STUDENT HANDBOOK
For the
Medical Imaging Technology
Baccalaureate Degree

SUMMER 2015

Indiana University School of Medicine
Department of Radiology and Imaging Sciences
Radiologic and Imaging Sciences Programs

The Radiologic and Imaging Sciences Programs (RISP) are housed in the Department of Radiology and Imaging Sciences (DOR) of the Indiana University School of Medicine (SOM), in the Indiana University-
Purdue University at Indianapolis campus (IUPUI). RISP consists of three undergraduate health professions programs including an associate degree in radiography and bachelor’s degrees in medical imaging technology and nuclear medicine technology. These programs support the mission of IUPUI, meet the standards/essentials of the appropriate Joint Review Committee, integrate and support the IUPUI Principles of Undergraduate Learning, and provide avenues for experienced radiographers to continue their education.

**Mission Statement**
The Radiologic and Imaging Sciences Programs (RISP) at Indiana University-Purdue University at Indianapolis (IUPUI) are aimed at the preparation of highly qualified individuals who are dedicated to the health and welfare of the patient through the practice of radiologic technology.

**Values**
The Radiologic and Imaging Sciences Program (RISP) faculty support the following values:
- Student learning through the effective use of available educational opportunities including
  - Entry-level professional programs, advanced level educational programs, and continuing education offerings.
  - Diverse patient populations.
  - Broad spectrum of technology and health facilities.
- Creative activity and research resulting from the collaboration of faculty and students.
- Ethical behavior and professional integrity in addition to technical competence.
- Civic engagement involved in collaborating with a variety of internal and external constituencies including health care facilities, professional organizations and IUPUI, School of Medicine and Health Professions Program departments.

**Goals for Radiologic and Imaging Sciences Programs**
- To provide high quality education in Radiologic and Imaging Sciences in the preparation of technologists for entry level positions in radiography and nuclear medicine technology in accordance with the appropriate Joint Review Committees.
- To prepare the student to meet the requirements established for national registration in radiography, nuclear medicine technology or one of the certificates of advanced qualifications offered for radiographers.
- To develop the student's ability to function as an active member of the health care team.
- To provide advanced educational opportunities for graduate registered radiographers.
- To broaden the student's knowledge through study in liberal arts and sciences.
- To foster independent thinking and lifelong learning.
- To ensure program quality with an assessment plan to measure achievement of program goals, learning outcomes, and JRC Standards/Essentials.

**Specific Learning Outcomes for the Bachelor Degree in Medical Imaging Technology**
Upon completion of the MIT program the graduate should be able to:
- Apply knowledge of anatomy, physiology, positioning, and imaging techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptors.
- Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
- Evaluate images for appropriate positioning and image quality.
- Apply the principles of radiation protection for the patient, self and others.
- Provide patient care and comfort.
- Recognize emergency patient conditions and initiate life-saving first aid and basic life-support procedures.
- Evaluate the performance of imaging systems, identify the safe limits of equipment operation, and report malfunctions to the proper authorities.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Participate in quality assurance programs.
• Communicate effectively in the medical environment demonstrating both written and verbal skills.
• Function as a team member in Radiology and Imaging Sciences and other departments as assigned.
• Participate in professional activities and continuing education, demonstrate an understanding of advanced imaging modalities, and utilize insights gained in liberal arts and science courses to promote continued professional and personal growth.
• Use a variety of technologies effectively including computers and medical devices.
• Demonstrate knowledge, skills and behaviors that are indicative of the IUPUI Principles of Undergraduate Learning.

**IUPUI Principles of Undergraduate Learning * with specific Radiologic and Imaging Sciences Definitions and Outcomes**

(*Approved by IUPUI Faculty Council, May 7, 1998, Approved by IUPUI AAC, May 1, 2007)

1. **Core Communication and Quantitative Skills**

**IUPUI definition:** The ability of students to express and interpret information, perform quantitative analysis, and use information resources and technology--the foundational skills necessary for all IUPUI students to succeed.

**IUPUI outcomes:** Core communication and quantitative skills are demonstrated by the student’s ability to

a. express ideas and facts to others effectively in a variety of formats, particularly written, oral, and visual formats;

b. comprehend, interpret, and analyze ideas and facts;

c. communicate effectively in a range of settings;

d. identify and propose solutions for problems using quantitative tools and reasoning;

e. make effective use of information resources and technology.

**RISP Writing Definition:** The written expression of thoughts, ideas, perceptions and observations derived from the critical thinking process. Additionally, writing may compliment the critical thinking process by providing a vehicle for the organization and clarification of thoughts, for the establishment of conceptual relationships, for the analysis of data and for the synthesis of conclusions or new ideas. Writing also incorporates a clear communication with other health professionals, patients and the general public to delineate information and scientific knowledge relevant to the profession. Examples include written reports and evaluations, professional publications, development of proposals, documentation of information or data, etc.

**RISP Writing Outcomes**

• Creating concise and effective written communication
• Charting and documentation of diagnostic, therapeutic and other patient care activities
• Appropriate use of terminology pertinent to the health profession.
• Completing professional writing projects
• Completing writing courses
• Writing critical analysis of articles in professional publications
• Completing lab reports

**RISP Reading Definition:** The ability to understand and interpret written information, such as educational and professional materials including textbooks, patient data, peer writing, professional articles and abstracts, etc., related to the area of interest.

**RISP Reading Outcomes**:

• Comprehension of written materials at progressively higher levels throughout the program
• An increase of the student’s knowledge base through reading
• A building of a professional vocabulary
• Stimulation of continued life-long learning through reading
**RISP Speaking Definition:** The oral expression of thoughts, ideas, perceptions and observations derived from the critical thinking process. Additionally, speaking may compliment the critical thinking process by providing a vehicle for the organization and clarification of thoughts, for the establishment of conceptual relationships, for the analysis of data and for the synthesis of conclusions or new ideas. Speaking also incorporates a clear communication with other health professionals, patients and the general public to delineate information and scientific knowledge relevant to the profession. Examples include oral reports and evaluations, professional presentations, etc.

**RISP Speaking Outcomes**
- Creating concise and effective oral communication
- Correct usage and pronunciation of medical and professional terminology
- Ability to provide patient education and to give the patient oral instructions during examinations
- A progressive increase in the ability to speak in group settings
- Increased self-confidence

**RISP Listening Definition:** The ability to gather, analyze, and synthesize information presented in an auditory form. Listening provides a foundation for the sharing of information and may strengthen interpersonal communication skills.

**RISP Listening Outcomes:**
- Understand and communicate information through effective listening
- Listen to the patient and analyze what is said to provide appropriate patient care
- Listen to the sounds a machine makes to identify proper functioning
- Analyze auditory signals generated during patient assessments to formulate an appropriate response (e.g. BP, respiration)
- Listen effectively to oral instructions given by health care professionals
- Awareness of auditory cues in the health care environment (e.g. paging, alarms, code signals, monitoring devices, etc.)

**RISP Quantitative Analysis Definition:** The ability to manipulate, comprehend and analyze numerical information

**RISP Quantitative Analysis Outcomes:**
- Technical factor manipulation to optimize image quality and minimize radiation exposure in classroom, laboratory and clinical settings
- Dose calculations
- Interpretation of data found in charts, graphs and tables
- Computations involving patient data
- Understanding theoretical concepts and ability to apply theory

**RISP Information Technology Definition:** The ability to gather and use audiovisual and electronic storage and retrieval systems to enhance student learning and aid in the application of such information to professional preparation and development

**RISP Information Technology Outcomes:**
- Ability to use the World Wide Web
- Completion of assignments using information technology
- Ability to perform literature searches
- Ability to evaluate information from electronic sources
- Ability to process and retrieve patient information using electronic systems

2. **Critical Thinking**

**IUPUI Definition:** The ability of students to engage in a process of disciplined thinking that informs beliefs and actions. A student who demonstrates critical thinking applies the process of disciplined thinking by remaining open-minded, reconsidering previous beliefs and actions, and adjusting his or her thinking, beliefs and actions based on new information.

**IUPUI Outcomes:** The process of critical thinking begins with the ability of students to remember and understand, but it is truly realized when the student demonstrates the ability to
a. apply,  
b. analyze,  
c. evaluate, and  
d. create  
knowledge, procedures, processes, or products to discern bias, challenge assumptions, identify  
consequences, arrive at reasoned conclusions, generate and explore new questions, solve challenging  
and complex problems, and make informed decisions.  

**RISP Definition:** An ability to gather information from a variety of sources and use that information  
in analytical thought especially in the application of that information to a variety of imaging  
methods/procedures and patient care activities. Ability to respond creatively to situations in the world  
around you that require the analysis of information and the synthesis of a plan to deal with those  
situations  

**RISP Outcomes:**  
- Anticipate and respond to the needs of the patient  
- Determine exposure factors or machine settings that achieve optimal images and/or data  
  acquisition with minimal radiation exposure  
- Demonstrate the ability to adapt imaging procedures to patient condition  
- Evaluate images and data from patient examinations for image quality and appropriateness for  
  use in the diagnosis and/or treatment of the patient’s condition  
- Evaluate the performance of imaging systems and other equipment to identify the safe limits of  
  equipment operation  

3. **Integration and Application of Knowledge**  

**IUPUI definition:** The ability of students to use information and concepts from studies in multiple  
disciplines in their intellectual, professional, and community lives.  

**IUPUI Outcomes:** Integration and application of knowledge are demonstrated by the student’s  
ability to  
a. enhance their personal lives;  
b. meet professional standards and competencies;  
c. further the goals of society; and  
d. work across traditional course and disciplinary boundaries.  

**RISP Definition:** Ability to incorporate and apply cognitive and non-cognitive theory and affective  
and psychomotor skills in the professional practice environment  

**RISP Outcomes:**  
- Ability to pass certification examination in the professional area of study  
- Formative and summative examinations in the professional curriculum  
- Ability to perform patient examinations and adapt examination to changes in patient type and  
  condition  
- Ability to apply theory in clinical and laboratory settings  
- Ability to graduate from professional program and university  

4. **Intellectual Depth, Breadth, and Adaptiveness**  

**IUPUI definition:** The ability of students to examine and organize disciplinary ways of knowing and  
to apply them to specific issues and problems.  

**IUPUI Outcomes:** Intellectual depth, breadth, and adaptiveness are demonstrated by the student’s  
ability to  
a. show substantial knowledge and understanding of at least one field of study;  
b. compare and contrast approaches to knowledge in different disciplines;  
c. modify one’s approach to an issue or problem based on the contexts and requirements of particular  
situations.
**RISP Definition**: A comprehensive knowledge base in one imaging modality in the Radiologic and Imaging Sciences coupled with knowledge of other professional disciplines and health care settings. Ability to adjust to new circumstances such as varied professional practice environments and patient populations

**RISP Outcomes**:
- Adaptations to varied professional practice environments and patient populations
- Ability to problem solve
- Increase in patient care skills (i.e. multiskilling)

5. **Understanding Society and Culture**

**IUPUI definition**: The ability of students to recognize their own cultural traditions and to understand and appreciate the diversity of the human experience.

**IUPUI Outcomes**: Understanding society and culture is demonstrated by the student’s ability to
a. compare and contrast the range of diversity and universality in human history, societies, and ways of life;
b. analyze and understand the interconnectedness of global and local communities; and
c. operate with civility in a complex world.

**RISP Definition**: The ability to place one’s own cultural traditions in a broader human context. This ability is demonstrated by writing, actions, and speech, which indicate an awareness of the range of diversity in traditions, history, and values.

**RISP Outcomes**:
- Ability to interact and relate to people from a broad spectrum of social, racial, economic and cultural backgrounds in the educational and professional practice environment
- Development of empathetic and sympathetic responses to a broad patient population in the professional practice environment

6. **Values and Ethics**

**IUPUI definition**: The ability of students to make sound decisions with respect to individual conduct, citizenship, and aesthetics.

**IUPUI Outcomes**: A sense of values and ethics is demonstrated by the student’s ability to
a. make informed and principled choices and to foresee consequences of these choices;
b. explore, understand, and cultivate an appreciation for beauty and art;
   c. understand ethical principles within diverse cultural, social, environmental and personal settings.

**RISP Definition**: The ability of the student to make informed and ethical decisions in their personal, academic and profession endeavors which demonstrates an understanding and the development of a sense of aesthetics, values and ethical standards.

**RISP Outcomes**:
- Demonstrate ethical and moral behavior in their academic, professional and personal conduct

**Program Accreditation**
Indiana University - Purdue University at Indianapolis (IUPUI) is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

**Professionalism**
Personal and professional conduct and appearance are very important to success, both as a student and a practicing radiographer. While the level of performance as a radiographer depends on many factors, developing professionalism is one of the most significant aspects MIT students must achieve. As students progress through the MIT program, they will be advised regarding appropriate professional behaviors. Professionalism is a compilation of character traits that is coupled with the knowledge and skill for the discipline. Among other things these traits include empathy, compassion, caring, cooperation, ethics,
motivation, and dedication. Appropriate dress and communication skills are also involved. Professionalism also calls for the ability to adapt to the behaviors expected in the medical environment.

MIT students share equal responsibility with the faculty, physicians and staff in the emotional and physical welfare of the patient. The public has a right to question the character and competence of those who are entrusted with their care and treatment. Each new patient encountered will assess a student’s abilities. Technical competence is not enough to gain the patient's approval; ethical and impartial behavior is essential. Students should serve each patient with equal care and dedication.

As knowledge and skills in the field grow, MIT students will become more independent in the performance of patient examinations. With this independence students assume a greater personal responsibility for their actions. Medical Imaging Technology is a demanding and challenging profession. It is a rewarding occupation that can lead to a satisfying career.

The American Registry of Radiologic Technologists (ARRT) has adopted Standards of Ethics that apply to holders of ARRT certificates and those who apply for certification to become Radiologic Technologists. Student conduct is expected to conform to these standards. They can be found at Standards of ethics.

**IUPUI Tobacco Policy.**

http://www.iupui.edu/~nosmoke/

IUPUI is a smoke free campus. All of the RISP clinical sites are smoke free as well. Students must comply with requirements for each clinical site.

As members of the healthcare professions, we highly encourage students to not smoke or to quit smoking. There are a variety of free or low cost resources that are available to help you quit. You may visit this link for additional information http://www.iupui.edu/~nosmoke/

**Physical Facilities**
The RISP physical facilities are located in the northeast corner of the first floor of the Willis D. Gatch Hall (Clinical Building). The office area is usually occupied from 8:00 am to 4:00 pm Monday through Friday and sporadically at other times. See section on communication for leaving messages. After 4:00 pm and on weekends, all rooms are closed and locked.

Expectations for students regarding Physical Facilities:
1. Leave all areas they use as neat as they found them
2. Dispose of trash in appropriate receptacles
3. Dispose of recyclables in appropriate receptacles
4. Report any problems found in the area to a faculty or staff member
5. Turn AV and laboratory equipment off when finished using them
6. Students are not to put their feet on seating surfaces or walls and columns
7. Eating/drinking is permissible in the classroom and corridors. Any spills that cannot be handled easily by the student should be brought to the attention of a faculty or staff member so that appropriate clean up is ordered.

**Office Areas**
- **Staff Support Area - Room 120. Restricted access.** To avoid congestion and disruption, students may not enter this office area unless asked to do so. The RISP staff may be consulted at the information window in the center hallway to obtain information, leave messages, and turn in assignments, etc. The phones in this area may not be used for personal calls.
- Faculty offices. These offices are located between the student laboratory and the classroom.
**Instructional and Shared Areas**

Classroom - Room 116  
Classroom – Room 119  
Ultrasound Lab - Room 121  
Classroom- Room 124  
Classroom - Room 126  
Radiography Student Labs - Rooms 145-147-149

The computers in the Gatch Hall (Clinical Building) classrooms are NOT for student use. Students can obtain permission, from a faculty member, to use these computers when preparing for the delivery of a class presentation. Any other use is not allowed.

* Book Loan Policy

Borrowing guidelines for library books **not on reserve** are as follows:
1) Books may be signed out for 2-week periods.  
2) Sign-out cards are to be given to the RISP academic support specialist.  
3) Books are to be returned undamaged and in good condition by return date.  
4) Students unable to return books due to loss or damage are responsible for the replacement cost of new books.  
5) A student who abuses the library or its contents will be denied access and use of it.  
6) A student who does not return books (or replace them) at the time of graduation will be placed on the University checklist.

Books that cannot be borrowed are textbooks currently in use for any RISP course and other selected books that the faculty have designated as reference books for their courses. These books can be used only in the program area and are kept in CL 120. Students must request the use of these books, sign them out for use and must return them immediately.

**Lockers**

Program lockers for MIT students **may be available upon request.** Please see Donna if you would like a locker. Lockers are automatically given to AS students.

The following guidelines apply to locker use:

- Do not store perishable or pest attracting items in lockers.  
- Do not affix items to the interior or exterior surface of the locker.  
- When you leave the RISP (withdraw or graduate) you are to clean out your locker and return the lock to the program. A form with instructions will be completed for this purpose. Items left in lockers will be discarded.  
- Issued locks are for use on Gatch Hall (Clinical Building) lockers and may not be taken to any other location.  
- Students are responsible for lost or damaged locks.

**Resource Stewardship and Campus Sustainability**

- Reduce, Reuse, and Recycle waste whenever possible. Appropriate containers are located conveniently throughout the Program area.  
- The University offers the following campus-wide recycling programs:  
  - Beverage containers – collection containers for plastic and aluminum beverage containers  
  - Office paper – collection containers for white paper, letterhead, and envelopes  
  - Mixed paper – collection containers for colored paper, post-it notes, and manila folders.  
- For more information visit [http://ehs.iupui.edu/ehs/environment_recycling.asp](http://ehs.iupui.edu/ehs/environment_recycling.asp)
Fire Alarm Procedure

According to the IUPUI Fire Services, when the fire alarm sounds in Gatch Hall (Clinical Building) we are to do the following:

- Exit the building immediately
- If possible, exit the building using the West door.
- Assemble in (or near) the Eugene and Marilyn Glick Eye Institute on the Southwest side of the building.

Do not re-enter the building until the IUPUI Fire Services or the Indianapolis Fire Department gives the all clear.

Faculty and Staff of the Radiologic and Imaging Sciences Programs

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Baker, Sarah</td>
<td>Associate Professor of Radiologic and Imaging Sciences</td>
</tr>
<tr>
<td>Clark, Donna</td>
<td>Academic Support Specialist</td>
</tr>
<tr>
<td>Cox, Linda</td>
<td>Associate Professor of Clinical Radiologic and Imaging Sciences</td>
</tr>
<tr>
<td>Cranfill, Kellie</td>
<td>Assistant Professor of Clinical Radiologic and Imaging Sciences</td>
</tr>
<tr>
<td>Dempsey, Traci</td>
<td>Adjunct Lecturer of Radiologic and Imaging Sciences</td>
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<tr>
<td>Echeverria, Valerie</td>
<td>Assistant Professor of Clinical Radiologic and Imaging Sciences</td>
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<tr>
<td>Herron, Susan</td>
<td>Adjunct Lecturer of Radiologic and Imaging Sciences</td>
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<tr>
<td>Himanshu Shah, MD</td>
<td>Associate Professor of Clinical Radiology and Imaging Sciences</td>
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<tr>
<td>Jones, Genevie</td>
<td>Assistant Professor of Clinical Radiologic and Imaging Sciences</td>
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<tr>
<td>Long, Bruce</td>
<td>Associate Professor of Radiologic and Imaging Sciences</td>
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<tr>
<td>Markanday, Debra</td>
<td>Assistant Professor of Clinical Radiologic and Imaging Sciences</td>
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<tr>
<td>Nielsen, Cybil</td>
<td>Assistant Professor of Clinical Radiologic and Imaging Sciences</td>
</tr>
<tr>
<td>Peterson, Dina</td>
<td>Adjunct Lecturer of Radiologic and Imaging Sciences, Sonography Education</td>
</tr>
<tr>
<td>Ripperger, Brandi</td>
<td>Adjunct Lecturer of Radiologic and Imaging Sciences, Clinical Instructor</td>
</tr>
<tr>
<td>Robinson, Susan</td>
<td>Associate Professor of Clinical Radiologic and Imaging Sciences</td>
</tr>
</tbody>
</table>
Schlegelmilch, Wesley, AS, RT(R)  Adjunct Lecturer of Radiologic and Imaging Sciences, Clinical instructor – IU Health Saxony Hospital

Smith, Ashley, MHA, RT(R)(MR)  Adjunct Lecturer of Radiologic and Imaging Sciences, Clinical Instructor - St. Francis Hospitals

Stout, Rebecca, BS, RT(R)(BD)  Assistant Professor of Clinical Radiologic and Imaging Sciences, Clinical Instructor – Eskenazi Hospital

**Communication**

**E-mail:** Each student has an IUPUI network ID and e-mail address on the Indiana University computer network. Students must have an active IUPUI email account for the duration of the program. All email correspondence between faculty and students will be through the IUPUI email accounts ONLY. Students should check IUPUI email on a daily basis, since faculty use this email system for student communication and to disseminate information. It is the student’s responsibility to forward email from their IUPUI account to another email address if they choose to do so. Any correspondence that is course related should be directed through the course management system, either Oncourse or Canvas. Students should use the Services and Support section of the Information Technology website to activate, modify or find additional information regarding network ID’s. The location is [http://uits.iu.edu/](http://uits.iu.edu/).

**Mailing Address and Phone Number:** Students will be asked to provide a current phone number (cell or home phone) and a mailing address. If the information changes, it is the responsibility of the student to update this information during their time in the program.

**Changes in Student Address or Name**

Student address and name changes must be submitted as soon as possible. Name changes require legal documentation for the University and the ISDH. Send changes to the:
- Radiologic and Imaging Sciences Program Office (update information in eValue)
- University (do this on IU OneStart at [https://onestart.iu.edu](https://onestart.iu.edu))
- Indiana State Department of Health (send e-mail to mstiker@isdh.in.gov)

**IUPUI INTERNET HOMEPAGES**

Several “homepages” are located on the Internet where you may find information of interest


IU Department of Radiology Homepage [http://radiology.medicine.iu.edu/](http://radiology.medicine.iu.edu/)
School of Medicine (SOM) [http://www.medicine.iu.edu/](http://www.medicine.iu.edu/)
SOM Health Professions Programs [http://medicine.iu.edu/hpp/](http://medicine.iu.edu/hpp/)
IUPUI [http://www.iupui.edu](http://www.iupui.edu)
IUPUI Student Services Homepage [http://iupui.edu/students.htm](http://iupui.edu/students.htm)
* IU OneStart [https://onestart.iu.edu](https://onestart.iu.edu)
* Oncourse Login [http://oncourse.iu.edu](http://oncourse.iu.edu)
* IUPUI on-line bulletin [http://www.bulletin.iupui.edu/](http://www.bulletin.iupui.edu/)
* Campus Services [http://www.iupui.edu/services.htm](http://www.iupui.edu/services.htm)
* Writing Center [http://www.iupui.edu/~uwc](http://www.iupui.edu/~uwc)
* Math Assistance Center [http://www.math.iupui.edu/MAC/](http://www.math.iupui.edu/MAC/)
* Counseling & Psychological Services [http://www.iupui.edu/~sldweb/caps/](http://www.iupui.edu/~sldweb/caps/)
Degree Requirements
A candidate for the Bachelor of Science in Medical Imaging Technology must meet the following requirements:

1. Qualify for matriculation in the University.
2. Qualify for admission to the Bachelor of Science Program in Medical Imaging Technology.
3. Remove all departmental conditions or probation.
4. Obtain an average of C (2.00) or better in all work taken at Indiana University.
5. Obtain a grade of C (2.00) or better in all required prerequisite course work.
6. Complete clinical observations during Summer Session II.
7. Complete a minimum of 32 (44 US) semester hours of work in professional Medical Imaging Technology courses on the IUPUI campus.
8. Obtain a grade of C (2.00) or better in all professional Medical Imaging Technology courses.
9. Complete a total of at least 122 semester hours of academic credit.
10. Complete 8 (16 US) months of clinical experience in Medical Imaging Technology.
11. Successfully pass the A.R.R.T. Examination prior to Fall Semester of the year admitted to the MIT program. Students who do not successfully complete the ARRT examination as indicated above will not be permitted to continue on with the Program. After successful completion of the ARRT exam, the student may reapply for the following year.
12. (US Only) Take the ARDMS Sonography Principles and Instrumentation Exam prior to the beginning of SSII of the second year (begins with incoming class of 2012).

The curriculum for MIT is designed to meet the bachelor degree requirements of the Health Professions Programs at Indiana University. Information regarding the curriculum and courses can be found at the following websites:

Four Year Curriculum: Degree Maps: https://uc.iupui.edu/UndergraduateEducation/DegreeMapsQuery.aspx?schoolgroup=Medicine
Transcripts
http://registrar.iupui.edu
The Office of the Registrar maintains the official academic record for all courses taken at IUPUI. Any student whose University account is clear may obtain a copy of his or her academic record at IUPUI, or request a copy be sent to a third party. Official transcripts are printed on security paper and are embossed with the Indiana University seal and signature of the Registrar. Transcripts are currently $8.00 each. Fees can be paid by cash, check, money order, master/visa/discover charge card. It is a violation of the law for the university to release a copy of the transcript without the student's specific authorization.

A transcript can be obtained in person at
Campus Center, Suite 250
420 University Boulevard
Indianapolis, Indiana 46202-5144
Registrar Office Phone Numbers
General Information 274-1519
Transcript Information line(recording) 278-1500
Veterans' Affairs 278-9163 (email GIbenefi@iupui.edu)
Fax Number 278-2240

Students may also access their course grades by computer through the OneStart portal.

OneStart
OneStart is Indiana University's Web-based application portal that provides a common front door to online services at all IU campuses. OneStart offers easier and more direct access to the multitude of services available for students, faculty, and staff. To use OneStart go to https://onestart.iu.edu and click on the login button (left column). You will then enter your IU username and password which will then allow you into the site.
Oncourse (on-line Course Management-IUPUI)

Oncourse is an online course management system (CMS) developed at Indiana University. It permits faculty and students to create, integrate, use, and maintain Web-based teaching and learning resources. For students, Oncourse offers content and learning tools through a single, consistent Web interface. For faculty, Oncourse provides a framework for building teaching materials without requiring knowledge of programming or HTML. A unique feature is that course and individual user Web sites are automatically generated as information is updated in university databases.

To logon to Oncourse go to http://oncourse.iu.edu

The University is currently switching over to Canvas.

Academic Regulations and Policies

Counseling: Academic counseling for each student is provided prior to enrollment each semester by a faculty member of the student's major department. Although academic counseling is intended to provide effective guidance and every student is encouraged to seek the counsel of a faculty advisor, each student is responsible for his own program and for meeting degree requirements by the time he expects to graduate.


The following are specific academic policies relating to the Health Professions programs:

- Students offered conditional admission to any of the IU School of Medicine Health Professions Programs* are required to document compliance in the following areas:
  - Technical Standards for Admission and Retention
  - IU School of Medicine Honor Code
  - Requirement to Disclose
  - Background Check & Drug Screen+
  - Health Screen & Immunizations
  - Proof of Health Insurance

+The requirement to complete a drug screen is not a school policy but meets requirements as outlined in the school’s clinical affiliation agreements with our various clinical partners.

Complete details regarding these requirements can be found at http://medicine.iu.edu/hpp/admitted/

Policies

The following are specific policies relating to Medical Imaging Technology:

- MIT students must be registered by the ARRT and must have a State of Indiana Radiation Machine Operators Permit before they can begin the professional program
- Students must pass each professional MIT course with a grade of "C" or better. The grade of "C-" is less than a "C" and not considered a passing grade.
- Students receiving less than a "C" in any core course will be placed on academic probation and be required to repeat the course prior to graduation.
- Students receiving any two course grades of less than a "C" during the year, shall be dismissed from the program due to lack of academic progress.
- A student who is dismissed from the program may not reapply for readmission to the program unless a waiver request has been granted by the RISP faculty. A second dismissal is considered final and the RISP faculty will not consider readmission.
• Students must maintain the Ethical standards of the University and the Radiologic Technology profession. Each student is expected to accurately complete her or his own work. Areas of emphasis in course syllabi include **in-class and online testing, course-related assignments, and clinical recordkeeping**. In addition, students must comply with the IU School of Medicine Guidelines for Use of Online Social Networks for Medical Students and Physicians-in-Training found at [http://student.medicine.iu.edu/documents/OnlineProfessionalism.pdf](http://student.medicine.iu.edu/documents/OnlineProfessionalism.pdf)

• Student Records will be maintained as follows: Official university records for RISP program students are maintained by the IUPUI registrar, IUPUI bursar, and the Health Professions Programs office. Student-Employee Health Services keeps immunization records for all SOM students. Program-specific student records are secured in locked file cabinets in the program office area. A complete internal student record is kept on file from admission through the fifth year post graduation. After the fifth year, the individual student files are shredded and only aggregate data for each graduating class is kept in an administrative file. Faculty maintain course specific records for the students enrolled in that faculty member’s course. Clinical experience course records are maintained by the clinical faculty member while the student is enrolled in experiences at that hospital. At the end of the clinical course records are transferred to the RISP internal record. Faculty members are responsible for keeping individual student records including clinical evaluation materials confidential at all times.

• Students are not allowed to bring children clinical, classroom or lab activities.

**Probation**

Probationary actions are recommended to the RISP Director by a RISP faculty member or may be activated by the student’s academic performance. When probationary actions occur, the student will be counseled and notified of the action, the length of probation and the action(s) necessary to be removed from probation. Failure to comply with the remedial actions outlined in that notification will result in the dismissal of the student from the program.

Examples of situations in which student may be placed on probation*:

<table>
<thead>
<tr>
<th>Academic Probation</th>
<th>Program Probation</th>
<th>Clinical Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA &lt; 2.00</td>
<td>Professional course final grade of less than “C”</td>
<td>Failure to perform at minimal technical competency level</td>
</tr>
<tr>
<td>Semester GPA &lt; 2.00</td>
<td>Classroom absences (unexcused and/or excessive, as defined by course syllabi)</td>
<td>Clinical absences (unexcused and/or excessive, as defined by the clinical handbook)</td>
</tr>
<tr>
<td>Disruptive classroom behaviors</td>
<td>Excessive tardiness in clinical assignments</td>
<td></td>
</tr>
<tr>
<td>Failure to comply with RISP policies</td>
<td>Poor interpersonal skills, including breaches of civility toward others and language barriers</td>
<td></td>
</tr>
<tr>
<td>Lack of progress toward the</td>
<td>Failure to comply with RISP clinical policies</td>
<td></td>
</tr>
<tr>
<td>Inability to meet technical standards</td>
<td>Inappropriate use of radiation</td>
<td></td>
</tr>
<tr>
<td>Dishonesty of any type, especially a breach of academic integrity (see below‡)</td>
<td>Breaches of the Patient Privacy Policy or HIPAA requirements at any clinical site</td>
<td></td>
</tr>
<tr>
<td>Breaches of civility toward others</td>
<td>Dishonesty regarding clinical activities including clinical documentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Failure to input clinical documentation in the database in a timely fashion</td>
<td></td>
</tr>
</tbody>
</table>
Clinical practice done without appropriate staff supervision

Negligence that damages or may lead to damaging clinical education site equipment

* The above listings are not meant to be exclusive. Other similar situations may result in probationary actions. Additional sanctions may be imposed by the IUPUI Dean of Students depending on the nature of the behavior.

‡ Unethical behavior may adversely affect a student’s registry status with the ARRT.

**Dismissal**
A student who has been on probation and has failed to improve or correct performance problems will be dismissed from the program. Additionally, dismissal may occur when the student fails to meet HPP or program academic standards or program professional standards. Examples of dismissal situations include but are not limited to: failure of two different courses in the same academic session; failure of two different courses in separate academic sessions; failure of a repeated course; and failure to meet minimum objectives in clinical courses.

A student who has been dismissed from the program may not reapply for admission unless the student petitions and the RISP faculty grant a waiver of this policy. A second dismissal is considered final and the RISP faculty will not consider readmission.

**Petitions and Appeals**
Students may appeal decisions that they feel adversely affect them. The Radiologic and Imaging Sciences Programs adhere to the Health Professions Programs Appeals Policy Guidelines

**Health Professions Programs Appeals Policy**
The Indiana University School of Medicine Health Professions Programs (HPP) abides by the appeals policies and procedures for academic and disciplinary due process as discussed in the Indiana University document Code of Student Rights, Responsibilities, and Conduct. This document is available online at http://life.iupui.edu/help/code.asp.

**Appeals of Admissions Standards/Decisions:** Admission standards exist at both the school and program level. To be eligible to appeal a program admission standard or decision, the individual must have submitted a completed Health Professions Programs application.

**Appeal of Academic Standards/Decisions:** Academic standards exist at both the school and program level. To be eligible to appeal a program academic standard or decision, the individual must be a student in the School of Medicine.

Individuals appealing admissions standards/decisions initiate the appeal at the program level; appeals of academic standards are initiated at the program level. Review of program level appeal decisions must be initiated within 7 days of the date that the individual was notified in writing of the program’s decision. HPP faculty review of appeals will be based upon evidence of procedural irregularities or compelling non-academic reasons.

Actions on academic misconduct and disciplinary matters proceed according to the campus specific policies and procedures.

**RISP STUDENT COMPLAINT RESOLUTION POLICY**
All student complaints regarding activities or decisions made in one of the Radiologic and Imaging Sciences Programs (RISP) will be handled in the following manner:
The student will submit the complaint in writing with appropriate documentation. A complaint may be filed at any time.

If the complaint regards a RISP policy, decision or, a RISP faculty member, the written complaint should be submitted to the RISP director. The complaint review procedure is as follows:

1. The complaint will be reviewed by the RISP director who has the following options:
   a. Work out a reasonable solution with the student complainant
   b. Appoint a committee of non-involved individuals within 10 business days of the receipt of the complaint. The composition will include representation from the RISP faculty (one of which will be appointed as chairman) and an HPP faculty member not in RISP. Other appropriate persons may be added, as needed, to address the specific situation.
      • The committee will review the complaint, gather additional documentation, and make a recommendation on both the validity of the complaint and possible resolutions to the complaint. The recommendation will be made within 15 business days of the appointment of the committee.
      • The RISP director will review the committee recommendation, consult with department or school administration, if needed, and provide a written decision within 5 business days of receiving the committee's recommendation.
      • The RISP director is responsible for implementing changes, if any result from the resolution of the complaint.
   2. The complaining party will be informed of the result of the review process no later than 5 business days after a decision has been made.
   3. If the complaint is not resolved at the RISP level, the complaining party may appeal the decision through the HPP appeal policy.

If the complaint regards the RISP director or an HPP policy, it should be submitted to the Director of the Health Professions Programs. These complaints will be reviewed according to HPP policy.

If the complaint involves incidents classified as Workplace Harassment and Violence, see appendix C near the end of this handbook for the procedures to follow at IUPUI.

**Withdrawal**

At any time during the program a student may withdraw from the program. Subsequent readmission to the program would be based on the following:

**Temporary Withdrawals**

The student must be in good standing in the program at the time of the withdrawal. The student must arrange, in writing, a continuation agreement with the program director. This agreement will state the duration of the withdrawal and any conditions the student will be required to meet prior to readmission. The student will be readmitted in accordance with the agreement. If the student does not follow the agreement the student will be reclassified as a student who has permanently withdrawn and will fall under the “Other Withdrawals” identified below. It should be noted that the timing of the resumption of clinical coursework may depend on the availability of clinical space at the expected time of reentry and may not follow the original clinical schedule given to the student.

**Other Withdrawals**

A student who withdraws without a continuation agreement or does not enroll for an academic session will not be allowed further enrollment in the program. If the student subsequently wishes to re-enroll, the student will be required to file a new application for admission. The student may request but is not guaranteed advanced standing in the program based on the previous coursework completed.
**Academic Honors**

Indiana University and the Health Professions Programs offer the following honors programs recognizing superior student performances:

**Degrees Awarded with Distinction**

The University recognizes candidates' superior performance in coursework by awarding the associate or bachelor's degree with one of three levels of distinction: distinction, high distinction, or highest distinction.

1. To graduate with academic distinction, baccalaureate and associate degree candidates must rank within the highest 10% of their graduating class. The determination of eligibility for graduation with academic distinction will be done by the Health Professions Programs so that candidates will be ranked with classmates who received the same type of degrees (e.g., B.S. in Cyto technology; A.S. in Radiography).

2. If the 10% determination of any class results in a fractional value, the number will be rounded upward. (e.g., a graduating class of 11 would have 2 individuals eligible for distinction).

3. Calculation of the grade point for distinction will be based upon the total number of hours completed at Indiana University. A candidate must have earned a minimum of 50% of the total credit hours required for that degree at Indiana University.

4. No more than 10% of the Indiana University credit hours may be eliminated from the GPA determination by utilization of the mechanisms of pass/fail or special credit.

5. A minimum cumulative grade-point average of 3.5 must have been achieved to be eligible.

6. Three levels of distinction will be recognized and determined as follows:

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Distinction</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50 through 3.74</td>
<td>-</td>
</tr>
<tr>
<td>3.75 through 3.89</td>
<td>- High Distinction</td>
</tr>
<tr>
<td>3.90 through 4.00</td>
<td>- Highest Distinction</td>
</tr>
</tbody>
</table>

7. Unique cases and appeals should be forwarded to the Dean of the Health Professions Program for consideration.

**NOTE:** This is the University-wide policy for that award of degrees with distinction. The program and school do not have the option to make changes in this policy.

**Health Professions Programs Dean's List**

The Dean's List is semester-by-semester recognition of student's academic achievement. The student population comprising the Dean's List is determined on the basis of the semester grade point average.

B.S. degree students with a minimum of 9 credit hours per semester are eligible if they have a 3.50 or better semester GPA. This list will be posted on a bulletin board by the Gatch Hall (Clinical Building) Library.

**IUPUI Honors Program**

The Honors Program has been designed by IUPUI to provide a variety of opportunities tailored to challenge scholastic achievers, enrich their undergraduate education, and prepare them for the future. Students may work toward an Honors degree or take individual courses for Honors credit. Students desiring more information on the Honors Program should call the Honors Program Office at 274-2660.

**IUPUI Adaptive Educational Services**

Adaptive Educational Services (AES) works to make campus life and learning accessible for students with disabilities. Qualified students with disabilities who enroll in classes seek the same educational opportunities as other students. AES assists students with disabilities in achieving their educational goals through such services as note taking, interpreting and test proctoring. AES' goal is to provide the means for students with disabilities to achieve their academic goals by augmenting their existing strengths and abilities. Assistance from AES should be sought prior to starting courses.

AES is committed to coordinating and providing the following accommodations in our classrooms as necessary:

- Coordinate with faculty members to meet special needs while maintaining high academic standards.
• Coordinate classroom requirements with special needs of students.
• Assist in obtaining access to tape libraries.
• Provide tape playback machines and talking calculators for loan.
• Provide access to a Perkins Brailler.
• Provide access to computers specially designed for dexterity or visually impaired students as well as computer programs to increase typing speed or that utilize a speech synthesizer.
• Provide Visual Tek and Kurzweil library technology for visually impaired readers and students with learning disabilities.

Contact:
Adaptive Educational Services - Taylor Hall (UC) Rm 100
Tel: (317) 274–3241
TDD/TTY: (317) 278–2050
Email: AES@iupui.edu
Web: http://diversity.iupui.edu/departments/affinity-council-single-page/

**IUPUI Counseling & Psychological Services**
The Counseling and Psychological Services (CAPS) team at IUPUI is dedicated to the emotional, personal and academic growth of all our students. The professionally trained counselors at CAPS encourage all students concerned about anything affecting their personal welfare or achievement to use these services.

IUPUI CAPS provides counseling services to assist students with a wide range of concerns, including but not limited to:
- Relationships, Parenting, Grief/Loss, Depression, Anxiety/Phobias, Trauma Recovery, Test Anxiety, Study Skills, Eating Disorders, Stress and Time Management

Many issues are addressed through one-to-one meetings with an individual counselor. Relationship counseling is also available for two individuals wishing to address concerns between them. Relationship counseling may be appropriate for intimate couples, friends, roommates, etc. At least one individual must be an IUPUI student.

Group counseling is also available. Groups are often formed around specific concerns or interests. CAPS operates according to the legal mandates of mental health care. Therefore, all information is confidential. CAPS records are not a part of any academic or medical record. No information is released from CAPS without the written consent of the client, except as mandated by law. For more information regarding the confidentiality of client information, please click here (site under construction).

If you or someone you know needs emergency services outside of CAPS hours, resources in the community include:
- Crisis & Suicide Hotline at (317) 251-7575
- Midtown Mental Health Center (24 hours) at (317) 630-8485
- BehaviorCorp (24 hours) at (317) 574-1252
- ICADV Hotline 1-800-332-7385 Voice and TTY (domestic violence)
- or contact your nearest emergency room.

CAPS staff includes licensed psychologists, licensed mental health counselors, a post doctoral fellow and graduate students from a variety of mental health training programs. Graduate students receive individual and group supervision by licensed senior staff.

Hours: Monday through Friday 9:00 a.m. through 4:00 p.m. (Closed noon - 1:00 p.m. for lunch daily (some evening appointments available)

Contact:
IUPUI Counseling and Psychological Services
Walker Plaza Rm 220
719 Indiana Avenue
Indianapolis, IN 46202
tel.: (317) 274-2548
fax: (317) 278-0948
email: capsindy@iupui.edu
Safety (Campus Police)
The IUPUI Police Department provides emergency services (crime reporting, security issues), vehicle assistance (lock-out, jump start, air for flat tires), and safety escorts 24 hours a day. For assistance:

- 274-7911 (emergencies)
- 274-2058 (non-emergencies)

Safety escort — Personal safety escorts may be obtained by calling the police/security agency for the property from which the escort is being requested:

<table>
<thead>
<tr>
<th>Property</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Hospital VA Police Department</td>
<td>(317) 554-0063</td>
</tr>
<tr>
<td>Eskanazi Hospital Security</td>
<td>(317) 880-7071</td>
</tr>
<tr>
<td>Indiana University Health University Hospital</td>
<td>(317) 929-8000</td>
</tr>
<tr>
<td>Riley Hospital at Indiana University Health</td>
<td>(317) 929-8000</td>
</tr>
<tr>
<td>IUPUI buildings or parking lots</td>
<td>(317) 274-SAFE (7233)</td>
</tr>
</tbody>
</table>

IUPUI Career Center
The IUPUI Career Center assists students, alumni, faculty and staff in developing and implementing a sound career planning strategy as well as to obtain occupational information on employment trends, career opportunities and job placements.

Contact:
IUPUI Career Center
801 West Michigan Street
Business/SPEA #2010
Indianapolis, IN 46202-5153
Phone: 317.274.2554
Fax: 317.278.1335
Email: career1@iupui.edu
Web: http://www.career.iupui.edu

Vacation
Vacation time is allocated for use at the specific times that coincide with the IUPUI breaks, but may not be the exact same dates as those of IUPUI. Specific dates will be provided. Vacation time may not be accumulated for use at a later time and cannot be used to eliminate excess clinical absences. RISP students receive vacation during the following times:

- IUPUI Semester Break between SS & Fall (for first year only, does not apply to 2nd year US)
- IUPUI Labor Day Holiday
- RISP Fall Break (as designated by RISP faculty) – RADI courses only
- RISP Veteran’s Day – Clinic Courses only
- IUPUI Thanksgiving Break
- IUPUI Semester Break between Fall & Spring
- IUPUI Spring Break Week
- RISP President’s Day – Clinic Courses only
- RISP Break between Spring & SS (as designated by RISP faculty) – IUPUI Memorial Day Holiday
- IUPUI Fourth of July Holiday

Funeral Leave
A student is granted up to 2 funeral days for the death of a parent, sibling, spouse, child, grandparent or equivalent in law. A student is granted 1 funeral day for the death of an aunt, uncle, and other relative or equivalent in law, or close friend. These absences are NOT counted as personal days. Request for
additional time off can be made based on extenuating circumstances. This additional time off will require the student to use their personal days or may require that the student take an incomplete in the clinical course.

The student must call the RISP office to request funeral leave. The absence may be prescheduled or reported to the RISP office before the specified time for that clinical assignment. Documentation of attendance at the funeral is required (usually a showing or prayer card). Documentation must be given to the academic support specialist within 2 weeks of the funeral leave.

**Jury Duty**
The RISP program believes in fulfilling the obligation of jury duty and will support students who are called to serve. Upon receiving a summons for jury duty, the student must notify the MIT coordinator of the days of obligation. Students are required to call the program office following the policy for reporting clinical absences. Jury duty does not count against personal time. In most cases, jury duty lasts one week or less. MIT students are given up to 4 days to fulfill their civic obligation. If more time is needed, the circumstances will be reviewed on an individual basis. Students must document the required jury duty by bringing in a letter from the court documenting the dates of their service upon returning to school.

**Educational Leave**
Students may request release time from clinical assignments to attend the following activities: Indiana Society of Radiologic Technologists meetings, the American Society of Radiologic Technologists annual meeting, the Radiological Society of North America meeting, or the IUPUI Undergraduate Research Opportunity Program symposium. Students must provide verification of attendance. These absences are NOT counted as personal days.

**IUPUI Adverse Weather and Emergency Notification System - Canceling classes**
When weather conditions are such that IUPUI classes are canceled, all Radiologic and Imaging Sciences classes and clinical assignments will be cancelled. On-line courses will not be cancelled due to weather except in cases of extreme emergency. When IUPUI cancels classes, the News Bureau, upon word from the Vice President, notifies radio and TV stations in the Indianapolis metropolitan area. The IUPUI website will also announce cancellation of classes by 7:00 a.m. *if possible.* Students who would normally leave home before 7:00 a.m. may wait until 7:00 a.m. if the weather is severe enough that IUPUI cancellation appears possible. If classes are not cancelled they are to proceed to clinic and note on their time card the late arrival due to weather conditions.

If IUPUI cancels classes, students do not need to call the office.

* When weather conditions are such that IUPUI classes are canceled, all Radiologic and Imaging Sciences classes and clinical assignments will be cancelled. If IUPUI cancels classes, students do not need to call the office. **Note:** In the event that IUPUI does not cancel classes and if a student feels road conditions are too bad to drive, or the roads have been shut down by their county, they must use personal time and enter the absence in E*Value.

**Note:** In the event that IUPUI does not cancel classes and if a student feels road conditions are too bad to drive, or the roads have been shut down by their county, they must use personal time and call the school office to report the absence.

**Keep Informed**
- **Phone:** This official number, (317) 278-1600, gives the latest open or closed status for the campus.
• **Web:** Check the IUPUI Campus Homepage and this page, the IUPUI Adverse Weather Page, for official information about campus wide closings

• **Media Outlets:** Indianapolis and Bloomington media outlets will also be contacted about campus wide closings. See the list of outlets, listed on the right on this page.

• **E-mail:** Closing information will be sent to anyone subscribed to the JagNews and official IUPUI Faculty/Staff mailing lists.

**On-line courses will only be canceled in the case of power outages and are not subject to IUPUI weather policies.**

**Replacement Cost Policy**
Students are responsible for the replacement costs for items that are issued to them or that they borrow. The items that fall within this category include but are not limited to radiation monitoring devices and holders, identification badges and fasteners, books from the program collection, and locks for lockers.

Students should be aware that while performing activities during clinical experience courses in one of the clinical education sites, the student is responsible for using site equipment in a manner that does not damage the equipment. Students who have been taught proper usage of equipment and then cause damage to that equipment may be considered negligent in their actions. This negligence may result in program disciplinary action. The hospital may also choose to seek restitution from the student.

Replacement charges must be equal to the cost to replace the item. A list of replacement costs is available in the program office for students to review. This list is updated annually. Payment for replacement costs must be in a check or money order made out to Indiana University.

**IUPUI Student-Employee Health Center (SEHS)**

Health services are available to Radiologic and Imaging Sciences students at SEHS on a fee for service basis. For further information concerning Student Health Services, students should contact the Student/Employee Health Clinic office at 274-8214 or at http://www.iupui.edu/~iupuishec/.

**Student Injuries and Treatment**
If a student is injured during an educational activity the injury must be reported. If on IU property an IU incident report must be filed. If at an affiliated hospital, that hospital’s reporting procedures should be used. Copies of all reports are to be filed in the student’s program folder. If treatment of the injury is required the student should go to SEHS if on campus or to the emergency room of the hospital. STUDENTS ARE RESPONSIBLE FOR THE COST OF TREATMENT.

**Students as Research Subjects**
The RISP Faculty neither encourages nor discourages the participation of students as subjects in research projects being conducted on campus. The student is free to decide the relative merits of such activities. The student is not obligated to participate in any project by virtue of his or her student status. The student should be aware, however, that research projects are not risk free and that the risks associated with the project should be considered before consenting to participate. Before consenting to any project that would involve the exposure to radiation the student should consider the total effects that might occur from both occupational and research exposures.

**Affirmative Action**
Indiana University has an Affirmative Action Policy that is designed to eliminate discriminating practices. Students who believe they are victims of discrimination based on race, color, national origin, religion, sex, age, veteran status or disability should contact the program director or follow the procedures outlined in the Code of Student Ethics. Like discrimination, sexual harassment is covered by the Affirmative Action Policy and is not tolerated. For information contact: Affirmative Action Office 274-2306.
IUPUI Workplace Harassment and Violence Policy
See Appendix B at the end of this handbook for the IUPUI policy and procedures related to workplace.

Libraries
RISP students have access to the library facilities throughout the campus. The Ruth Lilly Medical Library is located in the Medical Research and Library Building while University Library is located adjacent to the Business/SPEA building. Book collections may also be found in the RISP Library and in the Radiology and Imaging Sciences department at each hospital. Students are expected to adhere to the loan policies of the libraries that are used.

Computer Access
There are multiple public clusters including a 24-hour cluster on campus available for student use. To find locations and other information about the hardware, software and hours of operations refer to the following address on the Internet:  http://uits.iupui.edu/page/amea

IUPUI offers free computer technology workshops (STEPS) to help students improve their computer skills through University Information and Technology Services

STEPS Workshops
STEPS instructor-led workshops are available on more than 80 beginning to advanced computing and information technology topics. Workshops can be taken by university staff, faculty, and students from any IU campus. The general public may take STEPS workshops as well. Most STEPS workshops are free for IUPUI students since the STEPS program is subsidized by the Student Technology Fee. Most are offered for a nominal fee for everyone else; though a substantial number of STEPS workshops are free to the IUPUI community as well.
A variety of other online tutorials are available for free or a small fee for students to learn additional Microsoft programs and applications. Visit UITS website http://uits.iu.edu/index.shtml for more information.

IUPUI University Writing Center
The University Writing Centers (UWC) are places where you can sit down with an experienced reader who will provide assistance with your writing. It's a place where students (graduate and undergraduate) can go for help with writing assignments and projects for any class. The UWCs offer a variety of services, but students most often take advantage of opportunities to work one-on-one with experienced readers. All UWC services are free to IUPUI undergraduate and graduate students, faculty, and staff

Throughout the program you will have writing assignments in various courses. Writing may be difficult for some students. Writing professionals are available at the IUPUI Writing Center to assist students with writing assignments. The Writing Center is located in Cavanaugh Hall room 427. The phone number is 274-2049. A Grammar Hotline is also available at 274-3000.

FOR APPOINTMENTS:
UWC Main Branch -- (317) 274-2049
http://www.iupui.edu/~writectr/
FOR QUICK GRAMMAR, USAGE, and CITATION QUESTIONS:
UWC Hotline -- (317) 274-3000 / writectr@iupui.edu

IUPUI Math Assistance Center
The Math Assistance Center is a service of the Department of Mathematical Sciences and University College at IUPUI. The Center offers the following services free to any Mathematics student: Free Tutoring, and Media Online Math Tutorials. Math Assistance Center

University College Building, Taylor Hall (UC)
815 West Michigan Street
Indianapolis, IN 46202
Phone: (317) 274-7898
Email: info@math.iupui.edu
http://www.math.iupui.edu/MAC/
Appendix A

Health Professions Programs

TECHNICAL STANDARDS FOR ADMISSION AND RETENTION OF STUDENTS IN THE PATIENT CARE PROGRAMS

Implemented: May 1982

The School of Medicine Health Professions Programs faculty have specified the following non-academic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the School of Medicine Health Professions Programs and professional practice.

1. **Observation:** The applicant/student must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component of the degree and to assess and comprehend the condition of all patients assigned to him or her for examination, diagnosis and treatment. Such observation and information usually requires the functional use of visual, auditory, and somatic sensations.

2. **Communications:** The applicant/student must be able to communicate effectively and sensitively with patients in order to elicit information, describe changes in mood, activity and posture, assess nonverbal communications, and be able to effectively and efficiently transmit information to patients, fellow students, faculty and staff, and all members of the health care team. Communication skills include speaking, reading and writing, as well as the observation skills described above.

3. **Motor:** The applicant/student must have sufficient motor function to elicit information from patients by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tests; possess all skills necessary to carry out diagnostic or therapeutic procedures; be able to interpret appropriate examinations and procedures, and be able to execute motor movements reasonably required to provide general care and emergency treatment to patients.

4. **Intellectual/Conceptual, Integrative, and Quantitative Abilities:** The applicant/student must be able to measure, calculate, reason, analyze, evaluate, and synthesize. Problem solving, the critical skill demanded of allied health practitioners, requires all of these intellectual abilities. In addition, the applicant/student must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. The applicant/student must have the capacity to perform these problem solving skills in a timely fashion.

5. **Behavioral and Social Attributes:** The applicant/student must possess the emotional health required for full utilization of his or her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to care of patients; and the development of mature, sensitive and effective relationships with patients and others. Applicants must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many patients. Compassion, integrity, concern for others, commitment and motivation are personal qualities which each applicant/student should possess.

Please refer to the current IUPUI Bulletin for further information concerning admission policies and procedures. Revised: Fall 1994 (2002 to reflect change to the Health Professions Programs)
Appendix B

IUPUI Policy Against Workplace Harassment and Violence

Individuals covered by this policy
This policy applies to all faculty, staff, students and visitors on the IUPUI campus.

Introduction
To accomplish its missions of teaching, research, patient care and public service, IUPUI strives to maintain a safe environment. Accordingly, threatening behavior and violence will not be tolerated, condoned, or ignored.

Each department head, manager, supervisor, and employee is responsible for keeping the workplace free of threats and violence. This includes intimidating, hostile, threatening, or violent behavior by employees or non-employees (vendors, job applicants, visitors, spouses, etc.) against self, others, university property, or property on university premises belonging to others.

This policy covers all university premises and university-sponsored events as well as off-campus sites should an incident occur that is shown to have an adverse impact on the university.

Existing related law and policy
Federal and state law as well as university policy prohibits discrimination as identified in the university’s Equal Opportunity/Affirmative Action policy. Those who believe they are victims of or have observed such discrimination are strongly urged to contact their campus affirmative action office.

The university policy on firearms and weapons prohibits employees and students from unauthorized possession of firearms or other items deemed by the campus police department to be dangerous on university premises or events.

Certain violence-related behavior is prohibited under criminal or civil law. When appropriate, the university will refer such cases for criminal or civil prosecution.

Threatening behavior
Threatening behavior is defined as an express or implied threat to interfere with an individual’s health or safety, or with the property of the university, which causes a reasonable apprehension that such harm is about to occur.

Any employee or student who engages in threatening behavior will be subject to serious disciplinary action, which may include termination of employment or student status. Examples of threatening behavior include, but are not limited to:

- Direct or indirect threats of harm
- Words or gestures which intimidate others
- Prolonged or frequent shouting
- Stalking or following an individual
- Conduct that causes others to fear for their safety

Violent behavior
Violent behavior is defined as the use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person or the property of the university.

Violent behavior is so serious that individuals who engage in it can expect termination of their employment or student status. Examples of violent behavior include, but are not limited to:

- Unwelcome physical contact
- Slapping, punching, striking, pushing, or otherwise physically attacking a person
• Throwing, punching, or otherwise handling objects in an aggressive manner

**Procedure** Reporting and investigating workplace violence

1. Any person who experiences, witnesses, or has knowledge of threatening or violent behavior should report the situation immediately.
   - All reports should be made to the IUPUI Police Department at 4-7911.
   - In addition, the report should be made to the employee’s supervisor or department head and Dean, as well as to the appropriate campus office: Academic Policies, Procedures and Documentation, Human Resources Administration, or for students, the Office of the Dean of Students.
   - In a timely way, the IUPUI Police Department will report incidents to appropriate campus administrators overseeing faculty, staff and students.

2. All reports of workplace threats or violence will be investigated promptly and impartially and as confidentially as possible.

3. Employees are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as soon as possible.

4. Any form of retaliation against employees for making a bona fide report concerning workplace threats or violence is prohibited; therefore, such retaliation must also be reported.

**Reporting nonwork-related violence**

Employees who are victims of domestic violence or other violent behavior outside the workplace, or who believe they are potential victims of such violence, and fear it may enter the workplace, are strongly encouraged to promptly notify the IUPUI Police Department, and their supervisor or department head. Such reports will be investigated as described above.

**Non-disciplinary and disciplinary action**

1. Upon a completed investigation, incidents will be reviewed before proceeding with non-disciplinary or disciplinary action according to the principles of just cause.

2. Examples of actions that will be taken when a person has been found to have violated this policy include, but are not limited to, the following:
   - Mandatory participation in counseling
   - Corrective/disciplinary action up to and including termination
   - Criminal arrest and prosecution
   - Special procedures such as job relocation or initiation of a court order

3. If, upon investigation, it is determined that a report was falsified or made maliciously, the individual who provided the false information will be subject to disciplinary action up to and including termination of employment or student status, as well as possible criminal arrest and prosecution.

4. Those who believe they are a victim of threats or violence, whether work related or not, may also contact the Employee Assistance Program (EAP) to obtain advice in dealing with the situation. Students may contact Counseling and Psychological Services (CAPS).

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