EMORY UNIVERSITY SCHOOL OF MEDICINE

MEDICAL IMAGING PROGRAM

STUDENT HANDBOOK

2022-2023

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INTRODUCTION

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

It is the responsibility of each student enrolled in the Emory University School of Medicine (EUSOM) to read and abide by the regulations and policies within this handbook and within Emory University Publications. A revised copy of this handbook is made available to each student annually. Addendums to this handbook may be published as necessary.

Regional Accreditation: Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master, education specialist, doctorate and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Emory.

Programmatic Accreditation: The Medical Imaging Program is also accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Contact the JRCERT at 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182 or call 312-704-5300 for questions about the Medical Imaging Program accreditation.

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 treat the sick, and to promote health of our patients and community.

This 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

MEDICAL IMAGING PROGRAM

The Emory University Medical Imaging Program seeks to develop leaders in medical imaging who will provide the highest quality compassionate care within a patient- and family-centered environment.

We are committed to recruiting and developing a diverse group of students who will serve the needs of their community as medical imaging professionals.

Specifically, the mission of the program is to produce well-educated, culturally, and clinically competent, highly motivated medical imaging professionals who will safely perform quality diagnostic imaging procedures. Program graduates will also possess either advanced imaging skills in a specialty modality, or leadership skills in education or management.

Program Goals and Outcomes

1. Students will communicate effectively.
   a. Students will utilize effective oral communication skills.
   b. Students will utilize effective written communication skills.
2. Students will possess the knowledge and skills of an entry level radiographer.
   a. Students will be able to position the patient for routine radiographic procedures.
   b. Students will set appropriate exposure factors.
3. Students will develop problem solving and critical thinking skills.
   a. Students will be able to evaluate radiographic images.
   b. Students will be able to modify standard procedures to accommodate patient or environmental conditions.
4. Students will demonstrate professional growth.
   a. Students will locate, interpret and convey research related to professional practice.
   b. Students will demonstrate leadership skills.

Program Effectiveness Data

1. Ninety percent (90%) of graduates will pass the national certification examination on the first attempt.
2. The program will maintain a program completion rate and graduation rate of 70%.
3. The program will have a job placement rate of 75% within twelve months of graduation.

4. Graduates will have an average score of 8.0 on each section of the national certification examination.
5. Graduates will have an average ARRT scaled score of $\geq$ 83.
6. The program will receive an overall score of $\geq$ 4.0 on the Post-Graduate Program Evaluation.
7. The program will receive an average score of $\geq$ 4.0 on each item on the Post-Graduate Program Evaluation.
8. Program graduates will receive an average overall score of $\geq$ 3.75 on the Employer Questionnaire.
9. Program graduates will receive an average score of $\geq$ 3.75 on each item on the Employer Questionnaire.

PART I: PROFESSIONAL CONDUCT

Section 1: Expectations

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

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

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

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

• **Honesty** – Being truthful in communication with all others, while in the healthcare arena or in the community at large.
• **Maintenance of Patient Confidentiality** – Restricting discussion of patient care to those areas where conversations cannot be overheard by others outside of the care team; refraining from disclosing patient identity to those not connected to the care of the patient; maintaining appropriate security for all paper and electronic patient records, whether in the patient care or research realms.
• **Trustworthiness** – Being dependable; following through on responsibilities in a timely manner.
• **Professional Communication and Demeanor** – Being thoughtful and kind when interacting with patients, their families, other members of the healthcare team, and all others; maintaining civility in

all relationships; striving to maintain composure under pressures of fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dress in attire that is reasonable and accepted as professional to the circumstances; refraining from intoxication; abstaining from the illegal use of drugs (both prescription and illicit drugs).

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

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

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

• **Responsibility to duty**– Effectively undertaking duties with alacrity [eagerness, enthusiasm and promptness are synonyms] and persevering until complete, or notifying a responsible person of a problem; being punctual for class, clinic and other duties; timely notification of program faculty and clinical staff of absences or an inability to carry out assigned duties; seeing patients regularly and assuming responsibility for their care with appropriate supervision; identifying emergencies and responding appropriately; and being available to faculty or staff personnel when on clinical duty.

***EUSOM Standards of Dress and Appearance**

Medical students are invited into virtual and interpersonal spaces that are perhaps the most challenging of any such spaces that humans traverse. This is not a space where we seek to further our own identity. Rather, we enter into our patients lives to provide compassionate care. In keeping with this role in service to others, students are expected to convey a professional demeanor, not only in their behavior but also in their dress and appearance. A professional image conveys credibility, trust, respect, and confidence to one's colleagues and patients. In all educational settings—classroom, laboratory, clinical environment—students are expected to be clean, well groomed, and dressed in a manner appropriate to their responsibilities and the standards of their assigned clinical sites. When patient-student contact is part of the educational experience (including interactions in the clinic, in the hospital, and with standardized patients), students are expected to dress professionally and wear a clean white coat unless otherwise instructed by EUSOM faculty. When patients are invited into the **classroom** as part of the Foundations curriculum, medical students should wear respectful and professional attire; white coats are not necessary.

Of note, students must conform to dress policies set by each healthcare facility in which they rotate.

All students are required to be clean and maintain appropriate personal hygiene with regard to their body, hair, and nails. Hair and nails need to be clean, neat, and of a reasonable length so as to not interfere with the student's and/or patient's safety or ability to perform their duties.

Professional dress for clinical duty is outlined below:

Hair Maintenance
Hair should be neat, clean, and of a length that does not interfere with student and/or patient safety or ability to perform clinical duties. Unless head coverings are required for religious or cultural reasons, hats or other head coverings should be avoided.

Clothing
Students should wear business attire that is clean and in good repair. In general, clothes should be of a length, fit and style that are appropriate for the clinical environment. Shorts and blue jeans are not appropriate professional dress. Shoes must be clean and in good repair. Sandals should not be worn.

Scrubs
Scrub suits should be worn in specific patient care areas only. They are the property of the hospital and are not to be defaced, altered, or removed from the hospital. Scrubs are NOT to be worn in the School of Medicine Building (including ExCEL) unless otherwise specified. Stained or soiled scrub suits must be changed as soon as possible; they are a source of potential contamination. All Personal Protective Equipment (e.g., masks, hats, booties) must be removed upon leaving OR's/procedural/patient room areas.

Body Piercing and Tattoos
Tattoos should be covered to the extent possible. Piercings, other than ear and nose piercings, should be covered or removed in professional settings. Body jewelry must be of a size and design to not interfere with student and/or patient safety or the ability to perform clinical duties.

Nametags/Badges
Students should always wear their nametag/badge in the clinical environment. Nametags/badges should be above the waist, near eye level.

The above provide guidelines that represent minimum standards for dress and appearance to ensure that students present a positive and professional image to patients. You will receive feedback about your grooming and attire from standardized patients, faculty, course directors, and peers when your appearance does not meet expectations for professional and clinical environments. If a faculty member, course or clerkship director or staff member feels that the dress is inappropriate for the setting, they may also ask you to change prior to continuing in that environment.

***Use of Social Media**

As described above, behavior of students in the academic setting and beyond must be in keeping with the ideals of the institution and the profession of medicine. The following paragraphs indicate the current standards for behavior that relate to the use of social media.

Each student is responsible for their postings on the Internet and in all varieties of social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Inappropriate postings on the Internet or social media will be considered lapses in the standards of professionalism expected of Emory School of Medicine students. Students responsible for such postings are subject to the Conduct Code process in the same manner as for any other unprofessional behavior that occurs outside the academic setting. Students who do not follow these expectations may face disciplinary actions including dismissal from the School of Medicine.

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

- There is no such thing as an "anonymous" post. Furthermore, any posts or comments submitted for others to read should be posted with full identification of the writer. Where your connection to Emory is apparent, make it clear that you are speaking for yourself and not on behalf of Emory. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of my University or the School of Medicine" are required.
- Internet activities may be permanently linked to the author, such that all future employment may be hampered by inappropriate behavior on the Internet
- Making postings "private" does not preclude others copying and pasting comments on public websites. "Private" postings that become public are still subject to sanctions described in the School of Medicine Conduct Code.
- Do not share information in a way that may violate any laws or regulations (i.e., HIPAA). Disclosing information about patients without written permission of the patient and the School of Medicine, including photographs or potentially identifiable information is strictly prohibited. This rule also applies to deceased patients.
- For Emory's protection as well as your own, it is critical that you show proper respect for the laws governing intellectual property, copyright and fair use of copyrighted material owned by others, including Emory's own copyrights and brands. Curricular materials developed by Emory faculty and staff, or faculty/staff of other medical schools or educational institutions should not be distributed or redistributed. When in doubt, students should seek guidance regarding appropriate use of such materials.
- Do not share confidential or proprietary information that may compromise Emory's research efforts, business practices or security.

View Emory University Social Media Guidelines

In addition to the above, the Social Media Guidelines for Medical Students and Physicians, created by the American Medical Student Association, should be followed.

In all situations, including on social media sites, members of the medical profession should always represent them self in a manner that reflects values of professionalism, accountability, integrity, honor, acceptance of diversity, and commitment to ethical behavior.

For purposes of these guidelines, "social media" includes Internet and mobile-based applications that are built on user-generated shared content. Social networks – including, but not limited to, blogging, microblogging (e.g., Twitter), networking sites (e.g., Facebook, LinkedIn), podcasts and video sites (e.g., Flickr, YouTube) – offer opportunities for communication, information/experience sharing, collaborative learning, professional interactions and outreach.

Guidelines for Social Networking*

- **Be professional.** As medical students and physicians, we should represent our profession well. Adhere to rules of ethical and professional conduct at all times.
- **Be responsible**. Carefully consider content and exercise good judgment as anything you post can have immediate and/or long-term consequences and carry the potential for significant public impact and viral spread of content. Therefore, all statements must be true and not misleading. Make sure that you differentiate opinions from facts.
- **Maintain separation.** Avoid interacting with current or past patients through social media and avoid requests to give medical advice through social media. (e.g., replying to a post on social media asking to be diagnosed)
- **Be transparent/use disclaimers**. Disclose yourself and provide an appropriate disclaimer that distinguishes your views from those of the clinic, hospital system and/or University with which you are associated (while at the same time, being careful not to violate any social media policy to which you may be subject by such organizations). Without specific direction from the appropriate personnel, you may not present yourself as an official representative or spokesperson for said organizations. Also, be sure to reveal any conflicts of interest and be honest about your credentials as a medical student or physician (resident or otherwise).
- **Be respectful**. Do not use defamatory, vulgar, libelous and potentially inflammatory language and do not display language or photographs that imply disrespect for any individual or group because of age, race, national origin, gender, sexual orientation, ethnicity, marital status, genetic information, military status, or any other protected characterization or group.
- **Follow copyright laws.** Comply with copyright laws. Make sure you have the right to use material before publishing.
- **Protect client/patient information**. Do not discuss confidential information and follow standards of patient privacy and confidentiality and regulations outlined in Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g). Remember you could personally face a HIPAA violation if there are enough details in the post for patients to recognize themselves.
- **Avoid political endorsements.** Political endorsements of candidates should be avoided outside your own personal social media accounts, even their comments should be carefully considered. Endorsements of any candidates or political parties via AMSA

social media channels is strictly prohibited, be aware of where and how AMSA's name is used.

- **Comply with all legal restrictions and obligations**. Remember use of social networking sites or weblogs can carry legal and professional ramifications. Comments made in an unprofessional manner can be used in legal, professional, or other disciplinary proceedings (i.e., hearings before a State Medical Licensing Board).
- **Be aware of risks to privacy and security**. Read the site's Terms of Use and Privacy Policy. Be cognizant of continuous changes in these sites and closely monitor the privacy settings of the social network accounts to optimize your privacy and security.

*Adapted from the Social Media Guidelines for the American Medical Student Association (AMSA).

Section 2: Emory School of Medicine Conduct Code

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

This Code may be reviewed annually, and changes require the approval of the Executive Associate Dean for Medical Education and Student Affairs and approval of 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 an individual accepts an offer of admission to a program of the School of Medicine until the day of completion of that degree program and graduation from Emory University, they are considered a student of the School of Medicine and is governed by the principles set forth within this Conduct Code.

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

Basic Expectations/Inherent Authority

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

1. That the School of Medicine and the University at large assumes high standards of courtesy, integrity, and responsibility in all of its members;
2. That each student is responsible for their 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 and the patients we serve. The Executive Associate Dean for Medical Education and Student Affairs is charged with the welfare of all medical and health professions programs students. Accordingly, in emergency situations, this individual has full authority to deal with student conduct according to the exigencies of the emergency and for its duration.

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

The Senior Vice President and Dean for Campus Life is delegated responsibility pertaining to all student organizations and student government and, in conjunction with the Executive Associate Dean for Medical Education and Student Affairs, has the responsibility and authority to discipline such organizations whose members are students within the School of Medicine.

Confidentiality

The details of Conduct or Progress and Promotions meetings are confidential and will not be released outside the University without the student's specific written permission except as provided by applicable law. If a student is found to have violated the Conduct Code, the resulting sanctions can be included in any performance assessment or letter of recommendation requested by the student or an outside entity. Conduct Code violations and sanctions may also be reported to other agencies, such as the military, the federal government, licensing boards, and others if requested by the agency and accompanied by a signed release from the student.

Violations of the Law and This Code

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

Prohibited Conduct

Each student may be subject to this Code whether misconduct occurs on University premises, at University or School of Medicine sponsored activities, or at any location off-campus when such conduct is brought to the attention of the University or the School of Medicine.

It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. Violations of the Standards of Professional Conduct as described in Section I of this Student Handbook may also constitute "Prohibited Conduct" that is subject to this Code of Conduct. The following list includes, but is not limited to, conduct that may subject a student to disciplinary action:

1. Attempting, assisting, or encouraging any conduct as described below.
2. Causing physical harm to any person or causing reasonable apprehension of such harm.
3. Disorderly or indecent behavior including, but not limited to, destroying or damaging University property or the property of others.
4. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from their residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice or graphic means or making a telephone call anonymously whether or not a conversation ensues.
5. Violating the University's Policy on Sex and Gender-Based Harassment and Discrimination.
6. Violating the University's Policy on Equal Opportunity and Discriminatory Harassment.
7. Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
8. Misrepresenting information or furnishing false information to the University or its representatives.
9. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
10. Providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated, or possession or use of alcoholic beverages by an individual less than 21 years of age.
11. Unauthorized possession of an open container of an alcoholic beverage.
12. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.
13. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
14. Unauthorized use, possession, or storage of any weapon.

15. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials.
16. Intentionally or recklessly misusing or damaging fire or other safety equipment.
17. Theft or misuse of property or services.
18. Substantially interfering with the freedom of expression of others.
19. Interfering with normal University or School of Medicine functions, University-sponsored activities, or any function or activity on University premises including but not limited to studying, teaching, public speaking, research, University or School of Medicine administration, or fire, police, or emergency services.
20. Disregarding or failing to comply with the directive of a hearing body or University official including a campus police officer acting in the performance of their duties.
21. Disregarding or failing to comply with the directive of an officer of the law acting in the performance of their duties.
22. Disrupting University or other computer systems; unauthorized alteration, disclosure, gaining or providing unauthorized access; or destruction of University or other computer system or material; improper access to University or other computer files and systems; or violation of copyright or proprietary material restrictions connected with University or other computer systems, programs, or materials.
23. The display or distribution of lewd, offensive, threatening or inappropriate material via paper or electronic means. Such material includes pictures, videos, or written content that portray oneself or others in a manner that brings dishonor to the profession of medicine.
24. Violating any government laws or ordinances, or of any University or School of Medicine rules, regulations, or policies including but not limited to the "Standards of Professionalism" set forth above. Such rules, regulations, or policies shall include but are not limited to the regulations and policies contained in the Campus Life Undergraduate Code of Conduct, Information Technology Division (ITD) materials, Policy Statement on Discriminatory Harassment, Sexual Assault Policy Statement, School of Medicine Medical Student Handbook; regulations relating to entry (opening and closing hours) and use of University facilities; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.
25. Failure to report any arrests, criminal charges, positive results of drug tests or Criminal Background Checks (CBCs) that occur from the time of acceptance until graduation.
26. Recording any other person without the consent of the person(s) being recorded.
27. Inappropriate use of social media.

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 Medical Education and Student Affairs or to any Assistant or Associate Dean for Medical Education and Student Affairs. Reports generated by the Emory Police will be forwarded to the Dean for Campus Life or their designee and to the Executive Associate Dean for Medical Education and Student Affairs. The Executive Associate Dean for Medical Education and Student Affairs 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 Medical Education and Student Affairs will notify the

student in writing that they 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 of the student 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 Medical Education and Student Affairs 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 for Medical Education and Student Affairs.

If the matter is not so resolved, the Executive Associate Dean for Medical Education and Student Affairs 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 their right to a hearing and have the Executive Associate Dean for Medical Education and Student Affairs determine the appropriate sanction.
2. The student may choose a hearing with an ad hoc conduct committee appointed by the Executive Associate Dean for Medical Education and Student Affairs to determine the appropriate sanctions.

This selection shall be made in writing within five days of the student's request for a hearing and be recorded by the Executive Associate Dean for Medical Education and Student Affairs.

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, their 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 they 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.

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 health professions programs student conduct cases. The Conduct Committee is composed of:

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

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

Hearing Procedures

The Executive Associate Dean for Medical Education and Student Affairs 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.

Witnesses will be present at the hearing only during the actual time of their testimony.

An advisor of their 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 ad hoc Conduct Committee will consider exceptions. The advisor may not be an attorney.

Both parties and/or their advisors are allowed to:

1. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the student or the advisor or the complainant fails to appear at the hearing, the hearing may be held in their absence.
2. Present tangible and documentary evidence and evidence by witness or by signed witness statements of witnesses who do not attend the hearing including the signed written statements of the complainant or the accused. If witnesses fail to appear, the hearing shall be held in their absence.

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

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

Hearing Decisions

The decisions of the ad hoc Conduct Committee as to both violation and sanctions are in all cases advisory to the Executive Associate Dean for Medical Education and Student Affairs. 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 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 Medical Education and Student Affairs 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 for Medical Education and Student Affairs and the Dean shall make a final decision regarding the recommendations of the Hearing Committee.

Sanctions

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

1. Warning: A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.
2. Probation: A written reprimand for violation of specific regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary

sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

3. Restitution: Compensation for loss, damage, or injury. This may take the form of service, monetary compensation, or material replacement.
4. Discretionary Sanctions: Work assignments or service to the School of Medicine, the University or the community.
5. Suspension: Separation of the student from the School of Medicine for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
6. Expulsion: Permanent separation of the student from the School of Medicine.

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

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.
4. After reviewing the documents pertaining to the case, the Dean will issue a written review of the hearing decision with a reasonable period of time from the receipt of the request for review.

The Dean will either:

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

School of Medicine Conduct Appeal Board

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

The Board shall be composed of:

1. One voting administrator appointed by the Executive Associate Dean for Medical Education and Student Affairs;
2. Up to three voting faculty members appointed by the Dean.
3. One voting medical or academic 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 Executive Associate Dean for Medical Education and Student Affairs shall provide 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 Medical Education and Student Affairs shall forward notification of all final action to the Dean. The Executive Associate Dean for Medical Education and Student Affairs shall maintain files on all medical and academic health students' conduct reports, records, and hearing proceedings according to procedures established by that office.

PART II: POLICIES

Section 1: Emory University Policies

***Policy 1.3 Equal Opportunity and Discriminatory Harassment**
***Policy 2.90 Travel and Expense Policy**
***Policy 5.1 Information Technology Conditions of Use**
***Policy 5.14 Smart Device Security Policy**
***Policy 8.2 Sex and Gender-Based Harassment and Discrimination Policy**
***Policy 8.7 Mandatory Student Insurance**
***Policy 8.8 Alcohol and Drug Abuse Policy**
***Policy 8.9 Student Vehicle Use Policy**
***Policy 8.12 University Recognized Student Organizations**
***Policy 8.14 Respect for Open Expression Policy**
***Policy 10.12 Student Complaints**

See http://policies.emory.edu/policies-list.html for access to all Emory University policies.

Section 2: School of Medicine Policies

*Consensual Teacher-Student Relationships

The relationship between teacher and student is the foundation of the academic mission of the University. This relationship vests considerable trust in the teacher, who, in turn, bears the responsibility to serve as mentor, educator, and impartial evaluator. In discharging this

responsibility, teachers are accountable for behaving at the highest professional level, recognizing the dignity and worth of each person, and protecting the integrity of the student-teacher relationship.

Teacher-student relationships carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. For these reasons, teachers must not engage in any consensual sexual relationships with a student while the teacher is in a position of supervisory academic authority with respect to the student. Nor may a teacher assert any supervisory academic authority with respect to a student who was the subject of a previous consensual sexual relationship. This prohibition extends to consensual sexual relationships between a graduate or professional student and an undergraduate when the graduate or professional student has some supervisory academic responsibility for the undergraduate, to consensual sexual relationships between department Chairs and students in that department, to consensual sexual relationships between graduate advisors, Program Directors, and all others (each of whom is considered a teacher) who have supervisory academic responsibility for a student and that student.

When a teacher-student consensual sexual relationship exists, has previously existed, or develops, the teacher must decline to participate in any evaluative or supervisory academic activity with respect to the student. Furthermore, it is the responsibility of the student to inform the appropriate dean when such a relationship exists, or has existed, so that they will not be placed in any such situation. The appropriate dean to inform includes the Associate Dean for Medical Education and Student Affairs, Director of Admissions and/or Assistant Dean for Medical Education and Student Affairs for students in the Foundations Phase, and the Assistant Dean for Student Affairs, Clinical Services for students in the Application, Discovery, and Translation Phases.

The deans, department chairs, and other administrators should respond to reports of prohibited sexual relationships by inquiring further and, if such reports appear to be accurate, initiating appropriate disciplinary action or remedial measures against the teacher involved. Egregious breach of this policy is adequate cause for termination under paragraph 12.2 of the Emory University Faculty Handbook Statement of Principles Governing Faculty Relationships.

Non-consensual sexual relationships are prohibited by the Equal Opportunity and Discriminatory Harassment policy (1.3).

***Criminal Background Checks and Drug Testing**

Criminal background checks will be performed on all students enrolling in the Medical Imaging Program. Drug screening will be performed only as required by clinical sites. 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 the background check.

Students will also be required to submit to a background check and a drug screen at their own expense ($50.00) prior to clinical rotation at Children’s Healthcare of Atlanta (CHOA). Failure

to pass their requirements will prevent the student from attending the rotation. All attendance policies will apply.

Policy: Adverse Finding on Criminal Background Check

Effective: October 30, 2010

Rationale:

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

Policy:

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

Procedure:

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

***Entering Student Health and Immunization Requirements**

For the protection of the health of our students and 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 prior to matriculation.

Entering students are required to provide documentation of all required immunizations using the Emory University Student Health (EUSHS) Immunization Form. This form must be signed by a healthcare provider and returned to EUSHS prior to matriculation.

A physical examination is also required prior to matriculation and must be recorded on the School of Medicine Physical Examination Form. This form must also be signed by a healthcare provider and returned to EUSHS prior to matriculation.

Students will not be allowed to register or participate in any clinical activities until both forms are on file with EUSHS. An updated medical history and physical examination are required for re-enrollment after more than one year of attendance lapses. 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 MD Handbook and other official publications of the University and as amended or revised during the student's continued enrollment.

Immunization Requirements 2022-2023

Entering students are required to provide documentation of all required immunizations using the Emory University Student Health (EUSHS) Immunization Form. This form must be signed by a healthcare provider and returned to EUSHS prior to matriculation. The deadline for uploading immunization records is August 1st in the EUSHS system.

Documentation for the following immunizations and tests is required prior to matriculation for all entering students:

- **COVID-19 -** All students must be vaccinated against COVID-19 (primary series and the first booster). Student Health Services will maintain a list of acceptable COVID-19 vaccines on its website.
- **Tetanus/Diphtheria/Pertussis**– primary series of 3 doses of Diphtheria and Tetanus Toxoid (DT or TD), in addition to at least one adult Td or Tdap booster within the past 10 years.
- **Measles/Mumps/Rubella (MMR)** – 2 doses of a combined MMR -OR- two (2) doses of Measles, two (2) doses of Mumps, and one (1) dose of Rubella –OR- laboratory evidence of immunity to each disease.
- **Varicella (Chickenpox)** – positive Varicella antibody titer -OR- 2 doses of the Varicella vaccine given at least 1 month apart.
- **Hepatitis B** – 2 or 3 dose series, followed by a post-vaccine quantitative antibody titer.

- **Tuberculosis Screening** – students must provide a negative IGRA tuberculosis blood test (QuantiFERON Gold or T-SPOT) within six months prior to matriculation.

TB Screening notes:

- Entering students with a positive test for latent TB are required to have a negative chest x-ray.
- Students who have received BCG vaccination in the past should have both a chest x-ray and a blood test (QuantiFERON Gold or T-spot) performed to complete the evaluation for latent TB.

Exceptions
Emory Student Health Services is aware that some students request medical or religious exemptions to vaccination with one or more of the required vaccines. In the case of a medical contraindication, EUSHS requires the student to submit a letter of explanation, signed by both the student and the student's healthcare provider, along with other immunization records to EUSHS through the Student Patient Portal. To see more details about medical and religious exemption processes, please visit our immunization page and scroll to the FAQs section.

***Industry Relations**

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

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

The primary intent of this policy is to support faculty, staff, students, and trainees in effectively engaging in relationships with outside entities. The individual, the School and University can work together to enhance the beneficial outcomes of personal external relationships and to prevent situations that might create actual or perceived conflicts of interest and might harm the public, the institution, or the individual. View the entire policy.

Emory SOM students:

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

Additional regulations in this policy include:

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

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

***Involuntary Withdrawal and Readmission**

Emory University considers the safety and welfare of its students, faculty, staff and patients a top priority. When a student engages in behavior that violates Emory's rules of conduct, the behavior will be addressed as a disciplinary matter under the applicable Student Conduct Code. The Student Conduct Code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

This Involuntary Withdrawal Policy and Procedure is not a disciplinary code, policy or process. It is not intended to apply to situations in which a student engages in behavior that violates the University's rules of conduct. It is intended to apply when a student's observed conduct, actions

and/or statements indicate a direct threat to the student's own health and/or safety, or a direct threat to the health and/or safety of others. There may be situations in which both this Involuntary Withdrawal Policy and the Student Conduct Code may apply. In all cases, the Dean of the School of Medicine shall have final authority regarding the decision, enactment, enforcement and management of the involuntary withdrawal of a student.

Policy Details
Criteria

A student may be withdrawn involuntarily from Emory if the University determines that the student represents a direct threat to the health and safety of them self or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to them self or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the University; or (3) is unable to fulfill their role as a student of the healthcare profession.

Procedure

When the Executive Associate Dean for Medical Education and Student Affairs (EAD) or their designee, based on a student's conduct, actions or statements, has reasonable cause to believe that the student meets one or more of the criteria for involuntary withdrawal, they may initiate an assessment of the student's ability to safely participate in the University's program.

The EAD initiates this assessment by first meeting with the student to (1) review available information concerning the behavior and/or incidents which have caused concern, (2) provide the student with a copy of this Involuntary Withdrawal Policy and Procedure and discuss its contents with the student, (3) provide the student an opportunity to explain their behavior, and (4) discuss options available to the student, including counseling, voluntary withdrawal and evaluation for involuntary withdrawal. If the student agrees to withdraw voluntarily from the University and waives any right to any further procedures available under this policy, the student will be given a grade of W for all courses, will be advised in writing of any conditions that must be satisfied prior to re-enrollment, and may be referred for appropriate mental health or other health services. If the student refuses to withdraw voluntarily from the University, and the EAD continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the EAD may require the student to be evaluated by an appropriate mental health or other healthcare professional.

Evaluation

The EAD may refer the student for a mandatory evaluation by an appropriate mental health professional or other appropriate professional. The professional may be selected by the University, so long as there is no cost to the student for the evaluation. A written copy of the involuntary referral shall be provided to the student.

The evaluation must be completed within five school days after the date the referral letter is provided to the student. Prior to the evaluation, the student will be required to sign a written authorization authorizing the exchange of relevant information among the mental health professional(s) (or other professional) and the University. Upon completion of the evaluation, copies of the evaluation report will be provided to the EAD and the student.

The professional making the evaluation shall make an individualized and objective assessment of the student's ability safely to participate in Emory's program, based on a reasonable professional judgment relying on the most current professional knowledge and/or the best available objective evidence. This assessment shall include a determination of the nature, duration and severity of the risk posed by the student to the health or safety of them self or others, the probability that the potentially threatening injury will occur, and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk. The professional will, with appropriate authorization, share their recommendation with the EAD, who will take this recommendation into consideration in determining whether the student should be involuntarily withdrawn from Emory. A copy of the professional's recommendation will be provided to the student, unless, in the opinion of the professional, it would be damaging to the student to do so.

If the evaluation results in a determination that the student's continued attendance presents no significant risk to the health or safety of the student, patients, or others, and no significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, no further action shall be taken to withdraw the student from the University.

If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student, patients, or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, the student may be involuntarily withdrawn from the University. In such an event, the student shall be informed in writing by the EAD of the involuntary withdrawal, of their right to an informal hearing, of their right to appeal the decision of the hearing officer to the Dean of the School of Medicine, and of any conditions necessary for re-enrollment. In most cases, a student who is involuntarily withdrawn will be given a grade of W in all courses in which the student is currently enrolled.

Informal Hearing

A student who has been involuntarily withdrawn may request an informal hearing before a hearing officer appointed by the EAD by submitting a written request to be heard within two business days from receipt of the notice of involuntary withdrawal. A hearing will be set as soon as possible. The student shall remain involuntarily suspended pending completion of the hearing.

The hearing shall be informal and non-adversarial. During the hearing, the student may present relevant information and may be advised by an Emory faculty or staff member or a health professional of their choice. The role of the advisor is limited to providing advice to the student.

At the conclusion of the hearing, the hearing officer shall decide whether to uphold the involuntary withdrawal or whether to re-consider, and the student shall be provided written notice of the hearing officer's decision as soon as possible.

Appeal to the Dean

The student may appeal the hearing officer's decision to the Dean, who shall review all information presented and make a final decision as to whether to uphold the involuntary withdrawal.

Emergency Suspension

The University may take emergency action to suspend a student pending a final decision on whether the student will be involuntarily withdrawn, in situations in which (a) there is imminent danger of serious physical harm to the student or others, (b) there is imminent danger of significant property damage, (c) the student is unable or unwilling to meet with the EAD, (d) the student refuses to complete the mandatory evaluation, or (e) the EAD determines such other exceptional circumstances exist that suspension is warranted. In the event emergency action is taken to suspend the student on an interim basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances on which the emergency suspension is based.

Conditions for Re-Enrollment

Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the Dean or their designee may require a student who has been involuntarily withdrawn under this Policy to be re-evaluated before they are readmitted in order to assure that he/ she presents no direct threat to them self or others.

***Maintaining Academic Eligibility for Financial Aid**

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

Financial Aid Satisfactory Academic Progress Policy
Federal regulations require that students receiving financial assistance maintain satisfactory academic progress. The Office of Financial Aid is required to monitor a student aid recipient’s academic progress. Aid recipients must meet certain quantitative and qualitative measures and complete their programs within a maximum time frame. All students who receive financial aid, whether from federal, state or Emory-funded sources, must be enrolled degree candidates in

good standing to retain financial aid awards.

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

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

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

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

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

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

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

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

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

its own merit, and individual cases will not be considered as precedent.

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

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

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

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

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

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

***Mandatory Health Insurance**

Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students. See Emory Mandatory Student Insurance Policy 8.7. All new and continuing degree-seeking and international Emory University students are required to have health insurance. Coverage must be continuous from the date of matriculation until the date of graduation and must meet University minimum coverage requirements.

The Emory University Student Health Insurance Plan (EUSHIP) provides care for enrolled Emory students. View an overview of the Emory University Student Health Insurance Plan.

All students are automatically enrolled and charged for the Emory University Student Health Insurance Plan. The charge will appear on students' tuition statements.

Students who have health insurance coverage through another carrier must complete an online waiver in OPUS confirming they have health insurance coverage that is comparable and meets Emory University waiver criteria. The Health Insurance Waiver site opens every spring (April or May) prior to matriculation. After the online waiver has been completed and approved through the online audit process, the charge for the Emory University Student Health Insurance Plan will reverse on the student's university account.

Incoming students must **complete the waiver by the August date** as those students start in the fall term. Beginning with students' second year, the waiver process **must be completed annually** (deadline September 1) for EACH year they are enrolled at Emory.

Maintaining health insurance coverage is a requirement for continued enrollment. Students are responsible for informing themselves of the current policy.

As a result of national healthcare reform, students may be eligible to remain on a parent's insurance plan until age 26. Contact your insurance carrier if you have questions about current federal or state law.

***Personal Recordings**

Students are not permitted to record (either via audio or video) any Emory School of Medicine educational event without the prior expressed authorization of the faculty member. Furthermore, audio or video recording of meetings, phone calls, conversations, patients, or of any content involving others is prohibited unless prior consent of all parties involved is obtained. Violation of this rule may be deemed a violation of the Student Conduct Code, and improper use of any curricular material, including recordings, may constitute infringement of intellectual property rights.

***Research Studies Involving School of Medicine Students as Subjects**

All research studies that include Emory School of Medicine medical students as subjects (i.e. any study that requires human subject protections as defined in HHS 45CFR46) must be approved by the School of Medicine. This policy includes: all studies performed by Emory University School of Medicine students on other students, studies by Emory University School of Medicine faculty members, studies performed by students or faculty members from all other LCME-accredited medical schools, or all others. Internal approval of a study does not replace the judgment of the Emory Institutional Review Board (IRB) and consent may be contingent on obtaining the appropriate IRB approval. All requests to conduct studies using Emory University School of Medicine medical students as subjects should be directed to the Associate Dean of Medical Education, Dr. Erica Brownfield.

*Separation of Roles

Faculty and house staff members' professional or personal roles, should not conflict with their roles as teachers and evaluators of students. Faculty and house staff members who have a professional, personal, or familial relationship to a student, including providing health services or psychiatric/psychological counseling, should not have any involvement in the academic assessment of that student.

All faculty and house staff members are required to recuse themselves of assessing a student with whom they have such a conflict. For any student assessment they complete, faculty and house staff must attest that no conflict exists.

Students must notify the Executive Associate Dean of Medical Education of any potential conflicts of interest in order to allow for changes in a resident or faculty teaching assignment. Students will be reassigned to a different faculty or house staff member for coursework and subsequent assessment. Any information provided to the Executive Associate Dean regarding potential conflicts will be treated as confidential.

*Student Agreements, Consents, and Releases

Student Agreements

All medical students must enter into an agreement with Emory University and the Emory School of Medicine to follow all policies and regulations and to abide by the standards of the Conduct Code and Honor Code. All policies and regulations included in these agreements can be found in the Student Handbook.

Students must also agree to use the systems and software required by the school for evaluation and communication.

All student agreements will be signed upon matriculation.

Student Consents and Releases

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

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

All students must also give their consent to be photographed and recorded. Many of the clinical and professional skills assessments require that faculty and students view recordings of their assessments together.

If a student should refuse to provide or revoke any of these consents or releases, the student should understand that such action might affect the student's ability to meet the requirements for the degree and eligibility to graduate.

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

***Student Mistreatment**

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

The University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3) is incorporated into this Policy. Per Policy 1.3, Emory encourages anyone who has knowledge of discrimination on campus to report alleged violations of Policy 1.3 to the Department of Equity and Inclusion. Emory faculty, administrators and supervisors are required to immediately report any complaints they receive or incidents of discrimination or discriminatory harassment they witness, to their immediate report or to the Department of Equity and Inclusion.

Per the Emory University Sex and Gender-Based Harassment and Discrimination Policy (Policy 8.2) every university employee who is informed about an allegation of sexual misconduct involving any student is required to notify the Department of Title IX.

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

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

- Being threatened with physical harm (e.g., hit, slapped, kicked)

Reporting Mistreatment

Student mistreatment is contrary to the values, respect, civility, and community as set forth in the University's Statement of Ethical Principles. Medical students who experience mistreatment themselves or observe other students experiencing possible mistreatment are expected and encouraged to follow the following reporting process.

The initial step is for students to discuss the incident of mistreatment with their **Program Director** in a confidential but not anonymous manner. The Program Director has the experience to understand the context of the alleged offense and the training to guide the student to the next most appropriate action steps for resolution.

Students may choose to seek resolution through several other pathways. Any or all of the following persons may be contacted in seeking guidance to resolve an incident of experienced or observed mistreatment:

1. A different faculty member
2. One of the Deans of the School of Medicine
3. The Executive Associate Dean for Medical Education and Student Affairs

The faculty members and Deans are trained to respond to complaints related to student mistreatment. The faculty members and Deans will report any alleged mistreatment to appropriate School and/or University officials as per the policies that apply to the report.

After discussing the mistreatment with the Program Director, a faculty member, or a dean, subsequent actions by the student may include any or all of the following:

Direct Communication with the Person Alleged to have Mistreated the Student

If the student feels comfortable speaking directly with the alleged offending person to address concerns and obtain an appropriate resolution, the student may do so.

File an Internal Complaint (within the School of Medicine)

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

If the mistreatment includes alleged sexual misconduct by a student, faculty, or staff member, a report will be submitted to the Department of Title IX. If the mistreatment is alleged to be of a discriminatory nature (but does not involve sexual misconduct) and by a staff member, a faculty

member, or others in the educational environment, the report will be submitted to the Department of Equity and Inclusion (DEI) for review.

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

File an External Complaint

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

Prohibition of Retaliation

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

While mistreatment issues may be written in student evaluations of residents or faculty and evaluations of courses or clerkships, students should **NOT** rely on those mechanisms as the primary or sole means to report mistreatment. The reporting mechanisms described above have been established to produce a timely and effective resolution to any mistreatment concerns.

Reporting Bias in the Curriculum

If you see/hear/experience something in the curriculum that you do not feel supports the School of Medicine's Diversity, Equity, Inclusion and Antiracism mission, you can raise your concerns with your Program Director.

Section 3: Program and Departmental Policies

***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.

***Cell Phone Policy**

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

***Conduct Requirements: Department of Radiology and Imaging Sciences**

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 and Imaging Sciences.

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

Policy Statement:

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

Scope/Procedure:

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

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

3. Department leadership shall communicate to each employee the department's standard and expectations with regard to:
   A. Proper introduction.
   B. Responsiveness to requests for information or assistance.
   C. Telephone courtesy.
   D. Personal appearance and neatness of work area.

E. Mutual respect and cooperation should be exhibited by each employee to everyone with whom they come into contact, e.g., patients, patient's family, management co-workers, medical staff and visitors.

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

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

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

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

***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.

***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, an

e-mail notice will be sent to all students. Please check your university e-mail to confirm the cancellation of class or clinical assignments.

***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.**

***Personal Relationships**

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

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

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

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

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

PATIENTS: The students should endeavor to instill within themselves the highest ideals of charity toward the sick. Moreover, they should:

a. Treat the patients with a warm and friendly approach, but with reserve.
b. Clothe them and perform all examinations with due regard to modesty. The patient should always have an x-ray gown and be properly covered.
c. Explain all procedures, answer the patient's questions and have the courtesy to give them the feeling of personal contact.
d. Carefully watch the aged, unconscious, mentally ill, and children.
e. Anticipate patients' needs and handle them with due regard to their condition.

***Personal Visitors**

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

***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.

***Snacking and Smoking Areas**

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

Technical Standards for the Bachelor of Medical Science, Medical Imaging Program

Essential abilities and characteristics required for completion of the Bachelor of Medical Science, Medical Imaging Program ("Program") consist of certain minimum physical and cognitive abilities and sufficient mental and emotional stability to assure that candidates for admission, promotion, and graduation are able to complete the entire course of study and participate fully in all aspects of medical training, with or without reasonable accommodation.

The following abilities and characteristics are defined as technical standards, which, in conjunction with academic standards established by the faculty, are requirements for admission, promotion, and graduation.

The Program has an ethical responsibility for the safety of patients with whom students and graduates will come in contact. Although students learn and work under the supervision of the faculty, students interact with patients throughout their education. Patient safety and well-being are therefore major factors in establishing requirements involving the physical, cognitive, and emotional abilities of candidates for admission, promotion, and graduation. Students must have the physical and emotional stamina and capacity to function in a competent manner in the hospital, classroom, and laboratory settings, including settings that may involve heavy workloads, long hours, and stressful situations. Individuals whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, promotion, or graduation.

Students enrolled in the Program are required to possess the following physical, mental, and emotional skills, with or without reasonable accommodation:

I. **Observation:** The student must be able to:

a. Participate actively in demonstrations and experiences in the classroom, laboratory, and clinical environments;

b. Observe patients accurately and completely, both at a distance and close at hand, and assess findings;

c. Observe and appreciate nonverbal communications when performing an assessment and performing imaging exams and duties;

d. Obtain a medical history;

e. Visually monitor patients in low levels of light;

f. Distinguish between shades of gray or colors on medical images; and

g. Hear sufficiently to provide safe and efficient patient care and effectively communicate with healthcare personnel.

II. **Communication:** The student must be able to:

a. Communicate effectively and efficiently with a degree of sensitivity and cultural appropriateness with students, faculty, patients, their families, and members of the healthcare team;

b. Establish good rapport with patients, interpret non-verbal aspects of communication, and convey or exchange information at a level allowing development of a health history;

c. Process and communicate information regarding the patient's status with accuracy in a timely manner to members of the healthcare team;

d. Record information accurately and clearly; and

e. Read and interpret patient charts and requisitions for medical imaging examinations.

III. **Motor Function:** The student must have sufficient strength, motor coordination, and manual dexterity to:

a. Execute movements required to provide for the general care and treatment to patients in all healthcare settings;

b. Move, adjust, and manipulate a variety of medical imaging 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;

c. Transport, move, lift, and transfer patients from a wheelchair or stretcher to an exam table or to a patient's bed;

d. Provide physical and emotional support to the patient during the radiographic procedures; and

e. Respond to situations requiring first aid and provide emergency care to the patient in the absence of or until the physician arrives.

IV. **Intellectual-Conceptual, Integrative, and Quantitative Abilities:** The student must have sufficient cognitive (mental) abilities and effective learning techniques to assimilate the detailed and complex information presented in the curriculum. The student must be able to:

a. Learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology;

b. Self-organize his/her time, independently manage multifaceted demands and schedules;

c. Memorize, measure, calculate, reason, analyze, synthesize, and transmit information across modalities;

d. Comprehend three-dimensional relationships and understand the spatial relationships of structures;

e. 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

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

V. **Behavioral and Social Attributes:** The student must possess the emotional health and maturity required for full utilization of his or her intellectual abilities, the exercise of good judgment, maintenance of patient confidentiality, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients, faculty, staff, and students. The student must be able to:

a. Work effectively, respectfully, and professionally as part of a healthcare team;

b. Interact with patients, their families, and healthcare personnel in a courteous, professional, and respectful manner;

c. Tolerate taxing workloads, function effectively under stress, and display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients;

d. Contribute to collaborative, constructive learning environments; accept constructive feedback from others, and take personal responsibility for making appropriate positive changes; and

e. Display the personal qualities of compassion, integrity, concern of others, interest, motivation, and interpersonal skills.

The Program is sensitive to the needs of individuals with disabilities and will not discriminate against qualified individuals with disabilities who apply for admission or who are enrolled in the Program. Although these standards serve to delineate the necessary physical, mental, and emotional abilities of all applicants and students, they are not intended to deter anyone for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Any applicant or student with questions regarding these technical standards are encouraged to contact the Department of Accessibility Services ("DAS") (http://accessibility.emory.edu/index.html) immediately to begin to address what types of accommodation may be considered for development to achieve these standards. Admission to the Program is conditional on the applicant having the ability to satisfy these technical standards, with or without reasonable accommodation, and results from a process that examines and values all of the skills, attitudes, and attributes of each applicant on a case-by-case basis. It is the responsibility of a student who seeks a reasonable accommodation(s) to contact DAS.

The Director of the Program welcomes questions or inquiries regarding these technical standards and their application to the unique circumstance of each applicant or student.

**** Developed in compliance with Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, and the ADA Amendments Act of 2008.***

***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 and Imaging Sciences. This is "your name". How may I help you?"

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

Because of limited telephone facilities and the need for the telephone in connection with proper care of patients, **personal calls are not permitted while in clinical rotations, except in emergency situations.**

You can be reached *in case of an emergency* by giving outside callers the following contact information:

Program Office	(404) 712-5005 **med.imaging.program@emoryhealthcare.org**
Ted Brzinski	(404) 712-1229 **ted.brzinski@emory.edu**

Kimberly Cross	(404) 712-0294 **kgreen6@emory.edu**
Ajeenah Bullock	(404) 712-1673 **ajeenah.bullock@emory.edu**
Jacki Harmon	(404) 712-8761 **jacki.harmon@emory.edu**
Lamiis Khalifa	(404) 712-1228 **lkhalif@emory.edu**
Sean Strickler	(404) 712-2167 **sean.strickler@emory.edu**
Eazy Umoumoh	(404) 712-1160 **eazy.umoumoh@emory.edu**

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.

PART III: ADMINISTRATION

Section 1: Dean and Executive Associate Dean

Dean
Vikas P. Sukhatme, MD, ScD
James B Williams School of Medicine
100 Woodruff Circle, Suite 423
Atlanta, GA 30322
(404) 727-5631

Executive Associate Dean
The Executive Associate Dean for Medical Education and Student Affairs is responsible for oversight and coordination of educational programs within the School of Medicine. These programs include Continuing Medical Education (CME), Graduate Medical Education (GME), Undergraduate Medical Education (UME), and Health Professions Education. The Medical Imaging Program is one of five Health Professions programs in the School of Medicine.

J. William Eley, MD, MPH
Executive Associate Dean, Medical Education and Student Affairs
School of Medicine
100 Woodruff Circle, Suite 453

Atlanta, GA 30322
jeley@emory.edu
404-712-9979 office
404-310-6022 cell

Section 2: Office of Medical Education and Student Affairs (OMESA)

Office of Medical Education and Student Affairs
James B. Williams School of Medicine
Third Floor, Room P375
100 Woodruff Circle, Atlanta, GA 30322
Main Line – (404) 727-5655

***OMESA Administration Deans**

Douglas Ander, MD
Assistant Dean, Medical Education
dander@emory.edu
404-251-8828

Hugh Stoddard, MD
Assistant Dean, Medical Education
hugh.stoddard@emory.edu
404-727-8451

Marilane Bond, EdD, MBA
Associate Dean, UME, GME, CME, Allied Health
mbond@emory.edu
404-712-9644

Erica Brownfield, MD
Assistant Dean, Medical Education
ebrownf@emory.edu
404-727-3400

Gordon Churchward, PhD
Assistant Dean, Medical Education and Student Affairs
gordon.churchward@emory.edu
404-712-9943

Joel Felner, MD
Associate Dean, Clinical Education
jfelner@emory.edu
404-778-1372

Ira Schwartz, MD
Associate Dean, Student Affairs
Director of Admissions
ischwar@emory.edu
404-727-5660

***Emory Center for Experiential Learning (ExCEL)**

The Emory Center for Experiential Learning (ExCEL) is located in the James P. Williams School of Medicine Building and includes both the Simulation Center and the Clinical Skills Center. The Center is a state-of-the-art facility encompassing over 10,000 square foot of educational space. ExCEL includes spaces for low-tech task trainers, sophisticated human patient simulators, and virtual reality equipment for surgical techniques.

Simulation rooms have the capacity for direct and remote observation and recording. Much of the equipment will be mobile allowing integration of experiential learning into the classroom and small group learning.

The Clinical Skills (OSCE) Center is used for standardized patient education, clinical skills education, physical diagnosis and other educational experiences. It contains four suites each of which contain a central debrief room with projection capability and 4 examination rooms equipped with examination table and standard clinic equipment.

ExCEL is a resource for the entire School of Medicine. Currently, it is used by many of the school's educational programs, residencies, fellowships, and faculty programs.

TBD
Director, ExCEL Simulation Center

Reginald Adams
Senior Program Associate, ExCELSimulation Center
reginald.adams@emory.edu
404-727-8955

Alison Dean
BLS/ACLS Technology Specialist
ExCEL Simulation Center
alison.e.dean@emory.edu
404-727-2231

***Student Affairs and Enrollment Services**

Student Affairs processes student enrollment and class registration and provides resources to support and promote students during their development at Emory School of Medicine. Some of the specific functions of this office include:

- Class registration in the Emory PeopleSoft/OPUS system
- Upload final grades for MD students and process grade changes in OPUS

- Process changes to enrollment status for student leaves, dual degree study, and withdrawals in OPUS
- Organize and implement informational class meetings, including Residency Days, for students in their clinical years
- Support EmoryDOCS, which includes: organize and plan student Career Advising resources, activities, and class meetings, maintain and update the EmoryDOCS website
- Assign space for classrooms, conferences, and other meetings in the School of Medicine building space using 25Live
- Arrange access to the School of Medicine Building after hours for after-hours events and for students with ID prox cards
- Enrollment verification and letters of good standing
- Request exclusion of jury duty during medical school rigors on behalf of students
- Initiate emergency loan requests
- Facilitate, monitor and ensure compliance of students' annual vaccination and healthcare training requirements (PPD, flu shot, OSHA, HIPAA)
- Generate Intent to Graduate letters
- Degree verifications for state medical board/residency programs
- Notary Public services
- Monitor and facilitate the sign up for USMLE Step 1 board examination
- Assign student lockers in the student lounge, in the anatomy locker rooms, and in the basement for use by bicyclists
- Lost and found for the School of Medicine building
- Provides services to students on all campuses and has staff members on both the main Emory and Grady campuses.

Mary Kaye Garcia, Registrar & Associate Director
Student Affairs
Emory University School of Medicine
marykaye.garcia@emory.edu
404-712-9921

Emory Campus

- **Kim Hemingway**
  Assistant Director of Registration and Student Affairs
  kimberly.m.hemingway@emory.edu
  404-712-9930

- **Shikina Harrison, MS**
  Program Coordinator
  Career Counseling and Student Affairs
  shikina.harrison@emory.edu
  404-727-4335

***Financial Aid**

Cortney Davis
Assistant Director
Financial Aid, Scholarships and Student Affai**rs**
cortney.davis@emory.edu
404-727-5683

The goal of Financial Aid staff is to help students find the necessary resources to cover their educational and living expenses and provide counseling to minimize and manage personal expenses while enrolled. It reviews applications for financial assistance to determine eligibility for federal and University funds and certifies loan applications. In addition, Financial Aid staff offer education loan indebtedness counseling for all students.

For additional financial aid information see:
https://med.emory.edu/education/financial-aid/index.html

***Registrar**

Mary Kaye Garcia, Registrar
Associate Director, Student Affairs
Emory University School of Medicine
marykaye.garcia@emory.edu
404-712-9921

The School of Medicine Registrar works closely with the University Registrar and maintains the permanent records and academic documents of all active and former Doctor of Medicine students.

The Registrar is also responsible for:

- Processing requests from students and alumni to view permanent student records
- Maintaining the School of Medicine course catalog and making the necessary annual updates
- Updating the MD program course descriptions and other pertinent information in Oasis
- Managing the registration of all students in their classes each term
- Verifying the accuracy of student grades in the Emory PeopleSoft/OPUS system
- Providing GPA reports for consideration of induction into AOA (MD program) and final honors for graduation
- Managing student enrollment changes
- Monitoring satisfactory progress and advancement to the next phase of the curriculum for MD students

- Ensuring degree candidates have met all graduation requirements
- Certifying graduates with the University, AAMC, and the NBME
- Submitting graduate list of honors students to the University registrar for notation on transcript
- Data reporting on student demographics, enrollment, and academic progress

Section 3: Department and Program Personnel

***Department Chair**

Amit Saindane, M.D.
Professor and Interim Chair
Radiology and Imaging Sciences

***Program Faculty and Staff**

Ted Brzinski, M.E.S., R.T.(R) Instructor	Program Director
Kimberly Cross, M.S.R.S., R.T.(R)(CT) Instructor	Clinical Coordinator Assistant Program Director
Ajeenah Bullock, M.S.R.S., R.T.(R)(CT) Instructor	Radiography Instructor
Jacki Harmon, M.S.R.S., R.T.(R) Senior Associate	Radiography Instructor
Lamiis Khalifa, M.S.R.S., R.T.(R)(MR) Senior Associate	Radiography Instructor
Sean Strickler, M.S.R.S., R.T.(R)(MR), MRSO Associate	MRI Instructor
Eazy Umoumoh, M.Ed.	Academic Program Associate
Brenda Burroughs, M.H.A.	Sr. Office Assistant

***Students (Class of 2023):**

Peyton Allison
Enya Barnes
Dru Blakeney
Margo Delaney
Nick Harris
Aungelic Hughes
Anna Parrish
Fuoad Saliou-Sulley
Savannah Sanderson
Katie Sperano

***Students (Class of 2024):**

Paige Chopra
Julia Farrier
Farnaz Olfati
Jason Parsell
Chameka Small
Taylor Terrell
Olivia Valcourt

PART IV: STUDENT RESOURCES

Section 1: Access, Disability Services and Resources

Emory University provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others. Students requiring accommodations are referred to the Department of Accessibility Services (DAS). The DAS office offers a wide variety of services to students with documented disabilities.

As the administrative office responsible for managing access needs, providing Americans with Disabilities Act (ADA) accommodations, ensuring compliance with local, state, and federal civil rights regulations pertaining to disability law, and serving as a critical resource for the enterprise, it is DAS's role to embody Emory's commitment to its mission "in work and deed."

DAS assists eligible students and faculty/staff in obtaining a variety of services (i.e., alternative testing, note taking, interpreting, advocacy, mobility/transportation, etc.) and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed.

Eligible students and faculty/staff must register and request services —contact DAS at Emory University or Emory's Oxford College. Confidentiality is honored and maintained.

In compliance with the Americans with Disabilities Act, Emory University School of Medicine is committed to making reasonable accommodations to assist students with documented disabilities to fulfill their educational objectives.

Students with disabilities who wish to request accommodations under the ADA must follow the University's procedures for verification of ADA eligibility by submitting supporting documentation to the Department of Accessibility Services (DAS). Once DAS verifies an

individual's ADA eligibility, the student will work with the medical school's Assistant Director of Programs, Sherice Allen-Henry, to coordinate their accommodations while matriculating. Further information about documentation requirements and the eligibility process can be found DAS's website.

Once a student's ADA eligibility has been verified, there is no need to repeat the registration process unless the student's situation or needs change. Students must request an updated accommodation letter each term to share with Mrs. Allen-Henry. If an adjustment to an accommodation is needed, it is the student's responsibility to reach out to DAS. Accommodations are only determined by DAS.

Any confidential records and documentation submitted by the student to DAS to support determination of ADA eligibility will be retained and kept confidential in the DAS office. Once an accommodation letter has been generated, it is the student's responsibility to share this letter with the Assistant Director. This is an official notice of the individual's ADA eligibility and guidelines related to reasonable accommodations appropriate for the individual's needs.

It is the responsibility of the student to request needed accommodations. Once a request is made, the student will meet with Mrs. Allen-Henry to assist in the implementation of necessary accommodations. Unless a request is made, and the student authorizes release of the information regarding the need for accommodations to appropriate others (faculty, staff, etc.), the medical school will not proceed with arranging accommodations. No retroactive consideration will be given to students who fail to request or to complete the approval process.

Notification to faculty and others about a student's need for accommodations will contain a statement of the student's ADA eligibility as well as guidelines for necessary accommodations. No information about the student's diagnosis, condition or history will be available in any way to course instructors or others from whom a student might request an accommodation.

The Assistant Director of Programs will maintain a folder containing all accommodation letters for each student. Such material will be retained separately from the student's academic file, and access to such material will be limited and appropriate confidentiality will be maintained. The school will not release details related to accommodations that were provided (for example to residency programs, etc.).

Students will be apprised of ADA eligibility within the timeframe that is established by DAS. If a request for eligibility verification is made at the start of an academic period, accommodations cannot be implemented until the student's registration is finalized with DAS. Because of the number of verifications being processed at the beginning of the academic period, students are urged to submit their request for eligibility verification and accommodations as far in advance as possible. Advance preparation will ensure the smoothest availability of needed accommodations.

Requesting Accommodations and Determining Initial Eligibility

Students who need accommodations to participate fully in Emory's programs must file a formal request for accommodations with DAS. This includes students who may develop an impairment due to an illness, accident, or surgery. DAS may be contacted about potential accommodations for a temporary disability. The best time to do so is immediately after registering for classes each semester or term or following the development of an impairment. This allows DAS to adequately coordinate services and provide instructors with reasonable notice.

Students new to Emory or the accommodations process must follow DAS policies and procedures for determining initial eligibility. Determination of eligibility for DAS services and accommodations is not part of the admission process. Returning students will skip this step.

Fill out Emory's student registration form and submit it along with the appropriate medical/disability documentation. A DAS staff member will review the application materials and determine appropriate accommodations specific to the individual's disabilities. Accommodations are developed for students on an individual basis and, depending on the course content and format, may vary by semester or term.

If a student is determined to be eligible for reasonable accommodations, a DAS staff member will meet with the student to discuss approved accommodations. Otherwise, DAS may assist the student in identifying voluntary and readily achievable means for meeting their needs

Students have the primary responsibility of advocating for themselves during the accommodation process. They should not rely on their parents, faculty members, or others to do so for them.

Implementing Accommodations

After registering with DAS and receiving approved accommodations, the student will request an accommodation notification letter via the Accommodate portal. Students who are already registered with DAS must request accommodation letters each term.

It is each student's responsibility to contact the Assistant Director of Programs, Mrs. Sherice Allen-Henry, to provide a copy of the official notification letter and to schedule a meeting to discuss EUSOM's policy for the administration of accommodations.

A copy of the official notification letter must also be submitted to individual faculty members responsible for teaching and/or administering an assessment of the student in which an accommodation is requested.

Sherice Allen-Henry, JM, MS
School Liaison for Accommodations
Assistant Director of Programs

Program Management
Emory University School of Medicine
sahenry@emory.edu
404-712-7967

Section 2: Frequently Called Numbers

Medical Education/Student Affairs Office	727-5655
Office of Multicultural Affairs	727-0016
Counseling and Psychological Services	727-7450
Counseling, Psychiatric Student Health Services	727-7551
Office of Financial Aid	727-6039
Library Services (Health Sciences)	727-5820
Parking, Emory Office	727-7275
Student Accounts	727-6095
Student Health Services	727-7551
University Registrar	727-6042
University Campus Life Office	727-4407

Section 3: General Diagnostic Clinical Education Settings

Emory University Hospital 1364 Clifton Road, N.E., Atlanta, GA 30322	**404-727-7021** 404-712-7036 (Radiology)
Emory University Orthopedic and Spine Hospital 1455 Montreal Road, Tucker, GA 30084	**404-251-3000** 404-251-3094 (Radiology)
Emory University Hospital Midtown 550 Peachtree Street, N.E., Atlanta, GA 30365	**404-686-4411** 404-686-2326 (Radiology)
Emory University Hospital Midtown (Medical Office Tower) 8th Floor, 550 Peachtree Street, N.E., Atlanta, GA 30365	404-686-3194 (Radiology)
Emory Johns Creek Hospital 6325 Hospital Parkway, Johns Creek, GA 30097	**678-474-7000** 678-474-7150 (Radiology)
Emory St. Joseph's Hospital 5665 Peachtree Dunwoody Rd., Atlanta, GA 30342	**678-843-7001**
Egleston Children's Hospital 1405 Clifton Road, N.E., Atlanta, GA 30322	**404-325-6000** 404-325-6555 (Radiology)

The Emory Clinic at WCI 1365 Clifton Road, N.E., Atlanta, GA 30322	**404-321-0111** 404-778-3596 (Radiology)
Emory Orthopedics and Spine Center at EMI 21 Ortho Lane, Atlanta, GA 30329	**404-778-3350**
Emory Sports Medicine Complex 1968 Hawks Lane, Atlanta, GA 30329	**404-778-3350**

Section 4: Infection Control Protocols

See the Medical Imaging Program *Clinical Handbook* or Part VI, Section 4 of the Medical Student Handbook.

Section 5: Parking and Transportation

Emory Campus Parking
Parking on the Emory Campus requires the display of a valid permit. Only permits issued by Emory Transportation and Parking Services are valid. Permits are the property of Emory University.

Permits are non-transferrable and are for use by the permit holder.

Any permit purchased requires submission of vehicle information for all vehicles which will be used with the permit. Vehicle information includes the make, model, color, style, and state issued license plate number. Failure to maintain current vehicle information with Parking Services will result in a fine.

Permits can be requested in person at the Parking Office or online.

Acceptance of a permit indicates acknowledgement and agreement to abide by the Transportation and Parking Services Rules and Regulations.

Parking privileges be suspended or revoked for violation of the Rules and Regulations.

Permit ownership is nontransferable.

Falsifying information in order to obtain a permit is a violation of parking regulations.

There is a replacement cost of a lost or stolen permit which is nonrefundable.

All vehicles that belong to the immediate family of a student, whether registered with Emory or not, will be considered the responsibility of that individual. Any parking violations charged against that vehicle will be the responsibility of the individual.

Permit owners are responsible for maintaining current vehicle information with Parking Services.

Unregistered vehicles with outstanding citations will be identified through the vehicle plate information obtained from the U.S. state registration system. An additional fine will be applied if a vehicle is not registered with Parking Services.

Individuals with outstanding fines will not be allowed to purchase new permits until the fines are paid in full. Outstanding fines can also result in loss of parking access, immobilization of vehicle, or the vehicle being towed.

Cars are not to be parked in the loading dock areas unless a special tag is given and are subject to towing and fines.

View information about annual and other parking permit costs .

Parking at Affiliated Hospitals

- **Emory Midtown** - No charge for parking. Arrangements for students are made by Kim Cross or Eazy Umoumoh.
- **CHOA** - Emory students use Emory parking arrangements. No student parking is arranged at Egleston Hospital.
- **Other Emory Hospitals and Clinical Locations** – Parking information will be provided by the Clinical Coordinator or faculty.

Shuttle Services
Emory Transportation Services offer shuttles on campus, for commuters, between major affiliated hospitals and other routes such as Georgia Tech, Oxford and shopping facilities. In addition, late- night service and SafeRide are available.

View Cliff routes & schedules.

Contact Information
Contact a Transportation Services representative or visit the Transportation Services Offices in the Clairmont Campus Parking Deck (1945 Starvine Way, Atlanta, 30322). Office Hours: Mon-Fri, 7:30 am - 4:30 pm

To report shuttle delays or problems, call 404-727-1829 or email shuttles@emory.edu.

Section 6: Safety and Security

Emory University School of Medicine is enriched by the legacy and energy of Atlanta, but the location also means that urban crime or violence are possible.

Every effort is made by the Emory University School of Medicine and Emory University to provide a safe and secure environment for our students at all sites (campuses, healthcare facilities, etc.). Emory maintains its own police department that manages law enforcement, fire safety and emergency medical services as well as advising schools and individuals on public safety matters. The Emory University School of Medicine is made aware of all public safety matters and acts on them accordingly. Grady and the VA have their own security departments and we work in conjunction with them to maintain a safe environment for all students.

The James P. Williams School of Medicine building provides 24-hour study space for School of Medicine students and a security guard is on duty after hours. The entire building can be accessed outside of business hours only by using an Emory ID card. The security guard checks student ID cards to limit after hours use to registered School of Medicine students only.

We encourage students to request a parking escort to or from the parking decks. Each campus also provides motorist assistance.

Emergency "blue light" phones located throughout campus link callers directly to the Emory Police Department in order to report emergencies and request security escorts.

Although parking decks have restricted access, the possibility still exists for break-ins. Please remove all valuables from your vehicle and either store them in locked storage spaces provided at each site or leave them at home.

Emory University Office of Critical Event Preparedness and Response (CEPAR) coordinates campus-wide activities related to unusual events. CEPAR uses Emory website bulletins, cell phone text messages, emails and other means to notify community members about precautions and plans.

Contact information for security escorts at each site:

- Emory Main Campus SafeRide Program – 404-727-7555
- Emory University Hospital Midtown – 404-686-2597
- Emory University Orthopedics and Spine Hospital – 404-831-4207
- Emory St. Joseph's Hospital – 678-843-7568
- Emory Johns Creek Hospital – 678-474-8132
- Children's Healthcare of Atlanta – Egleston – Call the Emory Main Campus escort if your car is parked on Emory's campus or call 404-785-6142 if your car is parked in the ED parking at Egleston

Emory University-affiliated Hospitals Public Safety Departments

Officers are on duty twenty-four hours each day. Students are encouraged to notify the Public Safety Departments concerning any activity which may compromise an individual student's safety and/or the safety of any other students, physicians, residents, hospital employees, patients, or visitors.

- Emory University Hospital – 404-712-5598
- Emory University Midtown Hospital – 404-686-4357
- CHOA Security Office – 404-785-6142

Other important numbers to have include the following:

- Emory Police Department – 404-727-6111
- DeKalb County Police – emergency 911 number

Section 7: School of Medicine Information Technology Services (SOMITS)

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

For help with Emory University School of Medicine's IT Resources: Student Computing, Equipment Checkout, Public Printing, SOM Computer Labs, Mobile Video Conferencing, Audio / Visual Assistance, Classroom Podiums, Classroom Audio / Visual Training, and SOM Event Consultation contact:

Phone: 404-727-6648
Web: https://emory.sharepoint.com/sites/SOMITS
Email: meded-help@emory.edu
Hours: Monday - Friday, 8 am - 5 pm.*Excludes Emory Observed Holidays

Tom Quinn
Director, SOMITS (Operations)
tdquinn@emory.edu
404-727-9805

Jon Hamilton
Manager, A/V Technology
jon.hamilton@emory.edu
404-712-1563

Jess Bowling
Sr. IT Manager, Curricular Support
jbowlin@emory.edu
404-712-8824

Mitchell Gray
Academic Technology Specialist II
wmgray@emory.edu
404-727-4106 office
470-668-7479 cell

Section 8: Student Health

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

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

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

Student Health Services (SHS)

Emory University Student Health Services is located in the 1525 Clifton Road Building on the Emory Campus and provides comprehensive outpatient medical care for enrolled students. Services available are outpatient primary medical care, physical examinations, confidential HIV testing, STI testing, dermatology, contraception, IUD insertion and colposcopy, psychiatry, PrEP, transgender care, preventive medicine, sports medicine, allergy injections, immunizations, PPD tuberculin skin tests, referrals to specialists, health education, international travel information and immunizations, nutrition counseling, and alcohol, tobacco and substance abuse counseling.

An after-hours medical call center is available for telephone consultation with provider backup when the office is closed and can be contacted by calling 404-727-7551, option 0.

Professional fees for primary care visits to Emory 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 their insurance. Charges incurred at EUSHS are covered 100% by the Aetna Student Health Insurance Policy. The Emory Student Health Services (EUSHS) is a member of over 43 national PPO networks, including most major insurance carriers. The EUSHS will provide the necessary paperwork to submit for reimbursement. Most other insurance carriers will be billed directly. Students will be responsible for any outstanding charges that are not covered by insurance.

Payment options are available by calling the front office at 404-727-7551 and discussing with the billing office.

The Student Health Student "Patient Portal" is a 24-hour Internet communication tool for Emory students. By using this system, Emory students are able to communicate online with Student Health Services in a private, confidential and secure manner that meets federal HIPAA/FERPA privacy standards. Your Patient Portal can be used to schedule appointments, request prescription refills, view recent billing statements and request medical records releases.

Appointments

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

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

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

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

We have COVID and non-COVID related in person appointments available. If you develop symptoms of COVID, you will be able to schedule an urgent respiratory care visit directly through the student portal. If you require additional assistance, you will be able to send a message through the patient portal to the "COVID Assessment Provider" and a nurse will call you to assist with next steps. As COVID-19 care processes are routinely being adjusted to fit the current state of COVID-19 in our community, it is important to read the updated guidance in the student patient portal and/or on the Student Health Services website. Student Health has the availability of point of care COVID-19 PCR testing which result in 30 minutes for those experiencing symptoms of COVID-19 or have a significant exposure. For non-COVID related appointments, you may access an appointment through the patient portal as they are made available or call the front office at 404-727-7551.

Student Health Services will continue to provide, via our HIPAA-compliant Zoom platform telehealth, options for psychiatry and primary care for those students in Georgia. In addition, TimelyMD (a.k.a. TimelyCare) which is a third-party telehealth company is also available to supplement access to care, especially for those who are not currently in Georgia or during after-hours and weekends.

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

Emory University Student Health Services: 404-727-7551 Sharon Rabinovitz, MD, Executive Director

Student Health Immunization Nurse: Send a message on the patient portal to "Immunization Compliance" or email to immunizations-shs@emory.edu.

Student Counseling and Psychological Services (CAPS)

The Emory University Student Counseling & Psychological Services (CAPS) is located in the 1462 Clifton Road Building, Suite 235. CAPS provides free, confidential individual, group, and couples counseling for enrolled undergraduate, graduate and professional students at Emory University. CAPS staff also provides consultations to students, faculty, or staff who are concerned about an Emory student. In addition, CAPS provides outreach and educational workshops on a variety of topics. Telemental health visits are available for those living in Georgia as an option for care.

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

An Emory student interested in arranging an appointment can call 404-727-7450 or come to CAPS between 8:30 am and 5:00 pm, Monday through Friday. Same day crisis triage appointments are available between 8:30 am and 3:30 pm. Psychiatric services are available at Student Health Services at 1525 Clifton Road, phone 404-727-7551.

Telemental health visits through CAPS are available for those living in Georgia as an option for care. Emory University has also contracted with a 3rd party vendor, TimelyCare, to provide 24/7 mental health support. This support includes scheduled counseling visits (12/year) and 24/7 access to emotional support with their TalkNow program. TalkNow is also available to international students. CAPS also offers consultation, support/discussion groups (e.g., international support group, Black graduate student support), and various types of helpful workshops (e.g., stress & mindfulness programming) via a HIPAA-compliant Zoom platform that are available to all students, regardless of where they are located. .

Learn more information about CAPS services.

Other after hours' resources include:

- TimelyMD's TalkNow services
- Crisis Text Line: free, 24/7, confidential text message service for those in crisis – text HOME to 741741 or text STEVE to 741741 (to reach a person of color)
- National Suicide Prevention Lifeline: 9-8-8 (formerly 1-800-273-TALK [8255])
- Transgender Crisis Hotline: (877) 656-8860
- LGBTQ+ Hotline: (866) 488-7386
- Graduate Student Helpline: (800) 472-3457
- Veterans Helpline: (800) 838-2838
- SAMHSA Disaster Distress Helpline: (800) 985-5990
- Georgia Crisis& Access Line (GCAL) at 1-800-715-4225, available 24/7

In case of an emergency the Police should be called by dialing 911.

The Respect Program
The Emory University Respect Program's mission is to engage the Emory community to prevent and respond to sexual assault and relationship violence. To learn more about the program please contact the Respect Advocate at 404-727-1514. Assistance is always available on the Respect Hotline at 470-270-5360 or visit: RESPECT Program website.

Section 9: Student Insurance

Disability
All students enrolled full-time in the Emory University School of Medicine are provided with group long-term disability insurance coverage. For the 2022-2023 academic year this coverage is provided by The Guardian Insurance Co., Inc. A summary of the plan and an electronic copy of the benefit booklet is distributed to students annually. Additional information concerning the plan is available by calling the plan administrator, Ms. Susan Gelber of InsMed Insurance Agency, Inc., 1-800-214-7039. Seniors will be given 30 days after graduation to extend the policy if desired. Ms. Gelber is also available by phone to discuss the options available to graduating seniors.

Liability
Students are covered by professional medical liability insurance any time they are enrolled in a clinical course for credit, observing or assisting in the provision of care under the supervision of Emory faculty, or under the supervision of faculty at other institutions as part of their Emory educational program.

This would include:

- activities that are an official component of the curriculum, including required and elective courses
- clinical activities that students may participate in, at the invitation of faculty, but which are not required as part of that faculty member's SOM clinical duties

- volunteer clinical activities supervised by Emory faculty

At all times, students must be under supervision of faculty in performing clinical service, and the performance of such services must be within the scope of the supervisor's training and certification.

Students who provide medical services outside the scope of the School of Medicine curriculum or with non-Emory faculty physicians are NOT covered by University liability insurance. Students are advised not to engage in such activities unless other liability coverage is provided for them.

Mandatory Health Insurance
See earlier discussion in this Handbook and Emory's Mandatory Student Insurance Policy 8.7 in Appendix A.

Section 10: Student Life

Campus Life
Emory University's Division of Campus Life cultivates a welcoming and dynamic community that is committed to developing skills necessary for lifelong success and positive transformation in the world.

In addition to the over 500 organizations officially recognized by the Emory Student Government Association, Campus Life provides numerous resources to assist you with social and intellectual advancement, including public safety, spiritual and religious life, recreation and wellness, mail services, and bookstores.

Housing
Emory's graduate housing is available at Campus Crossings Briarcliff (operated by Campus Apartments). View a complete listing of all nearby housing.

Student Government
The students of Emory University School of Medicine are governed by the Graduate Student Government Association (GSGA) and all student organization charters must be approved by the GSGA. For more information about Emory University Student Organizations and Divisional Councils, please visit their website at https://emory.campuslabs.com/engage/organization/student-government-association.

The Medical Student Senate (MSS) approves all applications for medical student groups seeking charter with the SGA. For more information about chartering a student organization, please visit the Medical Student Senate website.

Medical Imaging Program Class Officers

Each medical imaging program class will elect officers annually.

Section 11: Use of School of Medicine Building

Reserving Space
All student activities in the School of Medicine that require the reservation of space must be submitted via 25Live using the following steps:

1. Use 25Live with your University User ID and Password.
2. Login with your Emory NetID and password and request the space. If you do not have access to 25Live, notify Student Affairs somregi@emory.edu to request access. If time is a concern, let Student Affairs know the request has been placed in the system.
3. If your event requires staging (tables and chairs) requests, custodial services or if changes must be made to the space requested you will need to contact Campus services. (For changes to the space you can submit a diagram of the set-up for your event to the Staging Department in Campus Services. Campus Services will need it in order to set up and return the space to its original order.) **Campus Services**, Telephone: 404.727.7463, cscsc@emory.edu
4. All users of space in the School of Medicine must abide by the Use of School of Medicine Buildings policy. Failure to do so would prevent confirmed reservations in the future.

Students must use the on-line request procedures.

Section 12: Woodruff Health Sciences Center Library

The Woodruff Health Sciences Center Library (WHSC Library) supports medical education, biomedical research, and clinical care through a wide range of services and programs.

We offer services such as:

- Personalized consultation and customizable group training for research, knowledge management, and evidence-based projects
- Instruction on how to use different databases and information resources for problem solving, biomedical imaging, and access to data sets.
- Assistance with publication analysis and research impact reporting, and expert support for systematic reviews

Main Campus Library
1462 Clifton Road, Atlanta, GA 30322
Location & Directions
Call the Information Desk: 404-727-8727

- Please use the Ask A Librarian form to submit questions or requests. Questions are usually answered within one business day.
- Schedule a Research Consultation with an Informationist.
- Book a Study Room appointment.

Hours of Operation
Please note: Hours and policies may change; please check the WHSC Library's website for any updates.

- Monday through Thursday: 8:00 AM - 10:00 PM
- Friday: 8:00 AM - 6:00 PM
- Saturday: 10:00 AM - 6:00 PM
- Sunday: 11:00 AM - 10:00 PM

How to Use Library Resources & Services
Always start at Woodruff Health Sciences Center Library. Identify yourself with your network ID and password when prompted.

Looking for a book or journal?
Search our online library catalog, discoverE, to locate print and electronic collections of books and journals.

Course Reserves
- Instructors make materials such as links to full-text articles, e-books, streaming media, and physical books available via Course Reserves.
- Students access their course materials directly through Canvas by clicking on the Library Course Reserves link within a course.

Frequently Used Links

PubMed	Bookmark this link for quick access to Emory's full-text articles:
Other Databases	CINAHL, Embase, Scopus, and Web of Science. (For more info, visit A-Z Databases.)
eJournals	Searchable A-Z List of Emory's eJournals
eBook Collections	AccessMedicine, AccessEmergency Medicine, AccessSurgery, ClinicalKey

Current Awareness	Visually explore Emory libraries' journal collections. Fill "My Bookshelf" with favorite titles and alerts for new content with BrowZine.
eTools	For access to EndNote, SPSS, and others, please visit Emory's Software Express.
Clinical Resources	AccessMedicine, ClinicalKey, Cochrane Library, and DynaMed and other point-of-care and patient care support resources

Remember: When searching Emory databases, look for the "Find it at Emory" button. Click to view full-text availability and other options. If full text or print is unavailable, click on "Request via ILLiad."

Other Resources

- Go to the WHSC Library's Medical Students' Resources or the Services for Students.
- Need materials not available at Emory? Request via Interlibrary Loan.
- Any other questions, suggestions, or concerns? Please send to Ask a Librarian.

PART V. ACADEMIC POLICIES

Section 1: Academic Integrity

*Classroom Etiquette

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

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

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

- If a student has a question, they should raise their hand and wait for recognition by the instructor.
- Questions should be asked in a respectful manner. Challenging or argumentative tones do not promote scholarly discussion and adversely affect the learning process.

- Students should not ask questions of another student or have whispered conversations while the instructor is speaking. This type of behavior is rude and distracting.

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

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

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

  Students exhibiting disruptive behavior may be asked to leave the class.

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

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

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

Students are expected to exhibit honesty in all academic matters.

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

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

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

***Academic Health Professions Student Honor Council and Code**

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 academic misconduct shall fall under the jurisdiction of the Honor Code. Matters outside of those that fall within the jurisdiction of the Honor Code, such as violations of the Student Conduct Code, will be handled in accordance with the applicable policy.

Students who matriculate in the Emory University School of Medicine must agree to abide by and uphold the Honor Code.

Statement of the Academic Health Programs Honor Code
Any action indicating lack of integrity and/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, misrepresenting attendance, or knowingly passing off work of another as one's own.

Definitions and Policies
- Cheating. 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 un-authorized aids, or impermissible collaboration.

- Plagiarism. Plagiarism is the act of incorporating into one's own work, the work or expression of another without appropriately and adequately indicating the source.

- Sabotage. Sabotage is defined as intentional and malicious actions that impair another

student's academic performance.

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

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

Students are expected to abide by the terms of the Honor Code and a lack of knowledge of the actions prohibited by the Honor Code is not a valid defense and does not excuse a violation of the Honor Code.

To uphold this Honor Code and its purpose, an instructor may ask students to sign the following pledge at the end of all final examinations, quizzes, and other important projects:

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

The absence of this pledge does not exempt the student or the assignment from abiding by this Honor Code.

Each student upon entering the School of Medicine must sign a matriculation pledge stating that the student has read, understands, and is aware of the student's responsibilities under the Honor Code.

The Academic Health Student Council on Honor

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

Membership

The Honor Council will consist of one elected Student Representative and one Faculty Representative from each AH program. In addition, there will be two Alternate Student Representatives from each AH program, and one Alternate Faculty Representative appointed by the AH Program Directors (hereafter referred to as the PDs). The Honor Council is led by a Chair, Vice Chair, and Secretary who are elected by the student membership from among the Student Representatives on the Honor Council.

Student Representatives and Alternates

By September 30th of each year, a Student Representative and two Alternate Student Representatives will be selected by each program to serve for a one-year term. In order to be eligible to serve as a Student Representative or Alternate Student Representative, a student must

remain in good standing and cannot have previously been found to be in violation of the Honor Code.

Should a vacancy occur, and a Student Representative be unable to serve on the Honor Council, the respective AH program will choose one of the Alternate Student Representatives to fill that role. Should the respective AH program be unable to find someone to serve in the role of Student Representative, Alternate Student Representatives from other programs will serve on a rotational basis until the respective AH program can identify a new Student Representative.

Faculty Representatives and Alternates

To establish a pool of two faculty members from each AH program, the following process will be utilized:

- Directors of the AH programs will submit names of faculty representatives to the Liaison (see below) by Sept. 30th.

- Each AH PDs will submit the names of one Faculty Representative and one Alternate Faculty Representatives who will serve a two-year term.

- AH PDs are responsible for submitting names to the Honor Council Liaison of alternate faculty representatives as needed to fill vacancies.

- Faculty representatives are limited to participate for no more than three consecutive terms.

- Vacancies will be filled by appointments by the Directors of the AH programs.

Honor Council Liaison

An Assistant or Associate Dean in the School of Medicine will function as an ad hoc advisor to the Honor Council indefinitely in order to provide guidance and continuity in the day to day operations of the Honor Council. The Honor Council Liaison (hereafter called the HC Liaison) will only be notified that an alleged violation of the Honor Council has occurred if the Honor Council requests assistance to ensure the investigation and hearing are conducted according to policies. The Assistant or Associate Dean will not be directly involved in investigations and/or hearings but will serve primarily in an administrative role facilitating contact between faculty advisors, students, and Honor Council members. The HC Liaison will:

- Work with the Program Directors to ensure Faculty and Student Representatives are selected by September 30th.

- Coordinate and lead the two training sessions described below.

- Provide guidance, as needed, to the Student Leadership, Investigators, and the Student and Faculty Representatives during the process of an investigation and hearing.

- Be notified that an accusation has been made only if the Student Leadership requests assistance to ensure the investigation and hearing are conducted according to policies.

- The HC Liaison will only be given the name of the student who is alleged to have violated the Honor Code if a hearing is deemed warranted.

Training
The HC Liaison will coordinate a formal training session for all new Faculty and Student Representatives in the fall.

The session will be conducted by an official representative of the Office of Undergraduate Education Honor Council.

A second training session will follow to review in detail the investigation and hearing process.

All members of the Honor Council are required to complete the training prior to participating in an investigation or hearing. If an Honor Council member cannot attend either session, they must coordinate with the HC Liaison to find a date in which to make-up the training.

Leadership of the Honor Council
The Chair, Vice-Chair and Secretary will be chosen from the Student Representatives of the Honor Council who are currently enrolled in AH programs of at least two years in length. The Honor Council Liaison will ask if any of the Student Representatives would like to volunteer to fill each position. If there are multiple Student Representatives who volunteer to fill a position, the Honor Council Liaison will coordinate an election where the positions will be voted on by the members of the Honor Council by majority vote. Any person who volunteers or is elected to fill one of the positions must ultimately be confirmed by a majority vote of the Honor Council.

- The positions of Chair, Vice Chair, and Secretary must be filled by students from three different Academic Health Programs.

- In the event the Chair is from the same program as a student accused of violating the Honor Code, the Vice Chair will lead the process.

Procedures for Reporting and Investigating Honor Code Violations
1. If an individual believes that a violation of the Honor Code has or may have occurred, that individual must report the violation as soon as possible to a member of the Honor Council. Failure to report the violation will itself constitute a violation of the Honor Code.

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

3. Upon notification of a possible violation of the Honor Code, the following will occur:

4. The Honor Council Secretary will inform the Honor Council Chair that a possible violation of the Honor Code has been reported.

5. The Honor Council Secretary will then appoint two investigators from available student representatives. The investigators will be responsible for gathering information about the case. The investigators will be from two different AH programs and will not be from the same program as the student accused of violating the Honor Code.

6. The Honor Council Chair will inform the Honor Council Faculty Representatives, the HC Liaison, and the Executive Associate Dean for Medical Education and Student Affairs (hereafter called the EAD) that the Honor Council has received a complaint of an alleged violation of the Honor Code and an investigation will be conducted. The name of the student and details of the incident will remain known only to the Chair, the Secretary, the investigators, and any individuals the Chair may deem necessary.

7. The student named in the allegation will be informed of the investigation prior to its onset by HC Secretary and an investigation will proceed.

8. After the investigators finish gathering information concerning the alleged violation, the investigators will submit that information to the Honor Council Chair, who along with the two investigators, will determine whether sufficient evidence exists to warrant a formal hearing by a majority vote.

Prior to the Hearing

9. If the Chair and investigators determine that sufficient evidence exists to warrant a formal hearing, the Secretary of the Honor Council will notify the student accused of violating the Honor Code of that decision in writing and provide the date, time, and place of the Hearing; the nature of the violation with which the student is charged; the evidence of the violation, including the name of the individual making the allegation. Upon notification of the hearing, the student will be provided with a list of available faculty by the HC Liaison, with whom to consult, at the student's discretion or select a consulting member of the school of medicine themselves with the guidance of the HC Liaison.

10. The hearing will take place no more than 21 days after the determination is made to move forward with a hearing. In rare instances, the Honor Council, at their sole discretion, may extend that time period if the Honor Council feels that the circumstances dictate such an extension.

11. Any student who is alleged to have violated the Honor Code will be permitted to continue academic endeavors until a final decision is made.

12. The student who is alleged to have violated the Honor Code may review the evidence of a violation and gather evidence prior to the hearing.

13. For each hearing, the hearing panel will consist of eight members: five Student Representatives, the Chair (or Vice-Chair should the student alleged to have violated the Honor Code be from the same program as the Chair) and two Faculty Representatives. The five Student Representative are randomly selected by the Chair from the Student Representatives, then from Alternate Student Representatives, if needed, and will include a student from each AH program including that of the student alleged to have violated the Honor Code. If any Student or Faculty Representative is unable to serve for any reason, including conflict of interest, then the Chair will select an alternate Student or Faculty Representative. The Alternate Student Representatives who investigated a case will present pertinent information at the Hearing but will not be allowed to vote in the proceedings or be present during deliberations.

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

The Hearing
The Chair (or Vice-Chair) will preside over the hearing and participate in the discussion and deliberation of the case but will not have a vote.

Order of Proceeding
1. Call to order

2. Reading of Parts I and II of the Honor Code (Preamble and Statement of the Honor Code).

3. Statement of the alleged Honor Code violation

4. Presentation of evidence: The Investigators and the student alleged to have violated the Honor Code may present testimony and other evidence as appropriate and relevant to the case. The Chair and members of the Honor Council, and the student alleged to have violated the Honor Code, may ask questions of witnesses.

5. The chair will determine whether the hearing board can properly weigh or take into consideration any evidence offered by a party or witness based upon relevance. Rules of evidence applicable to criminal or civil court proceedings will not apply.

6. Discussion and deliberation by the Council is held in a private executive session. After all admissible evidence has been reviewed, the hearing panel shall deliberate to decide the case.

Rules Governing Proceedings

1. All hearings will be conducted in closed-door session and will remain confidential. Participants in the hearing will be limited to the following:

7. Chair (or Vice-Chair) of the Honor Council.

8. The seven selected Honor Council Representatives (2 Faculty, 5 Students, not including the Chair).

9. The Secretary or, if needed, a temporary Secretary appointed by the permanent Secretary.

10. The student alleged to have violated the Honor Code.

11. The two investigators assigned to the case.

12. Relevant witnesses who may be present only while testifying.

13. The faculty advisor selected by the accused. This individual is not permitted to testify, ask questions, or to make statements of any nature.

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

Decisions and Penalties

For a student to be found responsible of an Honor Code violation, the unanimous vote of the seven voting members of the Honor Council is required [the Chair (or Vice-Chair) is not eligible to vote]. For all cases, the standard that shall be used to determine whether a violation was committed is "preponderance of the evidence", i.e., it is more likely than not that a violation of the Honor Code occurred.

If a student is found to have violated the Honor Code, the hearing panel will make a recommendation to the EAD for a sanction. The hearing panel will make the decision on the sanction by majority vote of the voting members of the Honor Council. In case of a tie, the Chair (or Vice-Chair) will cast a vote.

The HC Liaison and EAD will be informed of the decision of the hearing panel and recommendation for sanction, where applicable, promptly following the decision of the hearing panel.

The HC Liaison or EAD will only notify the Program Director of the student alleged to have violated the Honor Code of the outcome of the hearing if the student is found responsible for a violation of the Honor Code and a sanction is recommended.

Recommended for sanctions for violations of the Honor Code.

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

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

Upon receipt of a mandatory leave of absence, the student cannot advance to the next term until he/she has completed the term in which the "Incomplete" grades were given.

A student on a mandatory leave of absence may enroll on graduate resident status.

Decision of the Executive Associate Dean of the School of Medicine
The final decision on responsibility and the sanction rests with the EAD. The decision of the EAD will be effective immediately, unless there is an appeal to the dean. The appeal, including the basis for the appeal, must be submitted by the student in writing to the Dean within one week after the student is notified by the EAD of the decision. If a student files an appeal, the EAD will appoint an ad hoc committee consisting of three faculty members from the School of Medicine. The EAD will provide the committee with the information reviewed by the hearing panel, the minutes of the hearing, and the student's appeal. The committee will then make a recommendation to the Dean that the decision of the appeal committee be affirmed or remanded to a new hearing panel. The Dean will then review that recommendation and make the final decision in the matter.

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

Section 2: Registration

All students must register on the dates indicated in the Academic Calendar. Registration information may be obtained from the program office**. Students who do not complete registration on registration day are charged a late fee of $150.00.** Class registration for any term is not complete until the student is in compliance with all published procedures and until outstanding financial responsibilities to the University have been met. Students with a hold on their account preventing registration will be contacted to clear the hold before class registration can proceed. 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 faculty concerned. After 8 calendar days have lapsed from the date classes begin, registration is not permitted.

Tuition and fees are due and payable prior to the first day of class each semester. Payment plans are available during the fall and spring semesters. For information contact Student Accounts.

Section 3: 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.

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.

Section 4: 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".

Section 5: Reporting of Absences

Students must report absence from examinations or from daily clinical clerkship or practicum duties and reasons thereof, as soon as possible to the Program Office and to the faculty member responsible for the course or the Clinical Coordinator for clinical absences. 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 Student Health Services 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.

Section 6: Religious Observances

The Emory School of Medicine recognizes and respects the importance of individual religious beliefs and practices. While the School of Medicine calendar includes only religious observances recognized as U.S. federal holidays, the school seeks to accommodate student religious needs reasonably and within the requirements of the academic schedule. There shall be no adverse or prejudicial effect resulting to any student requesting excused absences for religious observances. Students assigned to patient care educational activities may request assignments that allow the student to meet their religious needs; on occasion, students may be asked to attend patient care activities that cannot be reasonably re-scheduled, such as on-call time with a care team. Required academic work missed as part of an excused absence must be made up to the satisfaction of the supervising faculty member. **Individualized requests should be directed to course instructors at least 15 days in advance of any conflict**.

Section 7: Grading System

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

Grading Scale:

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

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

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

Tentative Grades:

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

Grade Appeals:

Students are encouraged to discuss evaluations and final grades with the course director. If a student wishes to appeal a final grade or evaluation, this must be **presented in writing** to the Program Director, within **14 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.

Section 8: Requirements for Continued Enrollment

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

Academic Standing and Academic Dismissal:

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

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

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

Students experiencing academic, clinical or personal difficulty may withdraw from a course. Withdrawals will only be granted prior to mid-term and a grade of W (withdrawal without penalty) or WF (withdrawal failing) will be assigned as appropriate. Withdrawing from a course means the

student will have to interrupt the program of full-time study and graduation will be delayed for one year. During the intervening year, individualized plans of study will be developed jointly by the student and the Program Director.

Grade Point Average Requirement:

A 2.0 average must be maintained in **each semester** to remain in good academic standing and to continue in the program. A cumulative GPA of at least 2.0 (didactic and clinical) is required for graduation.

Readmission Policy:

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

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

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

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

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

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

Section 9: Exclusion

Achievement of two or more grades of “D” in medical imaging courses will automatically result

in exclusion from the program.

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

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

Section 10: Satisfactory Academic Progress

A student is considered to be making satisfactory academic progress as long as a G.P.A. of 2.0 or better for completed courses is earned. All students will be able to review grades via Canvas 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.

Section 11: 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.

Section 12: Application for Degree

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

Section 13: Graduation Requirements

The following requirements must be satisfied to earn the B.M.Sc. degree:

1. Students must meet a minimum residency requirement of three semesters. A minimum of 46 semester hours must be completed at Emory University.
2. Students must complete all courses in the Emory University Bachelor of Medical Science degree program in Medical Imaging with a minimum cumulative G.P.A. of 2.0.
3. Students must meet all clinical competency and exam repetition requirements.
3. Students must have satisfactorily completed (grade of C or better) a minimum of 30 semester hours (45 quarter hours) of specified undergraduate core curriculum courses.
4. Students must satisfactorily complete of a minimum of **128 semester hours** of undergraduate credit.

Section 14: Official Transcripts

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

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 and directions for requesting transcripts may be found on the Registrar's website.

Section 15: 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.

Section 16: 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.

PART VI: FINANCIAL INFORMATION

Information concerning financial aid and scholarships is available through the Emory University Office of Financial Aid. In addition, the Associate Director of Financial Aid and Student Affairs, located on the third floor of the School of Medicine Building, is available to meet with students in the School of Medicine, Medical Imaging Program regarding individual financial concerns, including emergency loans.

Section 1: Academic Charges

Tuition and Fees:

Tuition	$6,034.00	($503/semester hour)
Immunization Fee	$125.00	($375.00/year)
Health & Wellness Fee	$98.00	($294.00/year)
Technology Fee	$75.00	($225/year)
Athletic Fee	$202.00	($60 in summer semester)
Activity Fee	$114.00	($0 in summer semester)
Total per semester	$6,648.00	

Section 2: Deferred Payment/ The Emory Payment Plan (EPP)

The **Emory Payment Plan** is available to qualified students who wish to divide tuition fees into scheduled payments. **A handling fee is charged by the University for participation in the Emory Payment Plan**.

For more information, visit https://studentaccounts.emory.edu/payment-plan.aspx.

Section 3: Policy Statement on Refunds

Tuition refunds are partial. A student may cancel registration during the first week of the semester in which case only the deposit is forfeited (or twenty-five dollars if no deposit was required). After the first week of class, a student may voluntarily withdraw, and the tuition forfeiture increases progressively. Please refer to the Withdrawal Deadlines Schedule posted on the Student Financial Services webpage for the most current refund policy for complete withdrawals.

No refund is given after the fifth week of any semester. No refund is given if students drop only part of their coursework after the last day specified for approved schedule changes. **No refund is given to a student who is dismissed.**

Refunds for first-time Emory University students who are federal aid recipients (Title IV) will be prorated in accordance with the Higher Education Amendments of 1992 and any related regulations.

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

A student who withdraws may not continue to live in University housing or participate in student activities.

Section 4: Meals

Meals are available on campus at Cox Hall Foodcourt, Dobbs Common Table or Asbury Court and at near-by restaurants. Meal plans are available at considerable savings. For information email dining@emory.edu, call 404-727-4015 or visit http://dining.emory.edu/dining-plan/students/index.html.

Section 5: Books

The Emory University Bookstore (B&N at Emory) is located at 1390 Oxford Road. All medical imaging textbooks can be purchased through the bookstore.

Section 6: Professional Society Scholarships

GEORGIA SOCIETY OF RADIOLOGIC TECHNOLOGISTS SCHOLARSHIP FUND: The state professional society sponsors a small number (1-4) of $500 scholarships annually. Applications for this scholarship will be distributed late in the fall semester. **Applicant must be a member of the society.**

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

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

PART VII: CURRICULUM

Section 1: Course Sequence

*** Courses in "BOLD" are taken by all students.**

SEMESTER	NUMBER	TITLE	CREDIT HOURS
SEMESTER I 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
	MI 327	**COMPUTER APPLICATIONS IN MEDICAL IMAGING**	1
			14 hours
SEMESTER II 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
SEMESTER III 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
SEMESTER IV FALL	**MI 221c**	**ANATOMY & PHYSIOLOGY**	3
	MI 325b	**PRINCIPLES OF RADIOGRAPHIC TECHNIQUE**	3
	MI 213d	**MEDICAL IMAGING PROCEDURES**	3
	MI 390r	**MEDICAL IMAGING SEMINAR**	1
	MI 361b	**CLINICAL INTERNSHIP**	4
			14 hours
SEMESTER V SPRING	**MI 211c**	**PATIENT CARE**	3
	MI 213e	**MEDICAL IMAGING PROCEDURES**	2
	MI 329	**IMAGE PROCESSING TECHNIQUE**	2
	MI 390r	**MEDICAL IMAGING SEMINAR**	1
	MI 361c	**CLINICAL INTERNSHIP**	4
	MI 421	**IMAGING EQUIPMENT**	3
			15 hours
SEMESTER VI SUMMER	**MI 411**	**PHARMACOLOGY**	2
	MI 301	**SURVEY OF MEDICAL AND SURGICAL DISEASES**	3
	MI 461a	**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
(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
			15-17 hours
SEMESTER VII	**MI 423**	**BASIC RADIATION BIOLOGY**	2

FALL			
	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
(CT MINOR)	MI 451b	CT PROCEDURES	2
	MI 465b	CT PRACTICUM	3
(MRI MINOR)	MI 453b	MRI PHYSICS AND INSTRUMENTATION	2
	MI 455b	MRI PROCEDURES	2
	MI 467b	MRI PRACTICUM	3
			15-18 hours
SEMESTER VIII 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	2
	MR 465c	CT PRACTICUM	4
(MRI MINOR)	MI 453c	MRI PHYSICS AND INSTRUMENTATION	2
	MI 455c	MRI PROCEDURES	2
	MI 467c	MRI PRACTICUM	4
			15-17 hours

Section 2: 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 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 211a, b, c: Patient Care I, II, and III
Fall, Spring, and Spring. Credit, nine hours. Prerequisites: MI 211a prior to MI 211b prior to MI 211c. Basic patient care needs and interpersonal relationships with patients, peers, physicians, and other members of the health care team are stressed. Basic principles of radiographing the pediatric patient and geriatric patient are included. Confidentiality and medico-legal considerations including professional liability, patient records, and professional guidelines are introduced. MI 211c focuses on advanced patient care concepts including cardiac monitoring and venipuncture.

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 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 systems, is included. Emphasis is placed on the skeletal system and other systems closely associated with imaging. Cross-sectional anatomy is the focus of MI 221c. Emphasis is placed on radiographic anatomy in all courses.

MI 261 a, b: Clinical Clerkship
Fall and Spring. Credit, six hours total. Prerequisites: MI 261a prior to MI 261b. A series of courses designed for persons entering the field of Medical Imaging to become familiar with the practical application of theories, principles, morals and ethics of Medical Imaging and the medical field. The students will go from observation to participation in general diagnostic exams.

MI 301: Survey of Medical and Surgical Diseases
Summer. Credit, three hours. Prerequisites: MI 203, MI 221 a-c. An overview of common diseases intended to orient the technologist to the nature of a patient's disease is presented. Emphasis is placed on the radiographic appearance of common pathologies. The effects of pathology on radiographic quality and diagnostic radiologic procedures will be considered.

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 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 receptor exposure, contrast, spatial resolution, and distortion are emphasized. Students acquire the skills necessary to adapt technical factors in order to produce diagnostic radiographs in the digital imaging environment.

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

MI 329: Image Processing Technique
Summer. Credit, two hours. Current trends in the processing, analysis, manipulation, and display of digital radiographic images. Capture of image data from CR and DR detectors is discussed. Pre- and post- image processing operations are presented. The calculation and evaluation of exposure indicators is explained. The practical application of radiographic techniques, technique myths, and image evaluation in digital imaging are discussed. Digital image artifacts are also explained.

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. A series of courses designed for persons entering the field of Medical Imaging to become familiar with the practical application of theories, principles, morals and ethics of Medical Imaging and the medical field. Students begin to master basic skills in the operation of a radiographic room and in radiographic positioning. Students work independently under indirect supervision after successful competency evaluation. Students will also experience a variety of advanced imaging modalities.

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 and textbook readings pertinent to the assigned topic will be required.

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 procedures requiring contrast administration is emphasized.

MI 421: Imaging Equipment
Spring. Credit, three hours. Prerequisites: MI 321a, b, MI 325a, b. This course introduces the student to the different types of imaging systems. The basic principles of digital imaging, CT, MRI, interventional radiology and mammography equipment 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 an image. Emphasis is placed on healthcare and imaging accrediting bodies, radiographic equipment evaluation, and repeat analysis. It includes didactic and lab components.

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 461a, b, c: Clinical Practicum
Summer, Fall, and Spring. Credit, twelve hours total. Prerequisites: MI 461 a prior to 461b prior to MI 461c. A series of advanced clinical education courses designed for persons entering the field of Medical Imaging to practice independently all general radiography examinations after successful competency evaluation. These courses prepare students to enter the workforce as a general diagnostic radiographer with exceptional work ethic.

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

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

Course Descriptions (Administration 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 didactic content and to help the student make a successful role transition into a health care setting as a supervisor, manager or administrator. The student will be assigned to radiology departments for administrative practical experience. The courses are 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.

Course Descriptions (Education Track)

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

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

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

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

MI 443r: Practice Teaching (Clinical)
Fall and Spring. Credit, five hours total. These courses prepare the student for teaching in the clinical setting. Concepts related to clinical objectives, instructional methodologies, scheduling,

and competency evaluation are introduced. Students will be assigned to work with students in the clinical education settings.

MI 445r: Practice Teaching (Didactic)
Fall and Spring. Credit, five hours total. These courses prepare the student for teaching basic radiologic science didactic material. The student will prepare lesson plans, present course material, and evaluate student progress in selected subject areas.

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

Course Descriptions (Computed Tomography Track)

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

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

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

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**.** MR basics, image weighting and contrast, encoding, parameters, pulse sequences, flow phenomena, artifacts, vascular and cardiac imaging, contrast agents, and functional MRI 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. MRI safety, instrumentation and equipment, patient care and preparation, contrast media type, amount and administration route, patient positioning and orientation, scan parameters, filming and common pathology will be covered. These courses complement Clinical Practicum I, II, and III.

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

Section 3: Class Schedules

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

EMORY UNIVERSITY
MEDICAL IMAGING PROGRAM
CLASS SCHEDULE

CLASS: *Sophomore* **SEMESTER:** *Fall 2022*

	MON	TUES	WED	THURS	FRI
8:30 am - 10:30 am	MI 211a *EUH Annex N122* **(Harmon)**	(Orientation activities per schedule)	MI 211a *EUH Annex N122* **(Harmon)**	(Orientation activities per schedule)	MI 213a *EUH Annex N122/123* **(Bullock/ Harmon)** **{9:00 a.m. – Noon}**
10:30 am - 10:45 am	Break		Break		
10:45 am – 12:45 pm	MI 221a *EUH Annex N122* **(Khalifa)**		MI 221a *EUH Annex N122* **(Khalifa)**		
12:45 pm - 1:30 pm	Lunch		Lunch		
1:30 pm - 3:00 pm	MI 201 *SOM A170* **(Brzinski)**		MI 201 *SOM 170A* *SOM 313* *10/12* **(Brzinski)**		

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
MI 213a	MEDICAL IMAGING PROCEDURES	2
MI 261a**	CLINICAL CLERKSHIP	2
MI 327*	COMPUTER APPLICATIONS IN MEDICAL IMAGING	1

* MI 203 and MI 327 are on-line courses.
** MI 261a will be scheduled the last two weeks of the semester.

Semester Schedule:

Orientation	August 22 – 23, 2022
Classes Meet:	August 24 - November 18, 2022
Labor Day Holiday:	September 5, 2022
Fall Break:	October 10 – 11, 2022
Final Exam Week:	November 21 – 25, 2022
Clinical Clerkship:	November 28 – December 2, 2022 (8 hours/day)
	December 5 – 8, 2022 (8 hours/day)
	December 9, 2022 (clinical meeting)

EMORY UNIVERSITY
MEDICAL IMAGING PROGRAM
CLASS SCHEDULE

CLASS: *Sophomore* **SEMESTER:** *Spring 2023*

	MON	TUES	WED	THURS	FRI
9:00 – 10:30	MI 221b *(EUH Annex: N122)* **Khalifa**	MI 261b (See clinical schedule)	MI 221b* *(EUH Annex: N122)* **Khalifa**	MI 261b (See clinical schedule)	MI 213b (9:00 am-12:00 pm) *(EUH Annex: N122)* **Strickler & Bullock**
10:30 – 10:45	Break		Break		
10:45 – 12:15	MI 321a *(EUH Annex: N122)* **Strickler**		MI 321a* *(EUH Annex: N122)* **Strickler**		
12:15 – 1:00	Lunch		Lunch		
1:00 – 2:30	MI 211b *(EUH Annex: N122)* **Khalifa & Bullock**		MI 211b* *(EUH Annex: N122)* **Khalifa & Bullock**		

- Class schedules will rotate throughout the semester on Wednesdays. See individual course syllabi for the weekly schedule.

NUMBER	TITLE	CREDIT HOURS
MI 211b	PATIENT CARE	3
MI 213b	MEDICAL IMAGING PROCEDURES	3
MI 221b	ANATOMY & PHYSIOLOGY	3
MI 321a	PHYSICAL PRINCIPLES OF IMAGING	3
MI 261b	CLINICAL CLERKSHIP	4

Semester Schedule:

Classes Begin:	January 3, 2023
Spring Break:	March 6-10, 2023
Classes End:	April 21, 2023
Final Exams:	April 24-28, 2023

EMORY UNIVERSITY
MEDICAL IMAGING PROGRAM
CLASS SCHEDULE

CLASS: *Junior* **SEMESTER:** *Summer 2023*

	MON	TUES	WED	THURS	FRI
8:30 - 10:00	MI 361a ***Site Specific:*** ***Refer to clinical schedule***	MI 321b **(Strickler)**	MI 361a ***Site Specific:*** ***Refer to clinical schedule***	MI 321b **(Strickler)**	MI 213c (9:00 am – 12:00 pm) **(Strickler/ Bullock)**
10:00-10:15		Break		Break	
10:15-11:15		MI 323 **(Khalifa)**		MI 323 **(Khalifa)**	
11:15-12:00		Lunch		Lunch	
12:00– 1:30		MI 325a **(Brzinski/ Bullock)**		MI 325a **(Brzinski/ Bullock)**	
1:30 – 3:30		*Image Critique**		MI 213c (Sims) **(Strickler/ Bullock)**	

All Classes will be held in the Program Classroom (*EUH Annex Room N122)*

*One critique per student; scheduled with individual faculty members.

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:

Classes Begin:	Wednesday, May 17, 2023
Holidays:	Monday, May 29; Monday, June 19; Tuesday, July 4
Classes End:	Friday, July 28, 2023
Final Exam Week:	July 31 - August 4, 2023
Semester Ends:	Friday, August 4, 2023

PART VIII: ACADEMIC CALENDAR 2022-2023

FALL SEMESTER 2022

August 24 Wednesday	Classes begin.
August 31 Wednesday	Last day to cancel registration with full refund. Last day for approved schedule changes. Last day to drop courses without incurring a "W" or "WF."
September 5 Monday	Labor Day Holiday
September 9 Friday	Last day to file application for degree to be granted at the end of the semester.
October 10-11 Monday-Tuesday	Fall Break
October 24 Monday	Pre-registration for Spring begins
November 24-25 Thursday-Friday	Thanksgiving Recess
December 2 Friday	Classes end.
December 5-9 Monday-Friday	Exam period.
December 17 Saturday	Fall Semester ends.

SPRING SEMESTER 2023

January 3 Tuesday	Classes begin.
January 16 Monday	MLK Holiday.
January 16 Monday	Last day to cancel registration with full refund. Last day for approved schedule changes. Last day to drop courses without incurring a "W" or "WF."
February 3 Friday	Last day to file application for degree to be granted at the end of the semester.
February 7 Tuesday	Summer pre-registration begins.
March 6-10 Monday-Friday	Spring Break.
March 20 Monday	Pre-registration for Fall
April 21 Friday	Classes end.
April 24-28 Monday-Friday	Exam period.
May 8 Monday	Term ends. **Commencement**

SUMMER SEMESTER 2023

May 16 Tuesday	Schedule change deadline.
May 17 Wednesday	Classes begin.
May 29 Monday	Memorial Day Holiday (Observed)
June 19 Monday	Juneteenth Holiday
TBD	Last day to file application for degree to be granted at the end of the semester.
July 4 Tuesday	Independence Day Holiday
July 28 Friday	Classes end.
July 31-August 4 Monday-Friday	Exam period.
August 4 Friday	Summer semester ends.

PART IX: ACCREDITATION

Section 1: Regional Accreditation

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

Commission on Colleges: Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4907
(404) 679-4501

Section 2: 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.

Section 3: Allegations of Non-compliance with JRCERT *Standards*

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

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

1) The allegation of non-compliance should be presented **in writing** to the Program Director.
2) The Program Director will review the allegation and, upon review, may find there is no basis for the allegation of non-compliance. Alternatively, the Program Director may recommend that modifications to program policies and /or procedures be instituted. The decision of the Program Director will be rendered within 2 weeks of receipt of the initial complaint.
3) After submission of the findings to the student, the student may appeal the findings to the Executive Associate Dean of the Medical School.
4) The decision by the Executive Associate Dean of the Medical School shall be rendered within 30 days of receipt of the complaint.

If the student is unable to resolve the complaint with the program/institution or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer
JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
E-mail: mail@jrcert.org

The process for reporting allegations of non-compliance with the JRCERT *Standards* can be found at the following web address:
https://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation/

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

Section 4: JRCERT Standards

Standards for an Accredited Educational Program in Radiography

Effective January 1, 2021

Adopted April 2020 by:

The Joint Review Committee on Education in Radiologic Technology

"The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **Standards** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). The JRCERT **Standards** incorporate many of the regulations required by the USDE for accrediting organizations to assure the quality of education offered by higher education programs. Accountability for performance and transparency are also reflected in the **Standards** as they are key factors for CHEA recognition.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process not only helps to maintain program quality but stimulates program improvement through outcomes assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives."

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Objectives:

1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.

1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.

1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.

1.4 The program assures the confidentiality of student educational records.

1.5 The program assures that students and faculty are made aware of the JRCERT **Standards for an Accredited Educational Program in Radiography** and the avenue to pursue allegations of noncompliance with the **Standards**.

1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Objectives:

2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.

2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program's mission.

2.3 The sponsoring institution provides student resources.

2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Objectives:

3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.

3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.

3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.

3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.

3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Objectives:

4.1 The program has a mission statement that defines its purpose.

4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.

4.3 All clinical settings must be recognized by the JRCERT.

4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.

4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.

4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.

4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.

4.9 The program has procedures for maintaining the integrity of distance education courses.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Objectives:

5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.

5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.

5.3 The program assures that students employ proper safety practices.

5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Objectives:

6.1 The program maintains the following program effectiveness data:

- five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
- five-year average job placement rate of not less than 75 percent within twelve months of graduation, and
- annual program completion rate.

6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.

6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.

6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.

6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.