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Introduction

Congratulations on your decision to pursue your Baccalaureate Degree in Diagnostic Medical Sonography at Adventist University of Health Sciences. You may have recently graduated and earned your professional sonography certification or you may have been waiting for the opportunity to further your education and career. Whether you are a novice or an experienced Sonographer, you have made the first step in turning that dream into an action-oriented goal. In order to make this goal a reality, the Baccalaureate Degree in Diagnostic Medical Sonography is designed to meet a variety of student needs.

The Online Learning Baccalaureate Degree Program Manual provides the essential information that will help you understand the philosophy, requirements, and policies of this Program.

Mission Statement

Consistent with the mission of the College, the Bachelor of Science in Diagnostic Medical Sonography program at Adventist University of Health Sciences (ADU) provides lifelong learning through a variety of multimedia resources. The goal of the program is to ensure the highest quality educational content delivered in a dynamic online-learning environment.

Philosophy Statements

Nurture
The program encourages its faculty and staff to provide a spiritual environment in which students engage in the promotion of health and respect for others.

Excellence
The education and delivery of the highest quality content empowers students and graduates to gain professional expertise and pursue life-long learning.

Spirituality
The program promotes Christ-centered relationships among students, faculty, and staff, threading Christian values and beliefs throughout its curriculum.

Stewardship
Scholarly activities embedded in the curriculum provide a responsibility to one’s profession and community.
Program Purpose

The purpose of the Baccalaureate Degree program is to prepare registered sonography professionals to provide holistic healthcare to individuals, families, and communities. Graduates from this program are prepared to use theory and research based knowledge as a designer, coordinator, and manager of the holistic health care in a diverse setting. The program grounded in Christian principles, and integrated with courses from the arts and sciences that enrich the student and contribute to the development of a broader worldview of Diagnostic Medical Sonography. The program provides a foundation for the graduate to enhance professional growth, facilitate career mobility and provides a foundation for graduate work.

Program Outcomes

The Bachelor of Science in Diagnostic Medical Sonography degree will offer working sonography professionals the opportunity to learn the knowledge and skills they need for continual professional growth. This is a Bachelor’s completion program for students with prior education and work experience in the field of medical sonography. Upon completion of this program, the graduate will be able to:

1. Use Christian principles to guide interactions with patients/clients, health care professionals, and the public.
2. Synthesize knowledge from experience, the arts, sciences, and humanities to meet patient/client’s physiological, psychological, sociocultural, developmental, and spiritual needs.
3. Assume leadership roles and managerial skills necessary to direct sonography services.
4. Increase your knowledge of advanced sonography specialties.
5. Use critical thinking and problem based learning skills to resolve healthcare issues.
6. Practice a holistic and ethical approach to health care.
7. Value lifelong learning as a means to continuously update professional knowledge and skills and participate in activities that support the profession.

ADU Learning Outcomes

Adventist University of Health Sciences has developed seven Learning Outcomes that it wishes to instill in all students/graduates. Some, or all, of these principles are incorporated into every course offered by the university. Upon graduation, each student should have a better understanding of these tenets and should incorporate them into their daily lives.
ADU Faculty and Staff

President & CEO
Edwin Hernandez, Ph.D
Provost
Adventist University of Health Sciences
671 Winyah Drive
Orlando, FL 32803
Phone: 1-800-500-7747 ext 303-5619
Fax: (407) 303-5671
E-mail: Edwin.Hernandez@adu.edu

Chief Operations Officer, ADU Online
Deena Slockett, Ed. D., R.T. (R)(M)
Professor, Adventist University of Health Sciences
671 Winyah Drive
Orlando, FL 32803
Phone: 1-800-500-7747 ext. 110-1095
Fax: (407) 303-7820
E-mail: Deena.Slockett@adu.edu

BSDMS Online Coordinator
Kelly Mumbert, MBA, RVT, RDCS
Assistant Professor, Adventist University of Health Sciences
Coordinator, Online BSDMS Program
671 Winyah Drive
Orlando, FL 32803
Phone: 1-800-500-7747 ext. 303-9204
Fax: (407) 303-7820
E-mail: Kelly.Mumbert@adu.edu
Whom Do You Contact?

Registrar
Janet Calderon, Ph.D
1-800-500-7747 ext. 303-9624

Director of Admissions
Lillian Garrido
1-800-500-7747 ext. 110-6693

Online Admissions and Registrar Staff

Admissions Coordinator
Chris Garrido
407-303-8168
christopher.garrido@adu.edu

Admissions staff is responsible for:
- Acceptance letters
- Process all completed applications.
- Transcript reviews
- Accreditation questions

Assistant Registrar
Tina Capparelli
1-800-500-7747 ext. 110-1096
tina.capparelli@adu.edu

Registrar staff is responsible for the following activities:
- Evaluation and transfer of credits
- Evaluation of Course Descriptions
- Process Transcript Request
- Process Grade reports if needed
- Registration:
  - Forward updated registration information
  - Resolve any registration issues or concerns (not financially related)
- Graduation:
  - Process Graduation Application
  - Conferral of Degrees
  - Mailing out of Diplomas
  - Graduation Ceremony
- Graduation Application
• Reconciliation of registered courses. If a student is not qualified to take a course, registrar will explain why.
• Maintains student files and records
• Process all forms (such as Academic Exemption forms, withdrawal forms, Petition for Transient forms, Incomplete forms etc.

Business Office Manager
Janice Christo
1-800-500-7747 ext. 303-5782 or 407-303-5782
janice.christo@adu.edu

The Business Office Manager is responsible for the following activities:
• Processes registration tuition and other fees
• Delinquent accounts
• Reconciliation of registered courses
• Tuition reimbursement
• Third-party billing
• Receipts of payment
• Processes Drop forms and refunds based on last date of attendance.

Financial Aid Representatives
Daisy Tabachow, Financial Aid Director
1-800-500-7747 ext. 303-9203 or 407-303-9203
daisy.tabachow@adu.edu

Lynda Swanson, Assistant Financial Aid Director
1-800-7747 ext. 303-1826 or 407-303-1826
lynda.swanson@adu.edu

<table>
<thead>
<tr>
<th>Last Name Begins With...</th>
<th>Representative</th>
<th>Extension</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>A – G</td>
<td>Kimberly Cherella</td>
<td>110-9872</td>
<td><a href="mailto:kimberly.cherella@adu.edu">kimberly.cherella@adu.edu</a></td>
</tr>
<tr>
<td>H - M</td>
<td>AnnMarie Kuchenreuther</td>
<td>110-6173</td>
<td><a href="mailto:annmarie.kuchenreuther@adu.edu">annmarie.kuchenreuther@adu.edu</a></td>
</tr>
<tr>
<td>N – S</td>
<td>Yadira Acevedo</td>
<td>110-6401</td>
<td><a href="mailto:yadira.acevedo@adu.edu">yadira.acevedo@adu.edu</a></td>
</tr>
<tr>
<td>T - Z</td>
<td>Sharlin Sanchez</td>
<td>110-5453</td>
<td><a href="mailto:sharlin.sanchez@adu.edu">sharlin.sanchez@adu.edu</a></td>
</tr>
</tbody>
</table>

The Financial Aid Department is responsible for the following activities:
• Processes all financial aid documents
• Awards financial aid
• Disbursement of financial aid funds
• Questions on grants, scholarships, loans, etc.
• Cancel aid for students that don’t attend class during the first week
• Determines excess financial aid funds
Course Instructor/Section Instructor

The Course Instructor/Section Instructor is responsible for the following activities:
- Leading and grading the weekly Threaded Discussions
- Monitoring and manual grading of assignments, attendance and essay portions of quizzes/tests
- Granting an extension on an assignment/quiz/test
- Answering questions about the course content and evaluation methods
- Setting and monitoring course policies

Help Desk Technical Support
Toll-free 24/7 telephone access at 877-642-1902
http://adu.echelp.org/

CANVAS Technical Support is responsible for:
- Assisting students having difficulties accessing the course Website, chat sessions, threaded discussions, and course e-mail, and submitting assignments, quizzes, and exams online
- Support for basic hardware, software, ISP, and Internet browser issues

Online Student Manager
Darlene Hewitt Pittman
Phone: 1-866-248-1128, Ext. 5535
dhewittgm@online.adu.edu

The Program Manager is responsible for the following activities:
- Distribution of course materials
- Assignment of student access to the course website
- Monitoring of course website
- Course registration each trimester
- Internet Website postings and chat transcripts
- New student orientation and support
- Posting announcements about course or schedule revisions
- Student records, database updates, and address changes

Contact the Online Student Manager for the following issues:
- Change of address
- If you have not received your course materials
- If you are having difficulty logging on to the website
Academic Advisors

Your academic advisor is responsible for the following activities:

- Assist students in establishing realistic and attainable academic goals by utilizing Degree Plans
- Advise students on academic options available to them to satisfy their career path
- Monitor academic progress of students and determine eligibility and satisfactory progress toward degree completion
- Assist students with registration and provides guidance in course selection according to students’ abilities (academic, work and personal)

Your academic advisor is listed on your My Academic Resource System (MARS) account. Instructions on how to access this account are provided with your acceptance letter.

BSDMS Online Coordinator
Kelly Mumbert, MBA, RVT, RDCS
407-303-9204
Kelly.Mumbert@adu.edu

The BSDMS Online Coordinator is responsible for the following activities:

- Admissions
- Program Curriculum
- Oversight of the Program for the university
- Faculty and Program evaluation
- Facilitators and student/Facilitator assignments and relationships
- Suggestions concerning program improvements/modifications
- Questions concerning program policies and procedures
- Issues not satisfactorily addressed by other program faculty or staff
Institutional Policies

Please refer to the ADU Academic Catalog for a complete list of the policies and procedures. The ADU Academic Catalog may be accessed online at http://catalog.adu.edu/.

Academic Appeal

Should a student have an academic grievance concerning a grade or other matters concerning a particular course, he or she should follow the appeal procedures below:

1. The student should discuss the grievance with the instructor involved no later than five (5) business days after the incident prompting the grievance.
2. The instructor must respond to the student within five (5) business days of receipt of the appeal.
3. If the grievance is not resolved, a written statement should be submitted to the department chair no later than ten (10) business days after the instructor’s response. The chair will then speak with the instructor involved and reply in writing to the student within five (5) business days of receiving the student’s written statement.
4. If a resolution has not been reached, the student may request that all materials concerning the grievance, be given to the Senior Vice President for Academic Administration. This individual will then review the grievance materials and return a written decision within ten (10) business days of their receipt. The decision of the Senior Vice President for Academic Administration is final.

Should a student have an academic grievance concerning a decision of their academic program, he or she should follow the appeal procedures outlined below:

1. The student should discuss the grievance with the department chair no later than five (5) business days after the decision prompting the grievance.
2. The department chair must respond to the student within five (5) business days after the decision prompting the grievance.
3. If a resolution has not been reached, a written statement should be submitted to the Senior Vice President for Academic Administration no later than ten (10) business days after the chair’s response. This individual will then speak with the department chair and reply in writing to the student within ten (10) business days of receiving the student’s written statement. The decision of the Senior Vice President for Academic Administration is final.

Refer to the ADU Academic Bulletin for the complete “Academic Appeal” policy.
Academic Dismissal

A student is subject to academic dismissal when any of the following occurs:

- Earning a GPA below 1.00 during any trimester.
- Failing to achieve a cumulative GPA of 2.00 after being on academic probation for two trimesters.
- Achieving less than a “C” (2.00) in more than 2 course (in the following combinations: one Sonography course and one general education or two general education courses) will constitute academic dismissal.
- Displaying a high degree of academic irresponsibility in matters of course attendance or class assignments.
- Displaying a high degree of academic dishonesty.

Refer to the ADU Academic Bulletin for the complete “Academic Dismissal” policy.

Academic and Personal Integrity

Adventist University of Health Sciences expects students to exhibit high levels of integrity in all activities. ADU reserves the right to deny admission to or remove students from any program if they have a record of misconduct or demonstrate behavior that would jeopardize their professional performance.

Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to: cheating on an assignment or examination; using materials during a quiz or examination other than those specifically permitted by the Instructor; stealing, accepting, or studying from stolen quizzes or examination materials; plagiarism; forgery of signatures; falsification of official documents; falsification of data; falsification of clinical records; misrepresentation of academic qualifications; and misuse of materials which belong to ADU.

Students who violate these standards of academic integrity may receive a failing grade for the assignment or the course. They will not be granted a grade of “W” in the course and may, depending on the nature of the offense, be dismissed or suspended from ADU at the discretion of the Academic Director.

Falsification of official documents or misrepresentation of academic qualifications may result in denial or annulment of admission. Violations of copyrights and licensing agreements by making illegal copies of copyrighted material, which is provided for controlled student use, shall be considered academic dishonesty. Violations include the following: copying computer software, copying music recordings or printed materials, or using unauthorized copies of such materials. In addition to the possible disciplinary action taken by ADU, the student may be faced with legal action.
Refer to the *ADU Academic Bulletin* for the complete “Academic Integrity” policy.

**Rehabilitation Act (1973) Section 504: Services for Students with Special Needs**

Students seeking accommodations must first contact the Office for Students with Disabilities (OSD) located within the Center for Academic Achievement (CAA), prior to or at the beginning of the trimester. The processing time for these forms is approximately two weeks. The student must provide the OSD the requested current, official documentation related to his or her disability. That documentation will be used to determine the type and extent of accommodation that is most reasonable and effective for that student. All forms can be found online on the CAA webpage or within the CAA itself.

If all forms have been completed, criteria met, and accommodations granted, the OSD will then notify each of the student's instructors of the accommodations that should be provided.

**Student Rights and Confidentiality of Records**

The procedures for protecting the confidentiality of student records are based on the Federal Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights with respect to their education records. The rights include the following:

1. The right to inspect and review the student’s education records within 30 days of the day the university receives a request for access.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

Refer to the *ADU Academic Catalog* for the complete “Students Rights and Confidentiality of Records” policy.

**Title IX**

Adventist University of Health Sciences (“University”) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers Sex
Discrimination in all its forms to be a serious offense. Sex Discrimination constitutes a violation of the Title IX policy, is unacceptable, and will not be tolerated.

Sexual Harassment, whether verbal, physical, or visual, is always inconsistent with the mission and expectations of the University, and may constitute a form of Sex Discrimination and is in violation of this policy. Sexual Harassment also includes Sexual Violence/Assault. Definitions and examples of specific conduct that constitutes Sexual Harassment and Sexual Violence/Assault are set forth in the full Title IX Policy and Complaint Resolution Procedures.

An inquiry or complaint shall be reported to the Title IX Coordinator, Starr Bender, or the Deputy Title IX Coordinator, Katie Shaw (Denver Campus). The complaint should include:

1. Date(s) and time(s) of the alleged sex discrimination
2. Names of all persons involved, including possible witnesses
3. Details outlining what happened
4. Contact information for the complainant

Starr Bender  starr.bender@adu.edu  All Campuses  407-303-5764
Katie Shaw  katie.shaw@adu.edu  Denver Campus Only  303-765-6271
Institutional Services

Academic Forms

Students can access all the academic forms by going to www.adu.edu, click on my.adu.edu, and click on Office of the Registrar.

Alumni Association

The Adventist University Alumni Association is dedicated to connecting alumni with the College, community, and each other. We strive to build a lifelong relationship with our alumni. Whether you have just graduated, are already retired, or are moving to the next level in your education, the Alumni Association is here to support you. ADU values its alumni and associate members as an integral part of our College family.

Alumni Association
Adventist University of Health Sciences
671 Winyah Drive
Orlando FL, 32803-1226
(407) 303-9798

Please visit http://www.adu.edu/about/alumniassociation for more information.

Bookstore

ADU offers an Online Bookstore to facilitate the ordering of textbooks and supplementary materials for online learning students.

The Online Bookstore is included as part of the Registration Process. If students choose not to order their books at the time of registration, the Online Bookstore may be accessed anytime by logging in to the my.ADU.edu page. The Online Bookstore link will be located under Departments on the first page.

NOTE: Books can be charged to student accounts only if they have financial aid. If students are not receiving financial aid, they will need to provide another method of payment, i.e., credit card or check.

If you have any questions, you may contact the Bookstore at (407) 303-7747 ext. 110-1075.
Hours of Operation
7:30 a.m. to 5:00 p.m. Monday - Thursday
7:30 a.m. to 3:00 p.m. Friday

Counseling

Online counseling is available for all online students from a licensed counselor with online counseling certification. Please contact College Counselor at 407-303-7747 ext. 110-6074 for inquiries as well as for making appointments.

Degree Audit

Students can obtain degree audits by going to aduonline.edu and logging into their MY ADU page and clicking on My Records and Status, then Degree Audits.

Drop Policy

It is the responsibility of the student to withdraw in writing to the Office of the Registrar prior to the deadline published in the Academic Catalog. The student must submit a completed Drop/Withdrawal Form by the deadline. The assigned grade is determined by date the student or faculty member notifies the office, not last date of attendance. The last day to drop a course is determined by the week number in the session. Students may withdraw during the first 7 days of the course without penalty. No record will appear on the permanent academic record. Beginning with the second week of the course to the published Drop deadline, students will receive a “W” for the course. Students who withdraw after the published deadline will receive a “WF” for the course. This grade is equivalent to a failure.

Student-initiated withdrawals
Important information for students seeking to withdraw from a course(s): Students should be aware that course withdrawals may affect:

- Anticipated graduation dates
- Immigration status
- Financial status
- Eligibility for a professional program
- Progression requirements for a professional program

Before a student withdraws, we recommend that the student:

- Meet with the professor to discuss his or her progress in the course
- Meet with an academic advisor to discuss how the withdrawal will affect his or her educational plans
• Meet with a financial aid advisor to discuss how the withdrawal will affect his or her financial aid
• Refer to the Refund Policy in the Financial Information section of the Academic Catalog

Faculty-initiated withdrawals

An Administrative Drop may take place if a student is absent for a period of two consecutive weeks and does not contact the instructor or complete the appropriate paperwork. Withdrawal grade is based on date form arrives in Office of Registrar and not last date of attendance

<table>
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<tr>
<th>Number of wks in Session</th>
<th>No grade will be recorded during this period</th>
<th>Grade of “W” will be assigned during this period</th>
<th>Grade of “WF” will be assigned</th>
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<tbody>
<tr>
<td>4</td>
<td>End of 1st school week in the session</td>
<td>Beginning of 2nd week to end of 3rd week</td>
<td>Beginning with the 4th week</td>
</tr>
<tr>
<td>5</td>
<td>End of 1st school week in the session</td>
<td>Beginning of 2nd week to end of 3rd week</td>
<td>Beginning with the 4th week</td>
</tr>
<tr>
<td>7</td>
<td>End of 1st school week in the session</td>
<td>Beginning of 2nd week to end of 5th week</td>
<td>Beginning with the 6th week</td>
</tr>
<tr>
<td>14</td>
<td>End of 1st school week in the session</td>
<td>Beginning of 2nd week to end of 11th week</td>
<td>Beginning with the 12th week</td>
</tr>
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</table>

*Refer to the Refund Policy in the Financial Information section of the Academic Catalog

Financial Services

Business Office

Student Accounts
All tuition and fees must be paid each term by the dates indicated on the “Payment Method” page of the online registration process. Normally, full payment is expected at the beginning of a trimester. However, at least 50% of tuition and the full amount of the matriculation fee are due at registration. Tuition and fees may be covered by financial aid for those who are eligible. All account balances must be settled or arrangements made with the Financial Services Office prior to registering for a new trimester. Any remaining balance must be paid in full before transcripts or diplomas are released. You may view your student account online at MY ADU.

Matriculation Fee
The matriculation fee is a registration fee charged to all students every trimester, which covers administrative overhead (admissions, registrar, etc.) and technology costs (support, registration, etc.) which are not covered by tuition.

Graduation Fee
The graduation fee covers the cost of processing graduation applications and conferring degrees. The University incurs these costs regardless of student attendance at the graduation ceremony.

**Payment Methods**
- Personal checks or money order
- VISA, MasterCard, Discover, American Express
- Debit cards (VISA or Master Card logo)
- Financial Aid
- Online Tuition Payment Plan
- Third-party payment
- ADU staff benefits

**Delinquent Accounts**
A 1% finance charge will be assessed each month on all outstanding account balances.

If no payment or response to correspondence or other communication is received within 60 days after a student’s departure, the unpaid account balance will be submitted to a collection agency or an attorney.

**Refund Policy**

Refund is based on the date the withdrawal form is received by ADU. Do not log in to the course(s) once you have decided to withdraw.

Matriculation fee will be refunded if a student receives 100% tuition refund on ALL classes for the trimester.

**Refund amount**

| 1st seven calendar days | 100% refund |
| After seven calendar days | No refund |

**Financial Aid**

Each year students must apply for financial aid. The process starts January 1. Go to aduonline.edu, Enrollment, under Financial Information, click on Steps in Financial Aid or Financial Aid Forms. **ADU School Code is 031155.** It can take from 2 – 4 weeks from the time the file is complete to receive your award letter. (At the beginning of the year it may take longer depending on installation of software upgrades, budget updates and tuition increases.)

A complete file for financial aid includes the following:
- Results from the FAFSA
- ADU aid application
- Acceptance to the University /Program
- If selected for verification:
  - Verification forms
  - Copies of student/spouse’s (and parents’, if dependent) IRS Tax Return Transcript if you didn’t/couldn’t use the IRS Data Retrieval Tool, and the W2-s.
  - If a person/family has low income we need income explanation form explaining how they supported themselves

Students wanting loans need to complete the Master Promissory Note (MPN) and Undergraduate Entrance Loan Counseling

Students can apply for financial aid before, during, or after a student applies for admissions. Financial aid is available for the initial time a course is taken and one retake. Students will have a computer cost component added to the budget the first term in the program.

<table>
<thead>
<tr>
<th>Types of Financial Aid</th>
<th>Program</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td></td>
<td>Program</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td>Federal Pell Grant</td>
<td>Need based</td>
<td>$890 - $5,350</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No prior bachelors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must complete the FAFSA and ADU Aid Application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Supplemental Educational Opportunity</td>
<td>Need based</td>
<td>$100 - $300</td>
</tr>
<tr>
<td></td>
<td>Grant (FSEOG)</td>
<td>First preference given to Pell recipients</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>First come, first served</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Subsidized Loans</td>
<td>Need based</td>
<td>See Academic Catalog</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must complete FAFSA, ADU Aid Application, MPN and entrance loan counseling</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fixed interest rate 6% (5.6% starting 7-1-09) for undergraduates</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fixed interest rate 6.8% for graduates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Unsubsidized Loans</td>
<td>Not need based</td>
<td>See Academic Catalog</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must complete FAFSA, ADU Aid Application, MPN and entrance loan counseling</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fixed interest rate 6.8%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal PLUS loan</td>
<td>Parent loan for a dependent student</td>
<td>Cost of attendance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Credit based</td>
<td>minus other</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must complete MPN, need copy of citizenship and loan request form.</td>
<td>financial aid</td>
</tr>
<tr>
<td>Florida Resident Access Grant (FRAG)</td>
<td>Fixed interest rate 8.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not need based</td>
<td>$2837 (fall and spring terms only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st bachelors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not in default</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FL resident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete ADU aid application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need proof of residency</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Florida Student Assistance Grant (FSAG)</th>
<th>Fixed interest rate 8.5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need based</td>
<td>$1000 (fall and spring terms only)</td>
</tr>
<tr>
<td>Must complete FAFSA, ADU aid application.</td>
<td></td>
</tr>
<tr>
<td>First come, first served</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bright Futures</th>
<th>Fixed interest rate 8.5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Residents</td>
<td>$1000 (fall and spring terms only)</td>
</tr>
<tr>
<td>Apply during senior year of high school</td>
<td></td>
</tr>
</tbody>
</table>

To receive financial aid undergraduate students must be enrolled for the following number of credits:

<table>
<thead>
<tr>
<th>Aid fund</th>
<th>Credits per term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Student Assistance Grant (need-based grant)</td>
<td>12 or more</td>
</tr>
<tr>
<td>Florida Resident Access Grant (non-need-based)</td>
<td>12 or more</td>
</tr>
<tr>
<td>Bright Futures</td>
<td>6 or more</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>1 or more</td>
</tr>
<tr>
<td>FSEOG</td>
<td>6 or more</td>
</tr>
<tr>
<td>Federal Stafford or PLUS loans</td>
<td>6 or more</td>
</tr>
</tbody>
</table>

Financial aid for each trimester will be posted after the end of the drop/add period, all verification is complete, and your academic progress verified.

**Non-attendance in class**

- ADU has Title IV funding and we are required to return aid dollars if the student has stopped attending all classes because they have not earned the dollars. If a student drops within the first 60% of the term we have to do a refund calculation. We are to do the calculation within 30 days.
- The *Academic Catalog* states that the student is to complete the drop/add form when dropping one or more classes. If a student is absent for a period of two consecutive weeks and does not contact the instructor or complete the appropriate paperwork an administrative drop will take place.
- The instructor is responsible for doing a drop form for these students so the class will be dropped.
- If a student has all F’s for a term the institution has to determine if the F’s were actually earned or were the F’s because of non-attendance.
Satisfactory Academic Progress (SAP)
A student is making satisfactory academic progress if they have a 2.00 cumulative GPA, successfully complete at least 60% of the courses for that term, and have not attempted more than 150% of the credits required for their degree.

Attempted hours are defined as the hours a student is enrolled and charged for at the end of the drop/add period. Earned hours are defined as the sum of the hours for which a student has earned a minimum grade of “D-“. Audits, deferred grades, failures, incompleted courses in progress, withdrawals, or grades not submitted by the instructor are not earned hours. Financial aid is available for the initial time a course is taken and one retake.

A student’s SAP is evaluated after each trimester. Students not meeting the requirements will be placed on financial aid probation during the next trimester of enrollment and will receive a letter of financial aid probation. The student will receive financial aid during the financial aid probationary period. After the probationary period, if a student does not meet SAP, they are not eligible for aid for the next term.

Exit Loan Counseling
All students who have received Federal Stafford Loans will need to complete exit loan counseling if they drop to less than half-time enrollment, withdraw from all classes, or graduate. To complete the counseling go to aduonline.edu, Enrollment, under Financial Information, Steps in Financial Aid and scroll down to Exit Loan Counseling.

R.A. Williams Library

The mission of the R. A. Williams Library is to support the educational programs and goals of the University by providing instruction and resource materials that promote spiritual, professional, and personal development.

Electronic Resources
- The majority of the library’s resources are available in electronic format. Over 98% of the library’s journals, 60% of the library’s books, and 80% of the library’s video collection are available online through the library website at library.adu.edu.

- The library’s catalog, subscription databases, e-reserves, RefWorks citation management, copyright guidelines, Internet-based learning modules, APA Style Guide, Ask-A-Librarian (reference assistance), and Interlibrary Loan/Document Delivery request information may be accessed remotely from CANVAS or library.adu.edu.
• Several multidiscipline academic and general reference databases are available, as well as specialty databases in nursing, allied health, consumer health, business, literature, history, computer technology, test preparation, opposing viewpoints, student resources, and newspapers. Specialty database reference modules are offered in health, science, arts, humanities, psychology, social science, women's interests, children's issues, education, law, international issues, military, and multicultural topics.

Document Delivery

• Document delivery is a library service used to obtain material for distance students that do not have access to our on-campus collections. Document delivery includes books/journal articles readily available at the Robert A. Williams Library. Submit Documents Delivery requests by using the Document Delivery online request form located at the library section of CANVAS or library.adu.edu. Please allow two weeks to receive shipped books and 3 business days for scanned journal articles.

The staff of the Library is dedicated to assisting students in gaining the knowledge and skills needed to locate high quality, relevant information. Questions are always welcome, and staff will spend the necessary time with individual students to teach them the information literacy skills needed for academic success. Assistance is available in person, by toll-free phone, or by e-mail during all Library hours of operation. For contact information see the Ask-A-Librarian link at the library web page at library.adu.edu.

Registration

Students will receive updated registration information from the Office of the Registrar – Online Education from the Online Student Manager every trimester prior to registration opening.

Transcripts

Students can request official transcripts by logging into their MY ADU page and clicking on Transcript Request under Office of the Registrar. Please note it takes 7-10 business days to process official transcripts. Students are able to print their own unofficial transcripts.

Tutoring

Limited tutoring hours are available for video chat and live editing of documents is through Wimba and Google. Please contact the Center for Academic Achievement for more information at (407) 303-7643.
Program Policies

General Degree Requirements

The general degree requirements for a Bachelor of Science degree are as follows:

1. Refer to the individual department sections in this manual for specific requirements.
2. A minimum of 37 upper division credits, to include at least 28 upper division hours in the declared major.
3. A minimum of 86 hours earned at ADU for those in a four-year degree program. A minimum of 36 hours earned at ADU for those entering a Baccalaureate completion program.
4. Completion of a major with a cumulative grade point average as required by each program, and completion of cognate, general education, and elective courses to satisfy the total credit requirements for graduation. Courses completed with grades lower than a “C” (2.00) will not be applied toward a major.
5. For those entering the professional Diagnostic Medical Sonography at the upper division, the residency requirement is 36 credits. Successful completion of the online learning program courses meets the residency requirement. Residency requirement is the minimum credit hours a student must have completed at ADU in order to receive a B.S degree from ADU
6. Meet the specific requirements of each major as outlined in the program.

<table>
<thead>
<tr>
<th>Baccalaureate Degree Cognate Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I &amp; II</td>
<td>8</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Survey of Physics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Required Cognates</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

**NOTE:**

- All these cognate courses are currently being offered online at ADU.
- Students with an AS degree in Diagnostic Medical Sonography from a regionally accredited institution and CAAHEP accredited program are considered to have met these cognate requirements.
- If English Composition I and English Composition II was not completed as part of AS degree it must be completed as part of BS degree
Baccalaureate Degree General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTSC 343</td>
<td>Legal Aspects of Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>HTCA 354</td>
<td>Leadership and Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 385</td>
<td>Marketing Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>FNCE 388</td>
<td>Components of Healthcare Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 144C</td>
<td>Sectional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>RELT 368</td>
<td>World Religions for the Health Professions</td>
<td>3</td>
</tr>
<tr>
<td>RELB 379</td>
<td>Lessons on Living</td>
<td>3</td>
</tr>
<tr>
<td>STAT 205</td>
<td>Introduction of Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 250</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education Degree Requirements** 27

Baccalaureate Degree Diagnostic Medical Sonography Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAG 345</td>
<td>Diagnostic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>SONO 441</td>
<td>Advanced Topics in Sonography</td>
<td>3</td>
</tr>
<tr>
<td>SONO 447</td>
<td>Advanced Sonographic Specialties</td>
<td>3</td>
</tr>
<tr>
<td>IMAG 485</td>
<td>Medical Imaging in the Digital Environment</td>
<td>3</td>
</tr>
<tr>
<td>IMAG 400</td>
<td>Management Principles for Imaging Professionals</td>
<td>3</td>
</tr>
<tr>
<td>IMAG 490</td>
<td>Case Studies in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>IMAG 494</td>
<td>Advanced Trends in the Healthcare Arena I</td>
<td>3</td>
</tr>
<tr>
<td>IMAG 495</td>
<td>Advanced Trends in the Healthcare Arena II</td>
<td>3</td>
</tr>
<tr>
<td>IMAG 497</td>
<td>Research Methods in Allied Health</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Diagnostic Medical Sonography Degree Requirements** 27

Summary of Above Credits Required for Graduation

The student/degree candidate, who holds a valid, approved CAAHEP certificate in Sonography, must present the following credits for graduation:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Requisite and Cognate Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Validated Credits from CAAHEP program in Diagnostic Medical Sonography</td>
<td>45</td>
</tr>
<tr>
<td>ADU B.S. Degree in Diagnostic Medical Sonography - Prescribed Curriculum</td>
<td>54</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 123
**Program Completion Timeframe**

It is expected that students will complete the program within **five (5) years** of initial enrollment. If this is not possible due to personal circumstances, you may submit a written request for an extension to the ADU Program Director.

Students who have entered the program as a Bridge status are required to complete the program within **seven (7) years** of initial acceptance.

**Professional Certification**

**All students in the program are required to maintain active certification in good standing throughout their course of studies.**

Any changes in certification status must be documented by submitting a current copy of recertification. The Program reserves the right to request updated evidence of certification status at any time. If at any time you become uncertified for any reason, or if you are obligated to surrender certification in any jurisdiction for disciplinary reasons, you must inform us of your change of status. This notification must occur immediately if you are currently participating in a course, or at the time of registration for your next course. Please be aware that we are obligated to report any attempts at misrepresenting your certification status to appropriate regulatory agencies.

**Bridge Status Students**

Bridge status may be granted to those applicants who do not have a conferred A.S. degree, but have 24 college credits from a regionally accredited institution, are currently credentialed in sonography with the ARDMS, ARRT, or CCI, and who have met general admission requirements for a B.S. degree.

**Curriculum Requirements Phase I:**

The following cognate courses **must** be completed at a **regionally accredited institution** or through CLEP (see **Credit by Examination**) with a grade of “C” (2.00) or higher to progress and enroll in the 54 credit hours in the BSDMS program (Phase II):

- English Composition I & II (6)  College Algebra (3)
- Anatomy & Physiology I & II (8)  General Psychology (3)  Survey of Physics (4)

Progression in the program is achieved with successful completion of these twenty four (24) credit hours with a minimum cumulative GPA of 2.50. Forty-five (45) hours of credits in lower
division sonography from an approved CAAHEP certificate program in Diagnostic Medical Sonography will be validated.

**Phase I** courses are successfully completed when a student has completed each course with a grade of “C” (2.00) or higher and has a cumulative GPA of 2.50.

Students will then progress to **Phase II** of the program and begin taking Diagnostic Medical Sonography core courses and general education courses.

**Pre-Bridge Status Students**

The Pre-Bridge applicant to the BS Diagnostic Medical Sonography is a licensed professional that does not possess an associate degree from a regionally accredited institution or a CAAHEP accredited program and has less than 24 college-level credits from a regionally accredited institution.

1. Submit an application and $20 application fee. (Applications must be filled out completely and signed by the applicant.)
   a. Paperwork received without an application on file will not be processed. Applicant files will not be considered complete until the application fee is paid.
2. Submit official transcripts from all regionally accredited colleges previously attended. Admission GPA will be calculated based on at least 12 credits from a regionally accredited college.
   a. If 12 credits have not been completed at a regionally accredited college, a high school transcript will be required, and the admission GPA will be calculated based on high school coursework.
3. Achieve a minimum GPA of 2.50 with no grade below a "C" (2.00).
4. Be registered in sonography by the American Registry of Diagnostic Medical Sonography (ARDMS) in AB, OB, VT, and/or AE; the American Registry of Radiologic Technologists (ARRT) in Sonography; or Cardiovascular Credentialing International (CCI) in Cardiac Sonography and/or Vascular Sonography.
5. Submit official transcripts for all College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), and/or Dantes (DSST) coursework.
6. Submit official American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Applicants scoring less than a 14 on all sections of the ACT or 6905 on the SAT will not be granted admission. Applicants scoring less than 19 composite on the ACT will be required to take an introductory course to Anatomy and Physiology. Applicants with an individual score of less than 19 on the English or math portions will be required to complete academic placement testing. Additionally, applicants scoring less than a 910 combined SAT score or an individual score of less than 470 on the Critical Reading or Math portions will also be required to complete academic placement test.
Transfer Credit

Credit earned at another institution will be transferred and applied toward degree requirements under the following policies:

1. To be considered for transfer, all credit must appear on an official transcript.
2. The credit-granting institution must be accredited by a regional accrediting body.
3. Foreign transcripts must be accompanied by official copies of translations and course-by-course evaluations done World Education Services (WES).
4. Only general education courses that are required in the curriculum of the student’s professional program will be transferred.
5. Only courses with a grade of “C” (2.00) or better will be accepted for credit.
6. Transfer credit will be placed on a student’s transcript during the first trimester in which the student enrolls as a degree-seeking student.
7. The total number of credits transferred may not exceed those allowed by the residency policy. According to the residency policy, a student must complete 36 semester credits at ADU to earn the Bachelor of Science degree.
8. Courses that are not clearly defined on a transcript may not be automatically transferred. The student will be asked to submit course descriptions and syllabi for further evaluation.

Credit by Examination

ADU recognizes the following examination for credit: College Level Examination Program (CLEP)

Credit granted for the CLEP will be recorded as a pass/fail grade for which no quality points will be earned.

Credit by examination is awarded only in areas which fall within the regular curricular offerings of ADU and which are related to the student’s current educational goals. Please make sure to follow instructions to submit transcript(s) of these courses to ADU. ADU recognizes the ACE Recommended Score for passing. Currently ADU do not accept Credit by Examination for English Composition II.

The credit earned by examination will not count towards residency or financial aid hours.
**Attendance Policy**

You will be provided a Course Manual for each course that will outline the specific objectives, assignments and student evaluation to be used by that Course Instructor. In general, the following expectations regarding attendance and participation in course chats may apply.

Students MUST check their email every day, responding to instructor’s request in a timely manner, engage in assigned forums, discussion boards, and small groups (projects). When offered, it is encouraged that students attend sync sessions, office hours, and Q&A sessions to ensure their own understanding of the course expectations and concepts.

The U.S. Department of Education requires that attendance be maintained on students before federal financial aid can be distributed. For this reason, students failing to participate in chats or submit assignments may be administratively withdrawn by the Course Instructor.

Responsibilities for absence notification:
- Students are responsible for contacting their Course Instructor/Section Instructor in all cases if there is an extenuating circumstance that would prohibit their attendance at one of the weekly Section Instructor chats.
- If students have conflicts that will prohibit them from attending Section Instructor chats for an extended period of time, they are responsible for notifying their Course Instructor/Section Instructor to determine if accommodations can be made, perhaps by rescheduling chat times.
- In the case of extenuating circumstances for a given week, students are to make contact with their Course Instructor/Section Instructor ahead of time whenever possible.

*Certain courses within the program may have varying requirements for attendance to chat sessions. Please consult the individual course syllabi and the Course Instructor for more information.

**Progression**

Students may progress in the Baccalaureate degree program when they:

1. Have current Sonography credentials
2. Earn a minimum grade of at least “C” (2.00) in each Baccalaureate Degree Program course and maintain a minimum cumulative GPA of 2.50.
3. Earn a minimum grade of at least “C” (2.00) in each cognate course.
4. Successfully repeat all courses in which the minimum grade “C” (2.00) was not achieved. No more than two courses may be repeated in the following combinations: one sonography course and one general education course or two general education courses.

Completion

ADU will consider students for graduation and conferral of a Bachelor of Science in Diagnostic Medical Sonography Degree when they have met the general requirements for graduation (refer to Academic Bulletin) and when they:

1. Complete a minimum of 123 semester hours of credit.
2. Complete the prescribed course of study for the degree with a minimum cumulative GPA of 2.50.
3. Achieve a minimum grade of “C” (2.00) in each course.
4. Complete a minimum of 36 credit hours in residence at ADU before graduation.

The Baccalaureate Degree program requires students to complete specific cognate and general education requirements to be considered for graduation and conferral of a Bachelor of Science in Diagnostic Medical Sonography degree. (Graduates of CAAHEP approved associate degree sonography program will be considered to have met these requirements. If ENGL 101, ENGL102, were not part of the A.S. degree, they must be part of the B.S. degree. Graduates of certificate programs are evaluated under the Bridge criteria).

Unsuccessful Course Completion

All courses are graded on a letter grade system, with a minimum passing grade of “C” (2.00) or better in the program curriculum. Grading guidelines for each course may be found in the syllabus section of the particular Course Manual. Students who unsuccessfully complete a course can repeat it. However, they will be charged again, and there is still a 5-year time limit for completion of the didactic portion of the program and a 7-year period for students that have entered the program under a bridge status.

Unsuccessful completion (C- or below) of two professional courses will result in an ineligibility to continue in the program.

If you feel your grade is in error, the first step in the appeal process is to discuss the outcome with the Course Instructor. If the issue is not resolved to your satisfaction, you should follow the Academic Appeal policy in the Academic Catalog.
Incomplete Course Grade

Students who have substantially completed the course but for serious extenuating circumstances are unable to complete the final course assignments or exams, may request an Incomplete Grade. This request must be submitted in writing or by e-mail to the Course Instructor and/or Program Manager prior to the end of the course. Students must receive approval from the Course Instructor. According to the policy of the university, incomplete grades must be made up within the first two weeks of the next semester. Failure to complete the course within the time frame will result in a grade reflective of the work that was completed.

Readmission

Students who have received an academic dismissal may petition for readmission by writing a letter and completing the Petition for Readmission form to the Academic Director. The student’s petition will be taken to the Admission Committee for consideration. The Petition for Readmission form is found on my.adu.edu under the Office of the Registrar. Students are not allowed to petition for readmission immediately after dismissal they have to sit out for one trimester prior to re-applying.

Students who do not enroll in course work leading toward the Baccalaureate Degree for a period of two trimesters must apply for reactivation to the Baccalaureate Degree Program by completing an ADU reactivation/readmissions form and must submit a copy of their current licensure and any additional transcripts if necessary. Students who do not enroll in course work leading toward a Baccalaureate Degree for more than 12 months must apply for readmission to the Baccalaureate Degree Program by completing a new application, letters of recommendation, updated transcripts if necessary and current certification.

Termination from Program

Termination from the Program will occur for the following reasons:

- Becoming ineligible for certification.
- Surrender of certification for disciplinary reasons.
- Documented academic dishonesty, as described in the university Academic Integrity Policy.
- Unethical or unprofessional behavior. (Please note that this also includes course Website postings and e-mail communications with faculty and staff. Students are advised that their behavior while participating in the Program should exemplify the ethical behavior of a professional health care provider with respect to all
communications with patients, colleagues, fellow students, faculty, and staff. See “Code of Conduct for Online students.”

- Academic Failure (See “Unsuccessful Course Completion”).

Termination will be at the discretion of the ADU Program Director as recommended to the Chief Education Officer working in consultation with appropriate personnel of the Program.

**Disciplinary Policy**

Failure to adhere to the policies and procedures of the Program will result in disciplinary action as determined by the Program Director and university Administration.

**Ethics**

Enrollment in each of the courses in the Bachelor of Science Degree in Diagnostic Medical Sonography program requires and implies adherence to professional standards of practice and patient confidentiality. The Program will remain consistent with the Code of Ethics set forth by the Society of Diagnostic Medical Sonography (SDMS), 2745 Dallas Pkwy Ste 350, Plano, TX 75093-8730.

**Course Work Submission Policy**

Students are expected to be actively engaged in their courses. This includes the timely and complete submission of all course components (not limited to assignments, projects, postings, exams, etc.) If a student fails to submit work by the stated deadline, he/she will receive a grade of zero. Submissions made after the deadline will be not accepted. Any partial work submitted or a failure to attempt work will also be given a grade of zero.

When uploading documents to drop boxes and discussion forums, it is the student’s responsibility to ensure that the attachment has been successfully submitted. Any submissions made in which the attachment is not present will be given a grade of zero. The document that is submitted will be considered the official submission for that student. Students are responsible for ensuring that the document they submit prior to the deadline is reflective of their final work.

**Exam Review Policy**

In order to maintain the integrity of the assessments delivered throughout the program, students will not have access to an exam/quiz once it has been submitted. Students will only
receive their overall score on the exam/quiz. If a student has a specific question regarding the exam, he/she should contact the course instructor or section adjunct.

**Online Conduct and Dress Code Policy**

Adventist University of Health Sciences is a Christian-based institution where each student, faculty, and staff is valued as one of God’s unique creations. This is evidenced by the way in which students, faculty, and staff, converse and conduct themselves. Care should be taken to present oneself as a Christian professional; this can be achieved in part by avoiding cursing, inappropriate innuendos, and belligerent behaviors.

With respect to online interactions, students are required to dress in a modest, professional manner when appearing on video or webcams. This includes, but is not limited to:

- Garments that are made from opaque material (no see-through materials)
- Shirt or blouse that covers midriff (no tank tops or spaghetti straps)
- Clothes in good repair
- Clothes in good taste
- Clothes that completely cover cleavage

Items to avoid:

- Garments with inappropriate slogans or representations
- Tight fitting spandex-type garments (i.e. Leggings, biking shorts, etc.)

For more information, refer to the Student Deportment and Dress Policy found in the ADU Student Handbook (go to [http://catalog.adu.edu/index.php](http://catalog.adu.edu/index.php), and select Student Handbook from the drop-down menu).

**Electronic Usage Policy**

The University is the owner and administrator of the Learning Management System (LMS). The University may exercise the right to access information stored on the LMS for business purposes such as retrieving University business-related information, troubleshooting problems, responding to complaints of misuse, and in order to comply with legal and regulatory interests. Because the University cannot guarantee the privacy of messages or documents stored on the LMS or transmitted through the LMS or through the Internet, use of the LMS for sending confidential or private personal information is discouraged.

For further details, refer to the Student Computer Policy, found in the ADU Student Handbook at [http://catalog.adu.edu/index.php](http://catalog.adu.edu/index.php), then selecting Student Handbook from the drop-down menu.
## Program Overview

### Curriculum Overview

<table>
<thead>
<tr>
<th>DIAGNOSTIC MEDICAL SONOGRAPHY REQUIREMENTS (27 CREDITS)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>IMAG 345 Diagnostic Imaging</td>
<td>3 credits</td>
</tr>
<tr>
<td>SONO 441 Advanced Topics in Sonography</td>
<td>3 credits</td>
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<tr>
<td>SONO 447 Advanced Sonographic Specialties</td>
<td>3 credits</td>
</tr>
<tr>
<td>IMAG 485 Medical Imaging in the Digital Environment</td>
<td>3 credits</td>
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<tr>
<td>IMAG 400 Management Principles for Imaging Professionals</td>
<td>3 credits</td>
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<tr>
<td>IMAG 490 Case Studies in Healthcare</td>
<td>3 credits</td>
</tr>
<tr>
<td>IMAG 494 Issues and Trends in the Healthcare Arena I</td>
<td>3 credits</td>
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<tr>
<td>IMAG 495 Issues and Trends in the Healthcare Arena II</td>
<td>3 credits</td>
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<tr>
<td>IMAG 497 Research Methods in Allied Health</td>
<td>3 credits</td>
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<thead>
<tr>
<th>GENERAL EDUCATION REQUIREMENTS (27 CREDITS)</th>
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<tbody>
<tr>
<td>HTSC 343 Legal Aspects of Healthcare</td>
<td>3 credits</td>
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<tr>
<td>HTCA 354 Leadership and Organizational Behavior</td>
<td>3 credits</td>
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<tr>
<td>MKTG 385 Marketing and Healthcare</td>
<td>3 credits</td>
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<tr>
<td>FNCE 388 Components of Healthcare Financial Management</td>
<td>3 credits</td>
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<tr>
<td>BIOL 144C Sectional Anatomy</td>
<td>3 credits</td>
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<tr>
<td>RELT 368 World Religions for the Healthcare Professionals</td>
<td>3 credits</td>
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<tr>
<td>RELB 379 Lessons on Living: Biblical Perspectives</td>
<td>3 credits</td>
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<tr>
<td>STAT 205 Introduction to Applied Statistics</td>
<td>3 credits</td>
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<tr>
<td>ENGL 250 Technical Writing</td>
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<tr>
<th>COGNATE COURSES (27 CREDITS)</th>
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<tbody>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENGL 102 English Composition II</td>
<td>3 credits</td>
</tr>
<tr>
<td>BIOL 101C- Anatomy and Physiology I</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIOL 102C- Anatomy and Physiology II</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIOL 144C Sectional Anatomy</td>
<td>3 credits</td>
</tr>
<tr>
<td>PHYS 121-Survey of Physics</td>
<td>4 credits</td>
</tr>
<tr>
<td>PSYC 124- General Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>MATH 120- College Algebra</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
Course Descriptions

DIAGNOSTIC MEDICAL SONOGRAPHY REQUIREMENTS (27 CREDITS)

IMAG 345 Diagnostic Imaging (3)
Prerequisites: BIOL 144C
Online course available only for the students enrolled in online degrees. All prerequisite(s) must be completed with a minimum grade of “C” (2.00).
Explores the principles of a variety of diagnostic imaging techniques with a focus on how imaging techniques correlate with sonographic examinations. Topics include diagnostic radiography, computed tomography, magnetic resonance imaging, fluoroscopy, cardiovascular interventional procedures, mammography, and nuclear medicine.

IMAG 400 Management Principles for Imaging Professionals (3)
Prerequisites: BIOL 144C
Online course available only for the students enrolled in online degrees. All prerequisite(s) must be completed with a minimum grade of “C” (2.00).
The course explores the multiple dimensions of the role of the imaging professional in the healthcare arena. Emphasis is placed on the management responsibilities needed to foster and promote quality outcomes. Topics will focus on aspects of the following: patient engagement and communication, recruitment and retention, emotional intelligence, creating effective committees and teams, and coaching and mentoring skills.

SONO 441 Advanced Topics in Sonography (3)
Prerequisites: IMAG 345; ENGL 101; ENGL 102; ENGL 250
Online course available only for the students enrolled in online degrees. All prerequisite(s) must be completed with a minimum grade of “C” (2.00).
The student will present a proposal for in-depth research of a defined, specialized area within the ultrasound profession. Topics may include, but are not limited to, contrast imaging, 3-D ultrasound, 4-D ultrasound, harmonic imaging, intraoperative ultrasound, transducer technology, the impact of hand-held ultrasound machines or other evolving sonographic diagnostic techniques or topics.

SONO 447 Advanced Sonographic Specialties (3)
Prerequisites: IMAG 345; ENGL 101; ENGL 102; ENGL 250
Online course available only for the students enrolled in online degrees. All prerequisite(s) must be completed with a minimum grade of “C” (2.00).
The student will present a proposal for in-depth investigation of one of the advanced sonographic specialties which includes fetal echocardiography, pediatric echocardiography, breast ultrasound, neurosonography, or other approved evolving sonographic specialty areas. The student will learn to identify normal anatomy, describe standard protocol, and
demonstrate knowledge of disease and pathology associated with this specialty area.

**IMAG 485 Medical Imaging in the Digital Environment (3)**
*Prerequisites: BIOL 144C*
*Online course available only for the students enrolled in online degrees. All prerequisite(s) must be completed with a minimum grade of “C” (2.00)*
The course teaches the use of Picture Archiving and Communicating Systems (PACS), Computed Radiography, Direct Digital Radiography, Networking, and DICOM.

**IMAG 490 Case Studies in Healthcare (3)**
*Prerequisites: IMAG 345; IMAG 400; SONO 441; SONO 447; IMAG 485; IMAG 494; IMAG 495; IMAG 497*
This course is a capstone course that integrates business strategies for current and future operations within the field of Radiologic Sciences. Applying concepts previously learned, students will create and deliver a strategic plan that encompasses the field of Radiography. This course is the final course in the BSRS program sequence and can only be taken in the student’s final trimester. Graduating Seniors Only!

**IMAG 494 Issues and Trends in the Healthcare Arena I (3)**
*Prerequisites: BIOL 144C*
*Online course available only for the students enrolled in online degrees. All prerequisite(s) must be completed with a minimum grade of “C” (2.00).*
Explores the dynamics of the healthcare marketplace including changing demographics, increasing demands of the aging population, healthcare workforce, and new medical technology and research. Emphasis will be placed on health behaviors including smoking, poor dietary habits, lack of exercise, alcohol abuse, and workplace violence.

**IMAG 495 Issues and Trends in the Healthcare Arena II (3)**
*Prerequisites: BIOL 144C*
*Online course available only for the students enrolled in online degrees. All prerequisite(s) must be completed with a minimum grade of “C” (2.00).*
This course places an emphasis on the medical imaging environment. It examines the challenges that shaped the field of imaging technology and the current innovative strategies.

**IMAG 497 Research Methods in Allied Health (3)**
*Prerequisites: BIOL 144C; ENGL 101; ENGL 102; STAT 205*
*Online course available only for the students enrolled in online degrees. All prerequisite(s) must be completed with a minimum grade of “C” (2.00).*
The study of the research process as applied to allied health and imaging technology topics. The student will evaluate published research findings for use in sonography and imaging practice. This course requires a written critique of a published imaging technology or allied health research report and presentation of a published imaging technology or allied health research report to peers.
GENERAL EDUCATION REQUIREMENTS (27 CREDITS)

HTSC 343 Legal Aspects of Health Care (3)
An introduction to general law and its interpretation, including various aspects of personnel law, contract law, and those laws regulating the relationship of for-profit and not-for-profit organizations with governmental and non-governmental agencies.

HTCA 354 Leadership and Organizational Behavior (3)
An exploration of the nature of individual and group behavior as it relates to the workplace. Attention will be given to motivation, performance, and morale, as well as the supervision and leadership of employees.

MKTG 385 Marketing and Healthcare (3)
A study of the nature and function of Marketing within the health care setting. Topics include Strategic Planning, Competitive Analysis, Conservative Behavior, Marketing Communication, and Public Relations.

FNCE 388 Components of Healthcare Financial Management (3)
Explores the concepts of managerial accounting, including an understanding of the accounting cycle and the presentation and interpretation of financial statements.

BIOL 144C Sectional Anatomy (3)
(Pre-requisite: BIOL 102C)
Study of human anatomy, primarily emphasizing axial planes but also including sagittal, coronal and oblique plans. Designed to aid sonography modality students in recognizing, locating and identifying normal anatomy on various computer images.

RELT 368 World Religions for the Healthcare Professionals (3)
(Pre-requisite: ENGL 102 / English Comp II)
This course is a study of the major world religions, including their history and development. This course will also familiarize the student with the major tenets and practices of these religions. Teachings and practices that impact the practice of health care are emphasized.

RELB 379 Lessons on Living: Biblical Perspectives (3)
(Pre-requisite: ENGL 102 / English Comp II)
This course completes the coverage of the major religions of the world through an introduction to the wisdom literature of the Jewish and Christian Bible, followed by a close reading of the Sermon on the Mount and selected parables attributed to Jesus.
STAT 205 Introduction to Applied Statistics (3)
An introduction to statistics and its applications, this course is designed to prepare students to interpret and evaluate statistics and statistical methods used in published research papers and to make decisions about the appropriateness of specific statistical methods in a variety of settings. Areas of emphasis will include descriptive statistics; analysis of graphs; sampling methods; binomial, z, t, and chi-square; confidence intervals; and hypothesis testing

*ENGL 250 Technical Writing (3)
(Pre-requisite: ENGL 102 / English Comp. II)
Techniques of written communication within a professional setting. Includes writing reports, proposals, case notes, resumes, and charts.

COGNATE COURSE (24 CREDITS)

ENGL 101 English Composition I (3)
Online course available only for the students enrolled in online degrees. Prerequisite: A minimum English ACT score of 19 or a passing score the English Composition Placement Test or ENGL 091 with a minimum grade of "C" (2.00).
Focuses on writing as a means for authentic expression and exploration. Emphasis is on the writing process, especially revision. Students write several expository essays organized according to prescribed modes and learn specific writing skills and principles, which readily apply to most writing tasks.

ENGL 102 English Composition II (3)
(Pre-requisite: English Comp. I)
Applies the writing skills developed in English Composition I while focusing on rhetorical and reasoning skills necessary for various persuasive research writing activities. Students write several persuasive papers and a major research paper. This course meets the requirement for a written communications course.

*PLEASE NOTE: Adventist University of Health Sciences offers this course for those who have not met these credits in order to take Technical Writing (ENGL 315), World Religions (RELT 368) and Lessons on Living: Biblical Perspectives (RELB 379).

MATH 120 College Algebra (3)
Online course available only for the students enrolled in online degrees.
Prerequisites: Two years of high school algebra with a minimum grade of "C" (2.00), and one of the following: a minimum score of 19 on the math portion of the ACT, or successful completion of MATH 101 with a minimum grade of "C" (2.00), or a passing grade on the Mathematics Placement Test.

A study of the concept of function, as well as other advanced algebra concepts. Following a brief review of algebra topics covered in previous courses, the topics covered in this course will
include: an extension of intermediate or high school algebra topics, number systems including complex numbers, equations and inequalities involving linear and quadratic models, polynomials, absolute values, radicals and rational expressions, matrices and determinants, solutions of systems of equations and inequalities, sequences, series, limits and logarithms. Emphasis is placed on pertinent applications of these topics as well as the use of appropriate support technologies, such as graphing calculators.

**PSYC 124 General Psychology (3)**
Online course available only for the students enrolled in online degrees.
Survey of psychology, including human development, sensation and perception, learning and thinking, emotions, motivation, personality, and stress, as well as psychological disorders and their treatment.

**BIOL 101C Anatomy and Physiology I and Lab (4)**
Online course available only for the students enrolled in online degrees.
Prerequisite: High school or college chemistry taken prior to enrolling in this course, or a minimum ACT standard composite score of 19, or permission from the department chair.

This is the first of a two-trimester course. Study of the typical structure and function of the human body utilizing digital and electronic media. Includes a study of the integumentary, skeletal, muscular, and nervous systems, along with their cytology, histology, and chemistry. Lab exercises are included in this course. A Webcam is required for this course.

**BIOL 102 Anatomy and Physiology II and Lab (4)**
Prerequisites: BIOL 101 BIOL 101 and BIOL 101L or BIOL 101. All prerequisite(s) must be completed with a minimum grade of "C" (2.00).

This is the second of a two-trimester course. Further study of the typical structure and function of the human body utilizing digital and electronic media. Covers endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. Lab exercises are included in this course. A Webcam is required for this course.

**PHYS 121 Surveys of Physics (4)**
Prerequisites: MATH 120
College Algebra (MATH 120 or equivalent) with a minimum grade of "C" (2.00)

Series of lectures and demonstrations aimed at an understanding of the physical principles of mechanics, heat, sound, light, electricity, and modern physics. This course satisfies the requirement for various sonography programs but does not satisfy the requirements for science majors. Lab required. A Webcam is required for this course.
Course Delivery System

ADU uses the Canvas™ Learning Management System for the delivery of its online courses. For optimal experience in the online learning environment, we recommend the following computer and software specifications:

Technical Requirements

<table>
<thead>
<tr>
<th>TECHNICAL REQUIREMENTS AT A GLANCE</th>
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</thead>
<tbody>
<tr>
<td><strong>Device</strong></td>
</tr>
<tr>
<td>Desktop or laptop computer with internet capability (5 years or newer)</td>
</tr>
<tr>
<td>Processor: 2 GHz or higher</td>
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<tr>
<td>Memory: 1 GB of RAM</td>
</tr>
<tr>
<td>Hard Drive Space: 60 GB free disk space</td>
</tr>
<tr>
<td><strong>Internet Connection</strong></td>
</tr>
<tr>
<td>High speed broadband access (Cable or DSL), minimum of 512 kbps</td>
</tr>
<tr>
<td><strong>Internet Browser</strong></td>
</tr>
<tr>
<td>Firefox, Chrome, and Safari (Mac only) work best. For a listing of the most current Canvas-supported internet browsers, click HERE:</td>
</tr>
<tr>
<td>NOTE: Cookies, Java, and JavaScript must be enabled.</td>
</tr>
<tr>
<td><strong>Operating System</strong></td>
</tr>
<tr>
<td>Windows 7, Windows 8/8.1 or higher; Mac OS X 10.6 or higher recommended</td>
</tr>
<tr>
<td><strong>Tablet &amp; Smartphone</strong></td>
</tr>
<tr>
<td>iOS 7 and newer (versions vary by device)</td>
</tr>
<tr>
<td>Android 4.2 and newer</td>
</tr>
<tr>
<td>NOTE: Do NOT attempt quizzes, exams, or assignment submissions when using a mobile device, such as a smartphone or tablet, due to compatibility issues. Use a computer.</td>
</tr>
<tr>
<td><strong>Hardware</strong></td>
</tr>
<tr>
<td>Monitor (minimum of 800x600 resolution)</td>
</tr>
<tr>
<td>Sound card</td>
</tr>
<tr>
<td>Microphone</td>
</tr>
<tr>
<td>Speakers</td>
</tr>
<tr>
<td><strong>Software</strong></td>
</tr>
<tr>
<td>Microsoft Office (2010 or later)</td>
</tr>
<tr>
<td><strong>Plug-ins</strong></td>
</tr>
<tr>
<td>Adobe Reader [Download from Adobe]</td>
</tr>
<tr>
<td>Flash Player (v18.0 or later) [Download from Adobe]</td>
</tr>
</tbody>
</table>
Computer and Internet Connection
You will need regular access to a computer or laptop with an internet connection. High speed broadband access (LAN, Cable or DSL) is highly recommended for optimal learning experience. Some courses have more advanced system requirements. For a listing of the most current computer and internet browser requirements, click HERE.

Hardware
Some online courses may utilize webcams and microphones for synchronous interactions. If using a laptop, the inherent webcam and microphone is sufficient, though you may also use a headset device. Computers will need to be connected to a webcam and microphone. Be sure to ask your course instructor if these components will be required for your course and complete a test run prior to use.

Software
Individual courses may have additional software requirements. This may include video or audio playing software or a specific software application. Most courses require word processing, like Microsoft Word. Other software often used include Microsoft PowerPoint and Excel. Specific requirements will be listed in the course syllabus or you may contact your course instructor. In some instances, it may be necessary for some users to upgrade their Flash or Java versions. For assistance, contact the 24/7 Help Desk.

Other Devices
In Canvas, you may access and interact with most course elements, readings, multimedia, email and discussions through tablets and smartphones. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. Please ensure you have a PC or Mac based computer or laptop available to complete coursework.

We recommend that students do not attempt quizzes, exams, or assignment submissions when using a mobile device, such as a smartphone or tablet, due to compatibility issues.

Course Materials

For each course, students will be provided with a syllabus, course schedule, presentations, reading assignments, assessments, projects, and/or homework assignments. In addition, students are required to purchase the assigned textbook for each course.

Once a student has been granted access to a course, it is his/her responsibility to become acquainted with the course materials embedded within the course.
Code of Conduct for Online Students

Adventist University of Health Sciences, a Seventh-day Adventist institution, specializes in the education of professionals in healthcare. Service-oriented and guided by the values of nurture, excellence, spirituality, and stewardship, the university seeks to develop leaders who will practice healthcare as a ministry. For this mission to be upheld, the faculty and staff must be able to carry out their respective responsibilities efficiently and effectively in an atmosphere free from disruption or intimidation. The Code of Conduct for Online Students outlines behaviors that are appropriate and inappropriate while in attendance at ADU. Adherence to this Code of Conduct is mandatory for all students and is a vital component to the accomplishment of the university’s mission.

Collegiate students are expected to conduct themselves in a professional and mature manner. Students are responsible for their own learning. In other words, it is the student’s job to ensure that all required resources have been acquired, arrangements are made to complete course requirements on time, and all technology used (i.e. computer, internet service provider, webcam) is reliable and fully functional.

Communication among the faculty, staff, and students of ADU is expected to reflect high ethical standards and mutual respect. The medium of communication makes no difference. Whether the communication is through face-to-face interaction, e-mail, online discussion forum, chat room, or telephone, students must demonstrate respect for faculty, staff, and fellow students. Speech that is inappropriate in a classroom is not appropriate for the online environment.

ADU values its faculty, staff, and students. Students demonstrate this value through mutual respect. Respect the diversity of opinions among the instructor members of the class and respond to them in a courteous manner. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religion, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by e-mail, or on discussion boards and other postings within the course. If a student receives a comment on a discussion board or via e-mail that makes them feel uncomfortable or is not respectful, he/she must report it to the instructor and must no respond to the comment.

In addition, students are expected to:
- Treat classmates and the instructor with courtesy and respect
- Think before you communicate; avoid derogatory, dismissive, or overly critical comments
- Observe the common rules of Netiquette
• Review the course content at the beginning of each course, including the syllabus, schedule, and assignments
• Acquire and maintain instructional and technology tools for class activities
• Stay organized to avoid falling behind
• Report technical issues immediately to technical support
• Discuss issues you have with the course content, amount of work, or personal grades privately with the instructor and not in public forums or global e-mail
• Inform the instructor of any absences or assignment difficulties with the instructor prior to the start of the course or due date
• Welcome and value the diversity of learners in your class
• Support others in learning by providing feedback, resources, and information
• Show your appreciation for the contributions of other by your comments and actions
• Be an active, dependable member of groups
• Give others the benefit of the doubt and seek clarification when necessary
• Be honest in your representation of your own background and education
• Submit work that is your own
• Follow applicable copyright laws and give attribution to the work of others

Examples of inappropriate behavior include, but are not limited to:
• Disrespect of or insubordination to university personnel
• Communication that is obscene, racist/sexist, harassing, intimidating, or uses threatening language and/or actions
• Use of e-mail or computer networks to send unsolicited junk mail, chain letters, etc., or to further any illegal activity
• Use of oral or written profanity
• Repeatedly contacting faculty or staff when the person contacted has indicated that a response is pending or requests not to be contacted
• Logging in as another student
• Requesting instructor resources from a publisher or other entity or attempting to request a teacher’s edition of a textbook or resource used in the program
• Discussion of exams, such as correct answers to questions, via e-mail or discussion forums
• Using mass e-mail or discussion forums to complain about faculty, staff, fellow students, the program, or course curriculum
• Repurposing papers or assignments used in other courses

A student committing any of the above actions or any other unethical or disrespectful behavior will be recommended for Program Dismissal without the ability to reapply.
Netiquette

Over time a set of rules (conventions) have emerged to make online communication more pleasant and more effective. Your E-mail messages and message board postings should conform to the following guidelines, which are adapted from Greg Kearsley’s Guide to Online Education.

Brief is best. Readers find it difficult to process and remember too much information at one time, so keep messages short and focus on a single idea or topic. When you need to address multiple ideas or topics, use a separate message for each one. Similarly, use separate files for different kinds of data/information instead of putting it all in one large file.

Be careful with formatting.
- Don’t use fancy formatting (e.g., tables, fonts, layouts) unless you are sure that all users can read it.
- Don’t type in all capital letters—use upper- and lower-case letters, which are easier to read.
- Don’t use a font size that’s too big or too small, both of which are hard to read. Ten- or 12-point font is effective.
- Make messages more readable by using spacing, paragraphing, and subheadings.
- Don’t include graphics, images or multimedia components (audio/video clips) in messages or files unless you are sure your intended audience can view them.

Provide structure. Take the time to create meaningful subject headings or file names to help readers understand the purpose and context of the information. Also, begin messages and postings with a summary, recap, or reminder of an ongoing discussion to provide context. When people are reading dozens of messages or files, they need a brief orientation to help them understand how the new message relates to what has come before.

Remember the public domain. Think carefully about what you write. First of all, readers can easily forward some or all of your E-mail messages and files to others, so always assume that anything you post could be made quite public. Also, your message may be read by a wide variety of people (particularly if posted to a public forum on the Internet), so be especially sensitive to any form of cultural bias in what you say.

Be kind and gentle. Avoid sarcasm and mean-spiritedness. If you read something that upsets you, don’t immediately reply with an angry message of your own; either ignore it or wait a day and send a rational response. The online environment is a wonderful place for debate and discussion, but remember to be civil and considerate.
Communication

Communication is key to being successful in an online learning environment. Throughout this program, you will communicate with your Course Instructor, Section Instructor, and fellow classmates in a variety of ways.

Asynchronous Communication – communication that is not done in real-time. Examples include Discussion Boards and E-mail.

Synchronous Communication – communication that is done in real-time, such as live chat sessions.

All forms of communication posted by students are expected to be authentic and original; copying another student’s information and taking credit for it is unethical. Be sure to adhere to the principles of Netiquette when communicating to faculty, staff, and other students.

Asynchronous Course Format

Courses in the BSDMS Program follow a student-centered Asynchronous format. This format involves frequent instructor-to-student and student-to-student interactions via email, discussion forums, blogs, wikis, etc. In order to stay engaged and gain the full benefits of these interactions, students are encouraged to log into their course on at least a daily basis, maintain regular email communication, and set communication and assignment schedules with groups (if applicable). Active participation is expected of all students and will be crucial to your success in the courses.

Writing Requirements

All courses require that APA format be followed for all research papers and any other projects as required by the Course Instructor. In order to promote professional and consistent writing in all BSDMS courses, all students are encouraged to purchase the Publication Manual of the American Psychological Association, Sixth Edition (ISBN 3 978-1-4338-0561-5). The manual outlines all APA 6 guidelines and will serve as a valuable resource as you complete assignments and projects throughout this program. Please visit the following website for more information on APA formatting:

http://owl.english.purdue.edu/owl/resource/560/01/
https://my.adu.edu/edu/SendFile/media/pages/style_reference.pdf
All material submitted by students will be evaluated for originality of content. All work will be evaluated for originality of content using Turnitin® or any other method of plagiarism detection. If any portion of work submitted by a student is found to be plagiarized, the student may receive a score of zero for that assignment and may be recommended for Program Dismissal.

Please refer to www.plagiarism.org for more information on how to avoid plagiarism. Other helpful links on avoiding plagiarism include:

- http://www.lssc.edu/library/plagiarism.htm
- http://owl.english.purdue.edu/owl/resource/589/01/

The Library Staff is also willing to work with students to help them learn more about APA formatting and avoiding plagiarism. You may contact the Library at (407) 303-1851 or toll-free at (800) 500-7747.
Frequently Asked Questions

How do I contact my Course Advisor? What can he/she assist me with?

Students can contact their Academic Advisor via the MARS messaging system, which can be found by going to aduonline.edu and logging into their MY ADU page. Your academic advisor can assist you with a degree plan and graduation audit.

When do I receive access to my course?

Students will gain access to the online courses that they have registered for up to five (5) business days prior to the start date of the course. Once you have gained access to the course, take the time to navigate and familiarize yourself with the various components. Be sure to read the syllabus, course schedule, and other important documents as you prepare to begin your course.

Are on-campus visits required?

ADU does not require students to make on-campus visits as part of program or course completion. Face-to-face interaction with Course Instructors is not a required component of the curriculum; all communication with Course Instructors/Section Instructors is done electronically via course e-mail. However, we do welcome visits from our online learning students and encourage everyone to come to the ADU campus for the graduation ceremonies.

What is an acceptable course load?

Students are recommended to not exceed a course load of 12 credit hours per trimester. Due to the comprehensive nature and curriculum depth of the program, students who choose to exceed 12 credit hours per trimester may not be able to devote sufficient time to the complete learning and understanding of the curriculum.

If a student wishes to exceed a course load of 12 credit hours in a given trimester, he/she must contact the Department Chair.

It is recommended that a maximum of 6 to 9 credits are taken in the first semester
Are these courses approved for Continuing Education Credits?

The courses in the Bachelor’s of Science in Diagnostic Medical Sonography degree program are **NOT** pre-approved for continuing medical education (CME) credits. Students must contact CME providers on their own to obtain CME approval for any courses taken in this program. The College is not responsible for obtaining continuing medical education credit approval.

How can I make the most of the online education environment?

ADU knows that the most meaningful, most lasting and successful online educational experience is learner-centered. A unique blend of learning experiences are provided to you through a combination of media presentations, readings, discussion sessions, online assignments, and peer and professional support systems.

ADU provides technical support and a full-time Program Manager who will be your personal guide throughout the program. New students also receive special support during an extensive orientation to online courses prior to starting classes.

A common fear among new students is that they will not be disciplined enough to go at their own pace. Rest assured! You will receive a detailed course syllabus at the beginning of each class, which is structured with learning modules and corresponding assignments. Some students read ahead and others feel the schedule keeps them on task - it is your choice and your schedule.

Similar to the last time you were in school, you will share your experience with your classmates. Our online student lounge and chats are great ways to connect with others experiencing similar challenges and triumphs. It provides a forum to learn from others and to support each other. Weekly chats, offered at various times, allow you to interact with your professors and classmates.

How many hours of studying/class preparation are needed for class each week?

On average, most students spend 15-20 hours per week studying and preparing for class. However, this can vary greatly, depending on your personal and professional circumstances.

How do I take an online exam?

Online examinations and quizzes are an integral component within the online courses. Exams are strictly timed and are administered in a secure browser. Students must set aside the appropriate amount of time to devote to taking an exam. It is highly recommended that students **NOT** wait until the last minute (just before the deadline) to begin an online exam, as
certain technical issues are often unforeseen and may delay the students’ ability to access the exam.

Online exams are to be treated with the same respect and integrity as exams taken in a classroom setting. Students are NOT to print (including print-screen), copy, or share exam materials and questions with any other student at any time, even after an exam deadline has passed. This includes but is not limited to posting exam questions in Discussion Boards and e-mail exam questions to any student. Students found in violation of this policy may be subject to Academic Dismissal.
Appendix

Code of Ethics for the Profession of Diagnostic Medical Sonography
Approved by SDMS Board of Directors, December 6, 2006

PREAMBLE

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

OBJECTIVES

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonography identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

PRINCIPLES

Principle I: In order to promote patient well-being, the diagnostic medical sonography shall:

A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
B. Respect the patient's autonomy and the right to refuse the procedure.
C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
E. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonography.

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA); http://www.noca.org/ncca/ncca.htm or the International Organization for Standardization (ISO); http://www.iso.org/iso/en/ISOOnline.frontpage.

C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.

D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.

E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.

F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.

G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.

H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.

I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

Principle III: To promote professional integrity and public trust, the diagnostic medical sonography shall:

A. Be truthful and promote appropriate communications with patients and colleagues.

B. Respect the rights of patients, colleagues and yourself.

C. Avoid conflicts of interest and situations that exploit others or misrepresent information.

D. Accurately represent his/her experience, education and credentialing.

E. Promote equitable access to care.

F. Collaborate with professional colleagues to create an environment that promotes communication and respect.

G. Communicate and collaborate with others to promote ethical practice.

H. Engage in ethical billing practices.
I. Engage only in legal arrangements in the medical industry.

J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention, and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

Refer to the (www.sdms.org) for more information.