



EMORY
UNIVERSITY
SCHOOL OF
MEDICINE

DEPARTMENT OF RADIOLOGY

**MEDICAL IMAGING
PROGRAM**

STUDENT HANDBOOK

2008-2009

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I. INTRODUCTION

This handbook is designed as a source of reference for students in the School of Medicine, Medical Imaging Program, when seeking information concerning the rules, regulations, and formal administrative policies of Emory University, the School of Medicine, and the Medical Imaging Program. In addition, the *Student Handbook* contains procedural policies on such areas as admissions, progress and promotions, student health, financial aid, student organizations, academic and personal counseling, honor code, and honor council. A directory for Medical School administrative personnel, Radiology personnel, Program personnel, and a listing of all Clinical Education Settings are included.

Each student enrolled in the School of Medicine, Medical Imaging Program is responsible for reading, understanding, and abiding by the Rules and Regulations as presented in this manual, as well as the general Rules and Regulations of the University as set forth in detail in the *Campus Life Handbook* which is distributed annually to all students within the university.

The Medical Imaging Program, Department of Radiology, and Emory University School of Medicine, are committed to quality health care, quality education and professional standards of accreditation, and credibility in the Health Professions.

In fully accredited educational programs, the Department pursues its specific mission of producing well-educated, fully competent and highly motivated medical imaging professionals who will deliver safely to the patient highly sophisticated, often potentially hazardous, yet medically indispensable services.

The Program recognizes the choice of a profession in the healing arts as a special vocation, capable of producing a high level of personal satisfaction and personal growth. Thus, we make a special effort to motivate, encourage and stimulate the student to experience and appreciate this personal enrichment.

The science of radiology and related technology has advanced rapidly. The use of radiation in the diagnosis and treatment of disease has become so specialized that the field of medical imaging has been divided, thus far, into three distinct specialties. These are Diagnostic Radiography, Nuclear Medicine and Radiation Therapy. Diagnostic radiography has also evolved into separate subspecialties such as CT, MRI, and Vascular imaging.

Each of these specialties has separate educational requirements and criteria, and a separate certification examination. Educational standards are established in collaboration with the Joint Review Committee on Education in Radiologic Technology. Students completing the program are eligible to apply for certification by The American Registry of Radiologic Technologists.

In offering a baccalaureate degree program in Medical Imaging, the Department provides both the strong academic and clinical training that is essential to professional competence. By combining a high level of academic and clinical professional curricula, our graduates are assured of a special dimension of education and expertise which prepares them for greater advancement in their chosen field, and also provides the potential for greater personal and professional enrichment.

It is our hope that you will recognize the opportunities that the Program, which you have chosen, affords in achieving your goal of becoming a professional radiographer.

II. MISSION STATEMENTS

EMORY UNIVERSITY SCHOOL OF MEDICINE

The Emory University School of Medicine is a leading institution with the highest standards in education, biomedical research, and patient care.

We are committed to recruiting and developing a diverse group of students and innovative leaders in biomedical science, public health, medical education, and clinical care.

We foster a culture that integrates leading edge basic, translational, and clinical research to further the ability to deliver quality health care, to predict illness and treating the sick, and to promote health of our patients and community.

Our mission encompasses the following objectives:

- Provide outstanding educational programs for medical and graduate students, and for training health care professionals.
- Develop outstanding clinicians and investigators who are lifelong learners, who will provide the highest quality compassionate care, and who will serve the needs of their community and the world in the best traditions of our profession.
- Conduct innovative and collaborative research and integrate this knowledge into the practice of medicine.
- Advance the early detection, treatment, and prevention of disease.
- Ensure the highest ethical and professional standards in all of our endeavors.

Revised and approved by the Council of Chairs
October 2007

MEDICAL IMAGING PROGRAM

The Emory University Medical Imaging Program seeks to develop leaders in medical imaging by fostering an environment of academic and clinical excellence. Specifically, the mission of the program is to produce well-educated, fully competent, and highly motivated medical imaging professionals who will safely perform diagnostic imaging procedures. Program graduates will also possess either advanced medical imaging skills in CT or MRI, or leadership skills in education or management.

STUDENT OUTCOMES

Consistent with the mission statement of both the School of Medicine and the Medical Imaging Program, the specific goals for the educational program are to produce graduates who are able to:

- Communicate effectively with patients, peers, and other medical professionals;
- Behave ethically and morally and ensure that the practice of radiologic technology is "humane and caring".
- Apply knowledge of anatomy, physiology, positioning, and radiographic exposure factors to accurately demonstrate anatomical structures on an imaging receptor;
- Determine exposure factors to achieve optimum radiographic quality with minimum exposure to the patient.
- Evaluate radiographic images for appropriate positioning and image quality.
- Apply the principles of radiation protection for the patient, self, and others.
- Recognize emergency patient conditions and initiate life-saving first aid and basic life-support procedures.
- Evaluate the performance of radiologic systems, identify the safe limits of equipment operation, and report malfunctions to the appropriate personnel.
- Demonstrate proficiency in the operation of digital radiologic systems (CR, DR, digital fluoroscopy, RIS, PACS).
- Demonstrate critical thinking and problem solving necessary for professional practice.
- Participate in professional activities and continuing professional and personal growth.
- Demonstrate clinical proficiency in the advanced imaging modalities of CT or MRI.*
- Demonstrate leadership skills essential for effective managerial performance.*
- Apply teaching methodologies essential for effective learning.*

* Dependent on minor area of study selected.

PROGRAM OUTCOMES

1. Ninety percent of graduates will pass the national certification examination.
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 have an attrition rate of not more than 20% and a retention rate of at least 80%.

5. The program will maintain a course completion rate of $\geq 80\%$.
6. The program will maintain a program completion rate and graduation rate of 80%.
7. The program will have a job placement rate of 75% within six months of graduation.
8. The program will receive an overall score of ≥ 4.0 on the Post-Graduate Program Evaluation.
9. The program will receive an average score of ≥ 4.0 on each item on the Post-Graduate Program Evaluation.
10. Program graduates will receive an average overall score of ≥ 3.5 on the Employer Questionnaire.
11. Program graduates will receive an average score of ≥ 3.5 on each item on the Employer Questionnaire.
12. Forty percent of program graduates will participate in professional development activities.
13. Ninety percent of program graduates with a minor in CT or MRI will pass the national certification exam in CT or MRI within 2 years of graduation.
14. Fifty percent of program graduates with a minor in CT or MRI will be employed in CT or MRI within 2 years of graduation.
15. Thirty percent of program graduates with a minor in administration/management will be active in a leadership position within 5 years of graduation.
16. Thirty percent of program graduates with a minor in education will hold an instructional position within 5 years of graduation.

III. EMORY UNIVERSITY POLICIES AND PROCEDURES

The Board of Trustees of Emory University has adopted a Statement of Policy dealing with University-student relationships. A digest of this policy is published in the Bulletin of every University division. 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 the digest of this statement in the School Bulletin, since all members of the University are expected to abide by the standards outlined in this digest promoting their views.

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 listing of University Policy and is distributed to all medical and allied health students annually who are accountable to its contents.

EQUAL OPPORTUNITY

Emory University offers equal opportunity to all members of its faculty, staff and applicants for employment without discrimination in regard to race, color, creed, sex or sexual orientation, national origin, veteran's status, handicap, or age. Likewise, applications for admission are considered on the basis of the *qualifications* of the applicant student without discrimination in regard to race, color, creed, sex, sexual orientation, national origin, veteran's status, disability, or age. Students, faculty, and staff are assured of participation in programs and in the use of University facilities without discrimination; all members of the student body, faculty, and staff are expected to assist in making this policy valid in fact.

Equal Opportunity Programs
110 Administration Building
Dr. Robert W. Ethridge, Vice President
(404) 727-6016
robert.ethridge@emory.edu

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.*

POLICY STATEMENT ON DISCRIMINATORY HARASSMENT

It is the policy of Emory University that all employees and students should be able to enjoy and work in an educational environment free from discriminatory harassment. Harassment of any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran's status is a form of discrimination specifically prohibited in the Emory University community. Any employee, student, student organization, or person privileged to work or study in the Emory University community who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the University.

Discriminatory harassment includes conduct (oral, written, graphic or physical) directed against any person or group of persons because of their race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran's status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

In addition, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- **Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program or activity;**
- **Submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions affecting that employee or student; or**
- **Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, of a student's academic performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.**

All University Vice Presidents, Deans, and Division and Department Chairpersons should take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for lodging complaints. All members of the student body, faculty, and staff are expected to assist in implementing this policy.

The scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this policy. It is the intent of this paragraph that academic freedom is allowed to all members of the academic community. Accordingly, this provision shall be liberally construed but shall not be used as a pretext basis for violation of this policy.

Any medical imaging student with a complaint of sexual or discriminatory harassment should contact a member of the faculty in the Medical Imaging Program or the administrative staff in the Office of Medical Education and Student Affairs (e.g., Executive Associate Dean, Associate Dean, Assistant Dean or Director of Medical Education Services) or the Executive Associate

Dean or Assistant Dean for Administration. In addition, students with these complaints should feel free to contact the Associate Vice President for Equal Opportunity Programs to obtain information on the University procedure for handling such complaints.

Additional information concerning grievance procedures may be found in the 2007-2008 edition of the *Campus Life Handbook* available to each Emory University School of Medicine Student at their designated orientation or from the Office of Medical Education and Student Affairs.

ROBERT W. WOODRUFF HEALTH SCIENCES CENTER

The School of Medicine is one of five units comprising the Woodruff Health Sciences Center of Emory University. The Nell Hodgson Woodruff School of Nursing, the Rollins School of Public Health, The Yerkes National Regional Primate Research Center and Emory Healthcare are the remaining four. There are seven major affiliates to the Health Sciences Center and Emory Healthcare including The Emory Clinic, Emory Children's Center, Emory University Hospital, Emory Crawford Long Hospital, Wesley Woods Center of Emory University, Emory-Adventist Hospital and EHCA, LLC. Major affiliates for patient care, teaching and research include the following: Atlanta Veterans Affairs Medical Center, Children's Healthcare of Atlanta at Egleston, and Grady Memorial Hospital.

These divisions are subject to the Rules and Regulations of Emory University to 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.

IV. GENERAL STUDENT INFORMATION

CRIMINAL BACKGROUND CHECKS/ DRUG TESTING

Criminal background checks and drug testing will be performed as required by clinical education settings. 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.

EMORY UNIVERSITY SCHOOL OF MEDICINE CONDUCT CODE

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 the rational approach for 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; or students to learn and express their views.

Because of these objectives, 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 allied 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 allied 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 allied health students enrolled in the School of Medicine outside of an academic setting. Academic discipline of students is not covered by this Code but rather falls within the jurisdiction of either the Health Professions Honor Code or the Progress and Promotions Committee.

PROFESSIONAL BEHAVIOR

Medicine is a profession entrusted with the care of patients and hence, students in the medical school must conduct themselves in a professional manner. In the belief that health professionals are called to the highest standards of honor and professional conduct and understanding that this responsibility begins at the inception of one's education rather than upon receipt of a degree, the students of the Emory University School of Medicine must uphold the following standards. These standards are intended to promote an atmosphere of honesty, trust, and cooperation among the students, the faculty, the staff, their patients, and society.

STANDARDS OF PROFESSIONALISM

Appropriate 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 – all of which are outlined below.

Honesty – Being truthful in communication with others.

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

Professional Demeanor – Being thoughtful and kind when interacting with patients, their families, other members of the healthcare team, and all others; 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 patient population served.

Respect for the rights of others – Dealing with staff, and peer members of the health team in a considerate manner and with a spirit of cooperation; Acting with an egalitarian spirit toward all persons encountered in a professional or non-professional setting, regardless of age, race, color, national origin, disability, religion, gender, sexual preference, socioeconomic status, or veteran/Reserve/National Guard status; 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 something interferes with one's ability to perform clinical tasks effectively; compliance 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; 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; Not using alcohol or drugs in a way that could compromise patient care or one's own performance; Not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient.

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:

- a. That the School of Medicine and the University at large assumes high standards of courtesy, integrity, and responsibility in all of its members;
- b. 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 allied health 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.

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.

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 described above 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:

- a. Attempting, assisting, or encouraging any conduct prohibited by this Code.
- b. Causing physical harm to any person or causing reasonable apprehension of such harm.
- c. Disorderly or indecent behavior including destroying or damaging University property or the property of others.
- d. Engaging in conduct directly 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.
- e. Engaging in sexual conduct with another person without the consent of that person.
- f. Violating the University's Policy Statement on Discriminatory Harassment, which includes sexual harassment.
- g. Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
- h. Misrepresenting information or furnishing false information to the University or its representatives.
- i. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
- j. 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 under 21 years of age.
- k. Unauthorized possession of an open container of an alcoholic beverage.
- l. 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.
- m. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
- n. Unauthorized use, possession, or storage of any weapon.
- o. Unauthorized use or possession of fireworks of incendiary, dangerous, or noxious devices or materials.
- p. Intentionally or recklessly misusing or damaging fire or other safety equipment.
- q. Theft or misuse of property or services.
- r. Substantially interfering with the freedom of expression of others.
- s. 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.
- t. 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.
- u. 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.
 - v. 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.

EMORY UNIVERSITY ALCOHOL POLICY

Emory University is committed to the health and well being of the members of its staff, faculty, and student body. As part of this commitment, Emory University complies with and upholds all federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs. Violations of such laws that come to the attention of University officials will be addressed within the University or through prosecution in the courts, or both.

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 Amendment of 1989. Also, as administrator of certain state-funded financial aid programs for students, Emory University adheres to Georgia’s Drug Free Postsecondary Educational Act of 1990.

Accordingly, all Emory University full-time, part-time, and temporary faculty, staff, students and employees are required to abide by the standards of conduct that Emory University applies to all activities conducted on University-owned property and to all other University-sponsored activities.

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/HANDBOOK.**

SEXUAL ASSAULT POLICY STATEMENT

The community of Emory University and the School of Medicine expects its students to treat other persons with respect and dignity and will not tolerate any form of sexual assault. Both parties should explicitly agree upon sexual activity. Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause

including the victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any student charged with a violation of this policy.

Under this policy, sexual assault includes but is not limited to rape or attempted rape, sexual battery, or other physical acts of a sexual nature that are accomplished toward another without his/her consent.

The School of Medicine shall proceed with disciplinary and/or remedial actions as needed when it appears that the prohibition against any form of sexual abuse has been violated. A student charged with sexual assault may be disciplined under the Conduct Code as well as prosecuted under Georgia's criminal statutes. Whether or not a criminal prosecution occurs, the School of Medicine and the University retain the right to proceed with disciplinary action at any time and need not await the disposition of any such criminal prosecution. Such disciplinary action shall be handled in accordance with the School of Medicine Conduct Code. Emory University has in place procedures to provide the victim with emotional and medical support once a report is made.

Any person wishing to report a violation of this policy may contact:

- Public Safety: 404-727-6111 to report the violation.
- Executive Associate Dean for Medical Education and Student Affairs or any Assistant or Associate Dean in this office at 404-727-5655 to report the violation.

Any person seeking advice or support may wish to contact:

- University Health Service: 404-727-7551 for advice and support.
- Student Counseling Center: 404-727-7450 for advice and support.
- DeKalb Rape Crisis Center: 404-377-1428 for advice and support.

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 three to 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 allied health 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:

- a. 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.
- b. 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.

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.

- c. 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 decision on the recommendation of the Hearing Committee, and the Executive Associate Dean or the Dean shall notify the student of his or her decision.

SANCTIONS

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

- a. **Warning:** A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.
- b. **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.
- c. **Restitution:** Compensation for loss, damage, or injury. This may take the form of service, monetary compensation, or material replacement.
- d. **Discretionary Sanctions:** Work assignments or service to the School of Medicine, the University or the community.

- e. **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.
- f. **Expulsion:** Permanent separation of the student from the School of Medicine.

Conduct sanctions (e) Suspension and (f) Expulsion shall be entered permanently on a student's record. Sanction (b) 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 ad hoc 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.

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:

- a. One voting administrator appointed by the Executive Associate Dean for OMESA;
- b. Up to three voting faculty members appointed by the Dean.
- c. One voting medical or allied health 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.

RADIOLOGY 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

Policy Section: Human Resources

Policy Statement:

Department of Radiology 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 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. 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 distracting perfumes or colognes that may precipitate allergic responses or be sensitizing to patients or colleagues.

Classroom Attire:

During the three-year medical imaging curriculum at Emory, students spend approximately half of their time in lectures or other activities that do not involve patient care. Attire at that time should be comfortable, but should not detract from the serious educational atmosphere.

Clinical Attire:

When patient contact 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 to which a patient is brought. 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, *2007 Clinical Handbook*.

PERSONAL RELATIONSHIPS

1. **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.
2. **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.

3. **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.
4. **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

Dawn Couch Moore	med.imaging.program@emoryhealthcare.org (404) 727-3200
Barbara Peck	dawn.moore@emoryhealthcare.org (404) 712-7823 (404) 686-5500 #14077 (pager)
William Undie	barbara.peck@emoryhealthcare.org (404) 712-1228 (404) 686-5500 #14324 (pager)
Sonja Robb-Belville	william.undie@emoryhealthcare.org (404) 712-2167 (404) 686-5500 #16413 (pager)
Candice McLean	srobbbe@emory.edu (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/ PAGER POLICY

All students must turn pagers and 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 permitted on the Emory campus, but only in approved areas. **Smoking is absolutely prohibited in all hospitals and clinics and within 50 feet of the entrance to all campus buildings.** 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, WZXI, 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, a notice will be placed on the program director's voicemail. Please call **404-727-3200** to confirm the cancellation of class or clinical assignments. Students will also be notified via e-mail.

V. PERSONNEL

SCHOOL OF MEDICINE

DEAN

Thomas J. Lawley, MD
The School of Medicine
1648 Pierce Drive, Suite 423
Atlanta, GA 30322
tlawley@emory.edu

(404) 727-5631

OFFICE OF MEDICAL EDUCATION AND STUDENT AFFAIRS (OMESA)

**The Office of Medical Education & Student Affairs
The School of Medicine
1648 Pierce Drive, Atlanta, GA 30322
Main Line – (404) 727-5655**

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

The School of Medicine
Fourth Floor – Suite 453
Associate Professor, Winship Cancer Institute
(404) 712-9979

Robert Lee, Ph.D.
Associate Dean, Office of Multicultural Student Affairs
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(404) 727-0016
rlee08@emory.edu

J. Alan Otsuki, M.D., M.B.A.
Associate Dean, Medical Education & Student Affairs
Associate Professor, Emergency Medicine
Office P398
jotsuki@emory.edu

ADMINISTRATIVE STAFF - EMORY CAMPUS:

Margo Kuisis
Director, Office of Medical Education & Student Affairs
Office P383
Direct Line (404) 712-8417 or Cell Phone (770) 313-3355
mkuisis@emory.edu

Mike Behler
Associate Director of Financial Aid, Scholarship and Students Affairs
Office P382
Direct Line: (404) 727-5683

Marvell Nesmith
Associate Director of Registration and Students Affairs
Office P380
Direct Line: (404) 712-2991

**MEDICAL IMAGING PROGRAM
FACULTY, STAFF AND ADMINISTRATION**

Carolyn Meltzer, M.D.
Professor and Chairman

Radiology Department
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
William Undie, Ed.D., R.T. (R)(T)	Instructor Medical Imaging Program
Sonja Robb-Belville, B.S., RT(R)(MR)	MR Instructor Medical Imaging Program
Candice McLean	Program Administrative Assistant
Angie Bagwell, R.T.(R)	Clinical Instructor CHOA: Egleston Children's Hospital
Selena Banks, R.T. (R)	Clinical Instructor Crawford W. Long Hospital
Randy Bethea, R.T. (R)	Clinical Instructor Crawford W. Long Hospital
Janine Brancato, R.T.(R)	Clinical Instructor Emory University Hospital
Felicia Brannon, R.T. (R)	Clinical Instructor 1525 Clinic
Ted Brzinski, R.T.(R)	Clinical Instructor CLH Medical Office Tower
Carm Callella, R.T. (R)	Clinical Instructor Resurgens Orthopedics: Austell
Michael Daise, R.T. (R)	Clinical Instructor Crawford W. Long Hospital
Donna Dalton, R.T. (R)	Clinical Instructor Emory Clinic
Eric Edmondson, R.T. (R)	Clinical Instructor Emory Clinic
Christian Elliott, R.T.(R)	Clinical Instructor Emory University Hospital
Olivia Glass, R.T.(R)	Clinical Instructor Crawford W. Long Hospital

Jason Han, R.T. (R)	Clinical Instructor Emory University Hospital
Tonya Haney, R.T.(R)	Clinical Instructor Sports Medicine
Lisa Hecht, R.T. (R)	Clinical Instructor Resurgens Orthopedics: St. Josephs
Bertu Kedir, R.T.(R)	Clinical Instructor CLH Medical Office Tower
Pat Kimbell, R.T. (R) (M)	Clinical Instructor Sports Medicine
Diane King, R.T. (R)	Clinical Instructor Resurgens Orthopedics: Lawrenceville
Kim Landmon, A.S., R.T. (R)	Clinical Instructor Sports Medicine
Christine Lemon, R.T.(R)	Clinical Instructor CLH Medical Office Tower
Lisa McClure, R.T. (R)	Clinical Instructor Crawford W. Long Hospital
Corey Miller, R.T. (R)	Clinical Instructor CHOA: Eggleston Children's Hospital
Deon Moore, R.T.(R)	Clinical Instructor Crawford W. Long Hospital
Jan Moseley, R.T. (R)	Clinical Instructor Resurgens Orthopedics: Austell
Karen Petit, R.T. (R)	Clinical Instructor Crawford Long Hospital
Veena Rajeevan, R.T. (R)	Clinical Instructor The Emory Clinic
Sheila Reynolds, R.T. (R)	Clinical Instructor Emory Clinic

Tracy Ryan, R.T.(R)	Clinical Instructor Sports Medicine
Janiece Scott, R.T.(R)	Clinical Instructor Emory University Hospital
Tiffany Seacrest, R.T.(R)	Clinical Instructor CHOA: Egleston Children's Hospital
Stacy Sexton, R.T. (R)	Clinical Instructor Crawford W. Long Hospital
Christine Smith, R.T. (R)	Clinical Instructor Crawford W. Long Hospital
Sonia Parson Smith, R.T. (R)	Clinical Instructor Sports Medicine
Mary Street, R.T. (R)	Clinical Instructor CHOA: Egleston Children's Hospital
Nancy Turner, R.T.(R)	Clinical Instructor Resurgens Orthopedics: Lawrenceville
Amanda Wadford, R.T. (R)	Clinical Instructor Emory Clinic
Vicki White, R.T. (R)	Clinical Instructor Emory University Hospital
Adrienne Williams, R.T. (R)	Clinical Instructor Resurgens Orthopedics: Covington
Amanda Wrightsman, R.T. (R)	Clinical Instructor Resurgens Orthopedics: St. Joseph's
Brandy Zorn, R.T. (R)	Clinical Instructor Resurgens Orthopedics: St. Joseph's

MEDICAL IMAGING PROGRAM

SENIOR STUDENTS:

Imad Abusam

Rogers Bailey

Kimberly Brown
Nicole Chin
Ban Dao
Rebekah Finck
Laura Hunlock
Mehrnaz Khorrami
Justin Mobley
Jackline Riungu

Susan Cater
Lori Ciani
Janelle Ferguson
Martin Han
Stuart Johnson
Tamara Lewis
Lisa Pianelli
Heather Smith

JUNIOR STUDENTS:

Celina Adamson
Arianne Avila
Jesse Farthing
Samiha Kedir
Clyde Le
Elba Miranda
Heather Simmons
Delilah Stanford

Yuriy Aranabyev
Aurora Compton
Shalethia Glover
Love Lah
Sahar Mansouri
Kristen Ortego
Jillian Smith
Sunhee Yu

VI. 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 \$50.00. 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 at Emory is dependent upon satisfactory scholastic achievement. The criteria used in determining whether a student's scholastic standing is satisfactory or not are described in this section.

SYSTEM OF LETTER GRADES

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

A -- clearly superior	==	90-100%
B -- good to excellent	==	80-89%
C -- satisfactory	==	75-79%
D -- marginal	==	70-74%
F -- failure	==	< 70

QUALITY POINTS

The value of each grade in quality points is as follows:

A	Four (4) quality points;
B	Three(3) quality points;
C	Two (2) quality points;
D	One (1) quality point;
F	Zero (0) quality points.

The grade-point average is computed by multiplying the number of semester hours for each course by the number of quality points received for the course. This is done for all courses taken during the period being averaged. Didactic and Clinical grades are calculated separately. The semester hours are then totaled, the course quality points are summed, and the semester-hour total is divided into the course quality-point total to determine 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.

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 by the Dean and other designated officers that academic grades are satisfactory, that rules of the University are being complied with, and that the best interests of the school and other students are being served. The Dean or the Committee of Academic Standards 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. At the end of any grading period, a student whose cumulative average is less than that prescribed for the program of study will incur academic probation.

PROBATION

At the end of any grading period, a student who's cumulative or whose senior grade point average are less than 2.0 will incur academic probation. A student who fails in any semester to pass two-thirds of the hours taken or to attain at least a 1.5 quality-point ratio will be placed on probation regardless of previous averages. Clinical education grades will not be considered in the cumulative average if probation or exclusion is imminent. Students on probation will be expected to concentrate their energies on their studies to bring their work to the required standard.

POLICY ON REPEATING COURSES OR DECELERATING

Students who receive a grade of "F" in any course will be required to repeat the course. **Failure to pass a course may extend the program of study a full academic year.**

Students who wish to decelerate the program of study because of poor academic performance may do so with approval of the Program Director. Both the student and faculty members will agree upon specific conditions of the decelerated program of study.

EXCLUSION

Any student who fails for two successive semesters of full-time work to pass two-thirds of the semester hours taken or fails to attain at least a 1.5 quality-point ratio shall be automatically

excluded regardless of previous averages. A student who is excluded under this rule will not be eligible to apply for readmission 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.

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 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 of 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.

SATISFACTORY ACADEMIC PROGRESS

A fully enrolled 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 and the student is not on academic probation (see section on "Academic Probation"). **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 DEGREES

Formal application for degree must be made to the Director of the Office of Medical Education and Student Affairs on a form available for that purpose at the beginning of the semester in which the degree is to be conferred (see Academic Calendar). A student must be registered for the semester in which the degree is to be conferred. 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 Office of Medical Education, and official reports are then sent to the University Registrar for permanent records. At the end of each semester, students can login to the Emory Home Page on the world wide web (www.emory.edu) and access the OPUS system to obtain their course grades, accumulated hours of credit, and grade point average.

Upon written request to the Registrar, students or graduates can receive a copy of their academic record (transcript) at Emory University through the last academic year of work taken. If the student prefers, an official transcript can be mailed to a specifically requested agency or organization, provided the student's financial status with the University is clear (no indebtedness except for loans with approved repayment schedules). The charge for an unofficial transcript is \$4.00 per copy. The charge for a sealed, official transcript is \$8.00 if issued to the student or \$4.00 if sent to another institution. Official transcripts bearing the University seal and validating signatures are mailed to agencies or institutions as confidential information at the written request

of the student (or graduate). All transcripts include the entire academic record at Emory University; no partial statements of record will be issued by the Registrar as transcripts. Report of performance in courses before the end of the academic year may be sent to any agency or institution by one of the School's administrative officers on written request by the student. The Transcript Request Form can be found at www.registrar.emory.edu/pdf/TransReq06_UPD.pdf.

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 distributed to all students at orientation.

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.

VII. 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.

ALLIED 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 Health Professions Programs, Emory University School of Medicine, are required to uphold the following 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. 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 applies to medical students. That Honor Council is outlined in the School of Medicine Student Handbook for Medical Students.
- B. The Allied Health Professions Student Honor Council (hereafter referred to as the Joint Honor Council) will have jurisdiction over the adherence to and supervision of the Honor Code as it applies to students in these Allied Health Professions Programs: (1) Ophthalmic Technology, (2) Anesthesiology and Patient Monitoring Systems, and (3) Medical Imaging.

Program Honor Councils, formed at the discretion of the Program Director and faculty, will have jurisdiction over the adherence to and supervision of the Honor Code as it applies to students of these specific Allied Health Professions Programs: (1) Physician Assistant and (2) Physical Therapy. Other Allied Health Professions Programs may form an individual Program Honor Council by following the process for amendment of this document. (See Section IX.)

1. MEMBERSHIP

- 1. The Joint Honor Council
 - (1) The Joint Honor Council will consist of one elected Student Representative from each program (all programs represented regardless of program participation in the Joint Honor Council), 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 Joint Honor Council.
 - (2) Student Representatives and Alternates
 - (1) Initial appointments are in place for the first year of the

implementation of the Joint Honor Council. For subsequent years, the following elections will be held by April of each academic year following implementation: A Student Representative and two Alternate Student Representatives will be elected by each programs students to serve on the Joint Honor Council for a one-year term. The elections will be open to any student, including previous members of the Joint Honor Council. The list of candidates will be approved by the Dean.

- (2) Students in a program of one year or less will elect a Student Representative and two Alternate Student Representatives immediately after matriculation.
- (3) Vacancies will be filled by special election of the respective program, when possible. If the 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 Allied Health Professions Advisory Committee for consideration for appointment and 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 April 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.

2. Program Honor Councils

(1) Each Program Honor Council will consist of three elected Student Representatives from each class, and two Faculty Representatives. In addition, three Alternate Student Representatives from each class also will be elected by the programs students, and two Alternate Faculty Representatives will be appointed by the Program Director (or his/her designee). The leadership of the Program 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) By April of each academic year following implementation, a Student Representative and two Alternate Student Representatives will be elected by each program's students to serve on the Program Honor Council for a one-year term. The elections will be open to any student, including previous members of the Program or Joint Honor Council. Candidates are approved by the Dean (or his/her designee).
- (2) Vacancies will be filled by special election of the respective class, when possible. If the class is unable to elect any representatives, alternates from other classes will serve on a rotational basis until a new Student Representative can be elected.
- (3) Program Honor Council Student Representatives are not required to serve as Programs Student Representative to the Joint Honor Council.

(3) Faculty Representatives and Alternates

- (1) To establish a pool of four faculty members, two of whom are replaced each year, the following process will be utilized:
 - 1) Program faculty will submit nominations for faculty membership to Program Director for consideration for appointment and selected faculty nominees will

be forwarded to the Dean.

- 2) In the first year, the Program Director 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 with approval of the Dean.
 - 3) Each April thereafter, the Program Director will appoint one Faculty Representative and two Alternate Faculty Representatives for a two year term with approval of the Dean.
- (2) Appointees can serve no more than two years without reappointment by the Program Director and reconfirmation by the Dean.
 - (3) Appointees will be limited to three consecutive terms.
 - (4) Vacancies will be filled by appointment by the Program Director with approval of the Dean.

2. LEADERSHIP OF THE HONOR COUNCILS

Hereafter, Honor Council refers to either the Allied Health Professions Student Honor Council or to the Program Honor Council depending upon the specific Program of the student. (See Section III. B.)

- 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 in April 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.
3. 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. After receiving the report, the Chair will decide whether the situation warrants investigation. If an investigation is deemed necessary, the Secretary will notify the Dean (or his/her designee).
- C. Upon notification of a possible violation of the Honor Code, the Secretary will choose two Investigators from available Alternate Student Representatives. These Investigators will be responsible for gathering information about the case.
- D. After information about the case has been gathered, this information will be submitted to the Intermediary, an ad-hoc, randomly selected Alternate Faculty Representative (appointed by the Chair), who will judge whether sufficient evidence exists to warrant a formal hearing. The Intermediary may not represent the program or the accused or participate in any subsequent hearing. The Intermediary should inform the Secretary as to whether or not he/she calls for a hearing. The Secretary will set the time, date and place of the hearing and will notify such persons as deemed appropriate at that time in writing. Additional persons may be notified at another time.

V. THE HEARING

- A. If a hearing is deemed warranted, the Student will be notified by the Secretary 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 and the options available to the Student concerning assistance by an Advisor (see Section V. E. 5.).
- B. The hearing will take place within a reasonable time (usually 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. 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.
- C. For each hearing, the Honor Council consists of eight members: five Student Representatives plus the Chair (or Vice-Chair) and two Faculty Representatives. The five Student Representatives are randomly chosen by the Chair. (For the Joint Honor Council these five Student Representatives will include a Student

Representative from the program of the accused.) If any member is unable to serve for any reason, including conflict of interest, then an alternate representative who did not serve as an Investigator or Intermediary will be appointed by the Chair (or Vice Chair) to sit on the Honor Council. 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.

1. It will be the responsibility of the Secretary to inform the (sitting) Honor Council members in writing of the alleged violation (date, person involved, and nature of the accusation), and of the date of the hearing.
2. 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 in determination of a decision. (See Section VI. A. & VI. B.)

D. Order of Proceedings

1. Call to order
2. Reading of the Honor Code
3. Statement of the alleged Honor Code violation
4. Presentation of evidence: The Investigators and the Student may present testimony and other evidence as appropriate and relevant to the case. The Chair and members of the Honor Council, the Student, and the Student's advisor 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 in private and executive session.

E. Rules Governing Proceedings

1. Rules of law do not apply to any hearings or proceedings regarding the Honor Code.
2. All hearings will be conducted in closed door session and will remain confidential.
3. 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 replacement secretary appointed by the Secretary (or his/her designee) from the sitting members of the Honor Council.
 - c. Student accused of violation
 - d. Two Alternate Student Representatives who served as the

- investigators for the case.
 - e. Relevant witnesses who may be present only while testifying
 - f. Advisor for the Student
4. The Secretary or his/her appointee will take notes of the hearing and make them available to the sitting members of the Honor Council.
 5. The Student has the option of selecting a faculty member from the School of Medicine, who is 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. Decision: For the Student to be found in violation of the Honor Code, a vote by at least five of the seven voting members of the Honor Council finding such violation will be required. The Chair (or Vice-Chair) will not be eligible to vote.
- B. Penalty: The penalty recommended for an Honor Code violation will be determined by a plurality vote of the seven voting members of the Honor Council. The Chair (or Vice-Chair) will vote in case of a tie.
- C. Penalty Recommendation: The Honor Council will make a recommendation of the penalty for violation of the STATEMENT OF THE HONOR CODE
 1. The standard penalty for a violation is **PERMANENT EXPULSION**. The student will receive a grade of **Incomplete** for all courses in which the student is enrolled at the time of the infraction.
 2. Depending upon the circumstances of the case, the Honor Council may recommend a penalty less severe than **permanent expulsion** to the Dean. These penalties include, but are not limited to, the following:
 - a. **Disciplinary probation** for Honor Code violation. The student may receive a grade of **Incomplete, Withdrawal** or **Withdrawal Failing** for one or more courses in which the student is enrolled at the time of the infraction, based on the judgment of the program faculty.
 - b. A **Mandatory Leave of Absence** from Emory University for at least one academic year depending upon the specific program.
 - (3) Mandatory Leave of Absence is defined for each specific program as:

- (1) Ophthalmic Technology - one year
 - (2) Physical Therapy - one year
 - (3) Physician Assistant - one year
 - (4) Anesthesiology and Patient Monitoring Systems - next enrollment class cycle
 - (5) Medical Imaging- one year
- (4) The Student will receive a grade of **Incomplete** for all courses in which he/she is enrolled at the time of the infraction.
 - (5) Upon receipt of a mandatory leave of absence, the Student cannot advance until he/she has completed the term in which the Incomplete grades were given.
 - (6) A Student, who is found guilty of an Honor Code violation, will return from a mandatory leave of absence at the commencement of the same courses in which the violation occurred.
 - (7) 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.

D. Notification of Honor Council Decision

The Dean will be informed promptly in writing by the Chair following the decision of the Honor Council.

E. Decision of the Dean of the School of Medicine

The final decision rests with the Dean. The Dean will notify the student and the Program of the final decision in writing. The decision of the Dean will be effective immediately unless there is an appeal.

VII. FINAL APPEAL

The final 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. (See Section VI. E.)

VIII. AMENDMENTS

Amendments to this Honor Code may be submitted before the end of each academic year for consideration by the Joint and Program Honor Councils. If approved by these Honor Councils, the amendments will be reviewed and a recommendation sent to the Dean. Amendments will be adopted if approved by the Dean.

VIII. 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 \$4800.00 per semester. There is an activity fee of \$86 for each semester and an athletic fee of \$132 for Fall and Spring semesters. The athletic fee and activity fee is \$40 for the summer semester. An additional \$160 (\$80 per semester) is charged for disability insurance and immunization updates and a \$50 per semester mental health/counseling 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 \$400 per semester hour. The activity fee is prorated per semester hour (for hours 1-11), and the athletic fee will be \$132 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

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:

	<u>FALL</u>	<u>SPRING</u>
First Payment:	Registration	January
Second Payment:	September	February
Third Payment:	October	March
Fourth Payment:	November	April

Deferred payment is not allowed summer semester.

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 34).

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:

<u>Withdrawal during</u>	<u>Charge</u>	<u>Credit</u>
First 5 class days	0%	100%
Second 5 class days	20%	80%
Third 5 class days	40%	60%
Fourth 5 class days	60%	40%
Fifth 5 class days	80%	20%

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 located at 1701 Lowergate Drive (727-6106) or on-line at <http://www.epcs.emory.edu/park/students.htm>. Regular student parking fee for the 2007-2008 academic year is \$ 654.00 payable at registration.

MEALS

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

BOOKS

The University Bookstore is located in the Dobbs University Center (DUC). The Emory Medical Bookstore is located on the ground level of the Dobbs University Center. All medical imaging textbooks are located in the Medical 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 2008-2009 academic year, the estimated budget is as follows:

First Year Students (3 semesters):

Tuition & Fees:	
Tuition	\$14,400
Health Fee	\$ 200
Technology Fee	\$ 200
Clinical Adm. Fee	\$ 100 (one-time)
Athletic Fee	\$ 396
Activity Fee	<u>\$ 258</u>
	\$15,554

Books & Supplies:	
Books	\$ 1,200
Supplies	\$ 1,200
Uniforms	\$ 200
Equipment	\$ 300
Internet Access	\$ 600
Association Dues	\$ 75
Parking	\$ 700
Travel	\$ 1,000
Insurance	<u>\$ 2,000</u>
	\$ 7,275

Total Cost: \$22,829

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 found in the annual Financial Aid publication of the School of Medicine. These booklets may 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/.

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 allied health 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.

THE EMORY CLINIC, INC. SCHOLARSHIP FUND: The Emory Clinic, Inc., Section of Radiology sponsors between one and three (1-3) service repayable, full tuition and fee scholarships for third year students that will agree to work for The Emory Clinic radiology department for two years immediately after graduation. Applications will be distributed to all students in the fifth semester of enrollment. Scholarships are offered based on staffing needs.

THE EMORY UNIVERSITY HOSPITAL SCHOLARSHIP FUND: Emory University Hospital, Section of Radiology sponsors two (2) service repayable scholarships for third year students that will agree to work for the Emory University Hospital radiology department for two years immediately after graduation. Applications will be distributed to all students in the fifth semester of enrollment. Scholarships are offered based on staffing needs.

CHILDREN’S HEALTHCARE OF ATLANTA: EGLESTON SCHOLARSHIP FUND: Egleston Children’s Hospital, Section of Radiology sponsors one (1) service repayable, full tuition and fee scholarships for third year radiography students that will agree to work for their radiology department for eighteen months immediately after graduation. Applications will be distributed to all students in the fifth semester of enrollment. Scholarships are offered based on staffing needs.

GEORGIA SOCIETY OF RADIOLOGIC TECHNOLOGISTS SCHOLARSHIP FUND: The state professional society sponsors a small number (2-4) of \$500 scholarships annually. Applications for this scholarship will be distributed late in the fall semester. Applicants must be members 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. An 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. An applicant must be a member of the professional society.

IX. STUDENT HEALTH SERVICES

EMORY UNIVERSITY HEALTH SERVICE

Emory University Health Service (EUHS) is located at 1525 Clifton Road on the Emory Campus and provides comprehensive medical care to students, students’ spouses and dependents over the age of 12. Services available are outpatient, physical examinations, anonymous HIV and STD testing, post-exposure follow-up care, gynecology, family planning and colposcopy, mental health, preventive medicine, allergy injections and immunizations, PPD tuberculin skin tests, referrals to specialists, health education, international travel information, nutrition counseling, and substance abuse counseling.

Student Health Service Hours:

During the academic year, **8:00 AM - 6:00 PM, M-F; 10:00 AM - 1:00 PM Saturdays**

During summer and winter breaks, **8:30 AM - 5:00 PM, M-F**

Information regarding after hours care is available by calling 404-727-7551, press 4.

A EUSHS 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.

Primary care visits to Student Health 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 by insurance. Payment is due at the time of service. Cash, check, Visa, MasterCard, and Emory Card are accepted.

Students' spouses, qualified domestic partners and dependents (over age 12) can be seen at EUSHS on a fee-for-service basis. The EUHS will also treat any official visitors or guests to the university.

The EUSHS MedBuddy-U system is a 24-hour Internet communication tool for Emory students. By using this system, Emory students are able to communicate with Student Health Services via the Internet in a private, confidential and secure manner that meets the new federal HIPAA privacy standards. MedBuddy-U can be used to request appointments, ask for prescription refills and have web-based medical consultations.

Emory University Student Health: 404-727-7551
Immunization Nurse: 404-727-0392

MENTAL HEALTH AND COUNSELING SERVICES

The Emory University Student Counseling Center is located in Cox Hall Room 217. Consultation, evaluation, and crisis intervention services are provided by competent, caring physicians. Students may be referred for mental health services by other health care providers, by their physicians at home, or they may self-refer. **Students may be required to undergo medical or mental health assessments if the Associate or Assistant Deans feel there are compelling reasons to make such a request.** Students will be referred to appropriate outside resources when indicated. Expenses for these referrals will be the responsibility of the student. Students may call 727-7551 (press 1) for an appointment.

Emory Student Counseling Center: 404-727-7450
Mark McLeod, Ph.D., Director

HELPLINE: 727-HELP (404-727-4357) This number is staffed by trained university students from 7:00 p.m. to 1:00 a.m. for evening emergency assistance.

Faculty members appointed by the Department of Psychiatry

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.

Department of Psychiatry Outpatient Psychotherapy Training Program

Mrs. Carol Levy, Intake Nurse: 404-727-0399
Dr. Beth Selig, Coordinator: 404-727-5886

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 Health Service 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 student health insurance plan 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.

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 (Td) booster (within the past 10 years), measles/mumps/rubella (MMR) (initial immunization plus one booster), and polio, as well as a clinical history of chicken pox or positive varicella titer or documentation of vaccine administration. In general, many first year students receive PPD testing and begin their hepatitis B immunization series during the first weeks of the fall semester. Two-step PPD testing is utilized, the first at the time of orientation, the second 4-6 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 2008-2009

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 (Td): 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 testing.

PPD Testing and Protocol for Conversions

At the time of Registration each medical 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.

STUDENT HEALTH INSURANCE

Health insurance coverage for sickness, accidents and hospitalization is required of all students. **Coverage must be continuous from the date of enrollment until the date of graduation.** An Emory-sponsored plan will be available prior to registration. Students who do not enroll in this plan are required to complete an on-line waiver process confirming that their coverage is comparable. **Maintaining health insurance coverage is a requirement for continued enrollment.**

PREVENTIVE HEALTH CARE/DISABILITY INSURANCE FEE

All health professions students are charged a health fee of \$80 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.**

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.

LONG-TERM DISABILITY INSURANCE

All students enrolled full-time in the Emory University School of Medicine are provided with group long-term disability insurance coverage. For the 2008-2009 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.

X. CURRICULUM

COURSE SEQUENCE: 2008-2011

SEMESTER	NUMBER	TITLE	CREDIT HOURS
FALL	MI 201	INTRODUCTION TO MEDICAL IMAGING	2
	MI 203	MEDICAL TERMINOLOGY	1
	MI 211a	PATIENT CARE	3
	MI 221a	ANATOMY & PHYSIOLOGY	3
	MI 213a	MEDICAL IMAGING PROCEDURES	2
	MI 261a	CLINICAL CLERKSHIP	2
			13 hours
SPRING	MI 321a	PHYSICAL PRINCIPLES OF IMAGING	3
	MI 211b	PATIENT CARE	3
	MI 221b	ANATOMY & PHYSIOLOGY	3
	MI 213b	MEDICAL IMAGING PROCEDURES	3
	MI 261b	CLINICAL CLERKSHIP	4
			16 hours
SUMMER	MI 321b	PHYSICAL PRINCIPLES OF IMAGING	3
	MI 323	MEDICAL IMAGING SAFETY	2
	MI 325a	PRINCIPLES OF RADIOGRAPHIC TECHNIQUE	3
	MI 213c	MEDICAL IMAGING PROCEDURES	3
	MI 361a	CLINICAL INTERNSHIP	4
			15 hours
FALL	MI 221c	ANATOMY & PHYSIOLOGY	3
	MI 325b	PRINCIPLES OF RADIOGRAPHIC TECHNIQUE	3
	MI 213d	MEDICAL IMAGING PROCEDURES	3
	MI 327	COMPUTER APPLICATIONS IN MEDICAL IMAGING	2
	MI 390r	MEDICAL IMAGING SEMINAR	1
	MI 361b	CLINICAL INTERNSHIP	4

			16 hours
SPRING	MI 301	SURVEY OF MEDICAL AND SURGICAL DISEASES	3
	MI 211c	PATIENT CARE	3
	MI 213e	MEDICAL IMAGING PROCEDURES	2
	MI 329	IMAGE PROCESSING TECHNIQUE	3
	MI 390r	MEDICAL IMAGING SEMINAR	1
	MI 361c	CLINICAL INTERNSHIP	4
			16 hours
SUMMER	MI 411	PHARMACOLOGY	2
	MI 421	IMAGING EQUIPMENT	3
	MI461a	CLINICAL PRACTICUM	4
(ADM. MINOR)	MI 430	PRINCIPLES OF MANAGEMENT	3
	MI 431	BUSINESS COMMUNICATION	3
	MI 463a	MANAGEMENT PRACTICUM	2
(ED. MINOR)	MI 440	INTRODUCTION TO MEDICAL IMAGING EDUCATION	3
	MI 441	METHODS AND MATERIALS OF TEACHING	3
	MI 431	BUSINESS COMMUNICATION	3
(CT MINOR)	MI 450	CT PHYSICS AND INSTRUMENTATION	3
	MI 451a	CT PROCEDURES	2
	MI 465a	CT PRACTICUM	2
(MRI MINOR)	MI 453a	MRI PHYSICS AND INSTRUMENTATION	2
	MI 455a	MRI PROCEDURES	2
	MI 467a	MRI PRACTICUM	2
			15-18 hours
FALL	MI 423	BASIC RADIATION BIOLOGY	2
	MI 425	QUALITY CONTROL	2
	MI 497r	DIRECTED STUDY	2
	MI 461b	CLINICAL PRACTICUM	4
(ADM. MINOR)	MI 433	ORGANIZATIONAL BEHAVIOR	3
	MI 435	HOSPITAL ORGANIZATION AND PERSONNEL MANAGEMENT	3
	MI 463b	MANAGEMENT PRACTICUM	2
(ED. MINOR)	MI 443r	PRACTICE TEACHING (CLINICAL)	3
	MI 445r	PRACTICE TEACHING (DIDACTIC)	2
	MI 435	HOSPITAL ORGANIZATION AND PERSONNEL MANAGEMENT	3
(CT MINOR)	MI 451b	CT PROCEDURES	3
	MI 465b	CT PRACTICUM	2
(MRI MINOR)	MI 453b	MRI PHYSICS AND INSTRUMENTATION	2

	MI 455b	MRI PROCEDURES	2
	MI 467b	MRI PRACTICUM	2
			15-18 hours
SPRING	MI 427	EVALUATION & MEASUREMENT	3
	MI 496r	INDEPENDENT STUDY	2
	MI 461c	CLINICAL PRACTICUM	4
(ADM. MINOR)	MI 437	HEALTHCARE FINANCE	3
	MI 439	MARKETING	3
	MI 463c	MANAGEMENT PRACTICUM	2
(ED. MINOR)	MI 447	ADMINISTRATION OF MEDICAL IMAGING PROGRAMS	3
	MI 443r	PRACTICE TEACHING (CLINICAL)	2
	MI 445r	PRACTICE TEACHING (DIDACTIC)	3
(CT MINOR)	MR 451c	CT PROCEDURES	3
	MR 465c	CT PRACTICUM	3
(MRI MINOR)	MI 453c	MRI PHYSICS AND INSTRUMENTATION	2
	MI 455c	MRI PROCEDURES	2
	MI 467c	MRI PRACTICUM	3
			15-17 hours

* Courses in “**BOLD**” are taken by all students.

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 medicolegal 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.

MI 327: Computer Applications in Medical Imaging

Fall. Credit, two hours. 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

Spring. 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

Summer. 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 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 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 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 (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 445r: 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 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, eight 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, seven 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, seven 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.

CLASS SCHEDULES:

Class schedules are subject to change. These are sample class schedules to illustrate the class and clinical distribution.

CLASS: *Sophomore*

SEMESTER: *Fall 2008*

	MON	TUES	WED	THURS	FRI
9:00 - 10:15	(Orientation activities per schedule)	MI 211a <i>EUH Annex N122</i> (TBA)	(Orientation activities per schedule)	MI 211a <i>EUH Annex N122</i> (TBA)	MI 213a <i>EUH Annex N122</i> (Undie)
10:15- 10:30		Break		Break	
10:30 – 12:30		MI 221a <i>EUH Annex N122</i> (Peck)		MI 221a <i>EUH Annex N122</i> (Peck)	
12:30 - 1:30		Lunch		Lunch	
1:30 - 3:15		MI 201 <i>TBA</i> (Moore)		MI 201 <i>TBA</i> (Moore)	

NUMBER	TITLE	CREDIT HOURS
MI 201	INTRODUCTION TO MEDICAL IMAGING	2
MI 203*	MEDICAL TERMINOLOGY	1
MI 211a	PATIENT CARE	3
MI 221a	ANATOMY & PHYSIOLOGY	3

Registration: January 14, 2009
 Classes Begin: January 7, 2009
 Spring Break: March 9-13, 2009
 Classes End: April 24, 2009
 Final Exams: April 27-May 1, 2009

**EMORY UNIVERSITY
 MEDICAL IMAGING PROGRAM
 CLASS SCHEDULE**

CLASS: *Sophomore*

SEMESTER: *Summer 2009*

	MON	TUES	WED	THURS	FRI
9:00 - 10:30	MI 361a 8:30 a.m. – 4:30 p.m.	MI 321b	MI 361a 8:30 a.m. – 4:30 p.m.	MI 321b	MI 213c (9:00 am – 12:00 pm)
10:30-10:45		Break		Break	
10:45-12:15		MI 325a		MI 325a	
12:15-1:00		Lunch		Lunch	
1:00– 2:00		MI 323		MI 323	
2:00 – 4:00				MI 213c	

NUMBER	TITLE	CREDIT HOURS
MI 213c	MEDICAL IMAGING PROCEDURES	3
MI 321b	PHYSICAL PRINCIPLES OF IMAGING	3
MI 323	MEDICAL IMAGING SAFETY*	2
MI 325a	PRINCIPLES OF RADIOGRAPHIC TECHNIQUE	3
MI 361a	CLINICAL INTERNSHIP	4

Semester Schedule:

Registration: May 18, 2009
 Classes Begin: May 18, 2009

Memorial Day Holiday: May 25, 2009
Classes End: July 31, 2009
Final Exams: August 3-7, 2009

XII. ACADEMIC CALENDAR

2008-2009

FALL SEMESTER 2008*

August 28 Thursday	Registration Orientation
August 29 Friday	Classes begin.
September 1 Monday	Labor Day holiday.
September 5 Friday	Last day to cancel registration with full refund. Last day for approved schedule changes. Last day to drop courses without incurring "W" or "WF."
September 12 Friday	Last day to file application for degree to be granted at end of semester.
October 31 Friday	Pre-registration for Spring begins
November 27 – 30 Thursday – Sunday	Thanksgiving Recess
December 8 Monday	Classes end.
December 9 –15 Tuesday – Monday	Examination Period.
December 17 Wednesday	Fall semester ends.

SPRING SEMESTER 2009

January 7 Wednesday	Classes begin
January 14 Wednesday	Registration
January 19 Monday	MLK Holiday
January 22 Thursday	Last day to cancel registration with full refund. Last day for approved schedule changes. Last day to drop courses without incurring "W" or "WF."

February 6 Friday	Last day to file application for degree to be granted at end of semester.
March 9-13 Monday - Friday	Spring Recess
March 27 Friday	Pre-registration for Summer/Fall
April 24 Friday	Classes End.
April 27- May 1 Monday-Friday	Exam Period
May 11 Monday	Term ends. Commencement.

SUMMER SEMESTER 2009

May 18 Monday	Registration for full summer semester
May 18 Monday	Classes begin
May 25 Monday	Memorial Day Holiday (Observed)
July 2 Thursday	Last day to file application for degree to be granted at end of semester.
August 3-7 Monday-Friday	Examination Period.
August 7 Friday	Summer Semester Ends

XII. APPENDIX

FREQUENTLY CALLED NUMBERS

Medical Education/Student Affairs Office	727-5655	
Minority Affairs Office	727-0016	
Counseling, Psychiatric	Counseling Center	727-7450
Counseling, Psychiatric	Univ Health Service	727-7551
Financial Aid Office	727-6039	
Gay, Lesbian, Bisexual Issues	727-0272	
International Students Office	727-3300	
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	

CLINICAL EDUCATION SETTINGS

Emory University Hospital 1364 Clifton Road, N.E., Atlanta, GA 30322	727-7021 712-7036 (Radiology)
Crawford Long Hospital of Emory University 550 Peachtree Street, N.E., Atlanta, GA 30365	686-4411 686-2326 (Radiology)
Egleston Children's Hospital at Emory University 1405 Clifton Road, N.E., Atlanta, GA 30322	325-6000 325-6555 (Radiology)
Resurgens Orthopedics-Austell 2041 Mesa Valley Way, Austell, GA	678-309-8135 (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 1365 Clifton Road, N.E., Atlanta, GA 30322	321-0111 778-3596 (Radiology)
The Emory Clinic at 1525 Clifton 1525 Clifton Road, N.E., Atlanta, GA 30322	778-2725 (Radiology)
The Emory Clinic at Crawford Long (Medical Office Tower) 550 Peachtree Street, N.E., Atlanta, GA 30365	686-3194 (Radiology)
The Executive Park Sports/ Spine Center 59 Executive Park South, Atlanta, GA	778-6261(Radiology)
Wesley Woods Geriatric Hospital 1821 Clifton Road, N.E., Atlanta, GA 30322	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

Grady-Emory-Crawford Long Shuttle Transportation

A commuter shuttle runs between the Emory campus, the Grady Memorial Hospital, 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 Grady Hospital at 6:00 a.m. and ends the daily run at Grady Hospital at 9:00 p.m. The schedule is as follows:

Leave Grady Campus:	Every hour on the hour
Arrive Crawford Long:	7-8 minutes past the hour
Leave Crawford Long:	Every hour at 15 minutes past the hour
Arrive Emory Hospital:	30 minutes past the hour
Leave Emory Hospital:	Every hour at 35 minutes past the hour
Arrive Grady Campus:	55 minutes past the hour

HEALTH SCIENCES LIBRARY HOURS
2008-2009 Academic Year
1462 Clifton Road

Monday thru Thursday	8:00 AM – 11:00 PM (Summer Hours until 10:00 PM)
Friday	8:00 AM – 7:00 PM
Saturday	10:00 AM – 7:00 PM
Sunday	12:00 PM – 11:00 PM (Summer Hours until 10:00 PM)

XIII. 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, bachelor's, master's, 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. This organization can be contacted at the following address:

JRCERT
20 North Wacker Drive
Suite 900
Chicago, IL 60606-2901

(312) 704-5300
(312) 704-5304 (fax)
mail@jrcert.org (e-mail)
www.jrcert.org