of interest and the public,
- Pursuit of fair and equitable academic practices, and
- Treatment of, and respect for, students, faculty, and staff.

**Objectives:**

In support of **Standard One**, the program:

1.1 Adheres to high ethical standards in relation to students, faculty, and staff.

1.2 Provides equitable learning opportunities for all students.

1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.

1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.

1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.

1.7 Assures that students are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of non-compliance with the Standards.

1.8 Has publications that accurately reflect the program’s policies, procedures, and offerings.

1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.

1.10 Makes the program’s mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.

1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.

1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability,
national origin, and any other protected class.

1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.

1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

1.15 Has procedures for maintaining the integrity of distance education courses.
Standard Two:  
*Resources*

Standard Two: The program has sufficient resources to support the quality and effectiveness of the educational process.

Objectives:  
In support of **Standard Two**, the program:

**Administrative Structure**

2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program’s mission.

2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.

2.3 Provides faculty with opportunities for continued professional development.

2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

**Learning Resources/Services**

2.5 Assures JRCERT recognition of all clinical education settings.

2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program’s mission.

2.7 Reviews and maintains program learning resources to assure the achievement of student learning.

2.8 Provides access to student services in support of student learning.

**Fiscal Support**

2.9 Has sufficient ongoing financial resources to support the program’s mission.

2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.
Standard Three
Curriculum and Academic Practices

Standard Three: The program’s curriculum and academic practices prepare students for professional practice.

Objectives:
In support of Standard Three, the program:

3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.

3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.

3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.

3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.

3.6 Maintains a master plan of education.

3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.

3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.

3.9 Evaluates program faculty and clinical instructor performance regularly to assure instructional responsibilities are performed.
Standard Four

Health and Safety

Standard Four: The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Objectives:

In support of Standard Four, the program:

4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.

4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
   • Written notice of voluntary declaration,
   • Option for student continuance in the program without modification, and
   • Option for written withdrawal of declaration.

4.3 Assures that students employ proper radiation safety practices.

4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

4.7 Assures sponsoring institution’s policies safeguard the health and safety of students.

4.8 Assures that students are oriented to clinical education setting policies and procedures in regard to health and safety.
Standard Five

Assessment

Standard Five:
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Objectives:
In support of Standard Five, the program:

Student Learning

5.1 Develops an assessment plan that, at a minimum, measures the program’s student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

Program Effectiveness

5.2 Documents the following program effectiveness data:
- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt,
- Five-year average job placement rate of not less than 75 percent within six months of graduation,
- Annual program completion rate,
- Graduate satisfaction, and
- Employer satisfaction.

5.3 Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

Analysis and Actions

5.4 Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.

5.5 Periodically evaluates its assessment plan to assure continuous program improvement.
Standard Six

Institutional/Programmatic Data

Standard Six: The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

Objectives: In support of Standard Six, the program:

Sponsoring Institution

6.1 Documents the continuing institutional accreditation of the sponsoring institution.

6.2 Documents that the program’s energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

Personnel

6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

Clinical Education Settings

6.4 Establishes and maintains affiliation agreements with clinical education settings.

6.5 Documents that clinical education settings are in compliance with applicable state and/or federal radiation safety laws.

Program Sponsorship, Substantive Changes, and Notification of Program Officials

6.6 Complies with requirements to achieve and maintain JRCERT accreditation.