

WEBER STATE UNIVERSITY  
SCHOOL OF RADIOLOGICAL SCIENCE



INDEPENDENT STUDY  
STUDENT HANDBOOK

Learning today.....  
.....Leading tomorrow

# **WELCOME.....**

To the  
Weber State University  
College of Health Professions  
Department of Radiologic Sciences  
Independent Study Program

We are pleased that you have chosen to complete your education with us. The Weber State University Radiologic Sciences Program evolved from two hospital-based radiography programs that were conducted by St. Benedict's Hospital and Dee Memorial Hospital. From 1967 to 1970, the hospital-based programs arranged to have students complete general education courses at Weber State College, while the professional courses were still being taught at the hospitals. In 1969, the Utah Board of Regents assigned the primary role for radiologic sciences to Weber State College. Beginning autumn quarter in 1970, the hospitals gave up sponsorship of the programs and Weber State College assumed responsibility of the radiography programs with all classes taught on campus. The first class of Weber State College graduates completed the program in the spring of 1973. During the early 1980s, the Utah Board of Regents approved the baccalaureate degree level in allied health sciences, which allowed the advanced radiography and the medical imaging specialty areas and radiation therapy to become an educational career ladder for technologists. Adding these advanced imaging areas to the program has proven to be beneficial to the medical community by producing highly-skilled health care workers. Due to campus-wide budget reductions in the mid-80s, the faculty were confronted with the possibility of discontinuing the advanced specialty modalities. Rather than discontinuing the programs and leaving the medical community without a manpower source, the faculty, with the permission of the dean and WSU administration, elected to move the programs to the Division of Continuing Education. The programs have been self-supporting programs since that time.

Recognized as a leader in the areas of Allied Health Sciences, Technology, Education and Business, Weber State is competent in other aspects of academia. In January, 1991, Weber State College became **Weber State University**.

Accreditation:

Weber State is a member of the American Council on Education and the American Association of State Colleges and Universities and is accredited by the Northwest Association of Schools and Colleges. Being an accredited institution allows the students to apply for federal student loans and grants.

SPECIALTY AREAS AVAILABLE THROUGH INDEPENDENT STUDY

Advanced Radiologic Sciences

Degree Completion:

Cardiovascular-Interventional Technology

Computed Tomography

Magnetic Resonance Imaging

MRI/CT Combination

Quality Management

Women's Imaging

**The information included in this  
handbook  
will aid you in successfully completing  
courses and in interactions with the  
Weber  
State University faculty and staff.**

## ***TIME FRAME FOR COURSE COMPLETION***

The time frame to complete the courses in which you have registered is **SIX MONTHS**. You may finish each course any time within that six months. You complete each course at your own pace. If you find that you cannot complete the course within six months, you may request an extension. Please contact the course professor to receive this extension. If you should complete a course in less than six months, you may immediately register for another course. You do not have to wait until the end of the academic semester to register for the next course.

## ***GRADING***

Grading for each course, including tests and lessons, is explained in the course syllabus or module. If you do not complete a course and do not officially withdraw from the course, you will receive an “UW,” unofficial withdrawal, which will compute on your cumulative Grade Point Average (GPA) as an E or failing grade.

If you should receive a “UW” or any grade that does not satisfy you, you may retake the course for a higher grade. Your GPA becomes very important if you plan to attend graduate school and work toward a master’s degree or a doctoral degree.

## ***HOW EACH COURSE IS ADMINISTERED***

Once we receive your application in full, the faculty advisor for your modality will set up a contract of courses for you to complete. This academic contract is a binding agreement between you, the student, and the Radiologic Sciences department at Weber State University. This contract outlines the courses the student must complete to obtain a degree. This contract lists the courses required by the department, any general education courses that will need to be completed and any other requirements needed to complete a Bachelor of Science degree. The faculty member reviews the documentation supplied, such as transcripts, military experience and all certifications listed by student.

Independent study courses are registered through our Continuing Education department. Their phone number is **801-626-6600**. You will need to let the registration office know that you are an independent study student and which course you want to register for. IE: RADT 3003. They will then register you for that class. Please remember that payment for tuition will be due at the time you register. If you are federal financial aid eligible please note that funds will not be released until mid-semester. More information on Financial Aid will be found later in booklet.

You will have contact with the faculty Instructor through eWEBER email. Independent Study courses are not found on Canvas. Canvas is the online homework submission link used for campus courses. Currently students receive a syllabus by email. You will turn in a Lesson Cover Sheet with each lesson found in the Module or on the Syllabus. Once all lessons and tests have been completed you will turn in a Request a Grade form to your faculty Instructor to receive a grade. Grades will be posted to your transcript upon submission of the Request A Grade form. Most students find that the best way to complete the tasks involved in a nontraditional educational program is to set aside time each day to work on the course requirements, to develop the self-discipline needed to adhere to the schedule, and the development of good study habits. Therefore, “working at your own pace” means that you must be consistently working on the course assignments in order to complete the course within the six-month time frame.

### **ACADEMIC CONTRACT**

An Academic contract is a binding agreement between the student and the academic department that outlines the courses the student is required to complete to obtain a degree. The academic contract lists the courses required to obtain a degree. The faculty Instructor reviews all documentation supplied by the student, such as transcripts, military experience and certifications. He/She will then fill out the contract and sign it. The contract is then sent to the student for review. If the student agrees, he/she signs it and returns the original contract to the department. A copy will be sent back to the student.

At any time the student may petition the faculty to change the contract, stating a rationale for the change. If the rationale provided is accepted, a new contract is made. The faculty or the student cannot change the contract arbitrarily. All changes to the contract must be initiated by the student and approved by both the faculty and the student.

### **REGISTRATION**

Registration is done through our Continuing Education department. Registration is completed by phone. To register for classes call **801-626-6600**. Tell the Continuing Education registration clerk that you are an independent study student. Give them the course number that you are registering for ie: RADT 3003. They will then register you for your course(s). You will be required to pay for your course(s) at time of registration. You may order books prior to registration so that you are ready to start class as soon as you are registered. Registration for Independent Study courses is available as at any time.

### **MODULES**

A module contains the course materials and instructions needed to successfully complete the course. A directed learning educational module guides you through the course in a sequential manner, but allows you to work at your own pace.

The initial idea of individual learning modules for Radiologic Technology students was conceived in 1973-1974. A modular concept was formulated and the rationale for this approach was to allow the student to do much of the work at his or her own pace, which stems from the educational principle that each student requires varied time increments for individual learning. The faculty felt valuable time was spent on items that students could gain on their own--if they were given the guidelines as to where to find the pertinent information and given a logical sequence of learning experiences/activities. The result would be students who could work at their own pace; the instructor would clarify areas in question, and would be available to meet individual needs.

As medical science advances rapidly, revisions are a constant task for any medical-oriented material, including the modules you will encounter in your course of study. These modules have been revised numerous times and are current in the knowledge and techniques to date. By utilizing them as they are intended, you will benefit personally and professionally and also find that the modules will serve as a reference in future years. The modules have been designed as an important supplement to your didactic learning experience. Each module has specific educational goals and objectives that will promote your understanding, confidence and competence in the handling of the various radiologic situations that will confront you in your professional career.

Your successful progression through the modular portion of this program is directly related to your ability to:

**1 Utilize the learning experiences as "blueprints" to information.**

Study the content and context of the various learning experiences/activities with the idea of integrating them into your professional and personal performance standards.

Each set of instructions contained in the learning experiences/activities should be used in relation to the objectives to which they refer. The information that is contained in the referenced material should be studied as being a part of the related objective and should be treated as an overview of the information. This overview should be "in the back of your mind" as you progress through the referenced material.

**2 Effectively participate in the learning experiences/activities.**

Each module Learning Experience is geared toward learning the material covered in each objective and contains instructions and the requirements for the course. The material contained in each module is similar to a "building block" and sequential information is based on prior knowledge. After successful completion of the learning experiences/activities, you should feel comfortable and capable in mastering the objectives. You will demonstrate successful competence in the

module information when you can successfully apply the learned knowledge and skills in your performance.

- 3 **Effectively communicate your learning needs to your instructors.**  
After studying the instructions outlined in the Learning Experiences for the accomplishment of the objectives and you find you are having difficulty, make note of those areas in which you need clarification. Contact the instructor and refer to the objectives and learning experiences/activities when asking questions or discussing content. This will enable the instructor to better assist you with your specific problems.

- 4 **Successfully evaluate your progress through the modular portion of the program.**

You will be able to monitor your progress through the learning experiences/activities by utilizing the checklist. As you complete each learning experience/activity, you can make a check in the space provided. Notice that the experiences are cross-referenced to a specific objective. You should try to follow the sequence whenever possible. Also notice that each learning experience's description gives you hints about what to look for, focus upon or do with the information you glean from the activities.

Some modules contain a self-evaluation or self-test; all questions are geared to the objectives for that specific module. You can evaluate your knowledge by using the self-evaluation to prepare yourself for the examinations. If you feel you have mastered the material contained in the module, you can then complete the examination(s) in ChiTester.

Information on receiving your module will be given by the instructor for the course that you are taking. They will be sent to you through email. (Fall semester 2022, you will be able to access course material through Canvas).

## **Textbooks**

A textbook list for each course can be found in its module or syllabus. You may order the books using any bookstore or on-line service of your choice (ie: Amazon.com, cheapesttextbooks.com) by using the ISBN number listed. Please make sure that you order the most current edition. As textbooks change periodically, please do not order books for courses you have not signed up for.

## **Submitting Assignments/Course work for Grade**

When you are ready to submit your assignment, please follow these instructions:

1. Include a Lesson Cover sheet – filled out completely – for every group of assignments required for each course. A lesson cover Sheet is included, please print copies as needed.
2. When submitting assignments for more than one course, be sure to attach a different cover sheet for each course and/or group of lessons.
3. List on each cover sheet all of the assignments being submitted for a particular course. Do not staple cover sheets and lessons for different courses together.
4. Submit all coursework required for an assignment at one time. Do not submit partial assignments unless instructed by professor.
5. Keep a copy of all work you have submitted. This will insure against possible loss of work in the mail or misplaced assignments.
6. Make sure that each Lesson Cover Sheet lists the professor so that coursework can be given to correct person to be graded in a timely manner. Office staff will not look at coursework to see if there is more than one course stapled together. This may result in lost coursework.
7. Include your full name and return address. This will also be used to update our records.

### **Helpful Hints**

1 Plan for working time in the modules on a regularly-scheduled basis. Make up a formal schedule: try to set aside time each day for work in the module(s). Avoid bringing pressure upon yourself by falling behind. THE IMPORTANCE OF PLANNING FOR EFFECTIVE TIME USE CANNOT BE OVEREMPHASIZED.

In this program, you set your own pace. You are bound only by your own initiative, real-time constraints, and instructors' availability. Under these conditions, some students may tend to procrastinate and neglect to set a schedule for themselves. Such a strategy in the long run, can only lead to personal dissatisfaction, pressure and negativism.

2 Do not go through the learning experiences/activities as if they are obstacles to overcome on the way to the test. Involve yourself in them. Even in reading, keep your mind active by relating what you read to objectives. Each learning experience/activity has a purpose, and it is easily achieved through active involvement.

3 Always fulfill learning experience requirements; a half-filled worksheet or half-viewed film represents good ways of cheating yourself as you will only half-meet the purpose of the experience. Technologists do not enjoy success in the 50th percentile.

4 Since you will be "on your own" as a student, don't hesitate to contact the faculty with questions as they are willing to help you in any way they can. The time that you share with the instructors will be particularly valuable.



## EXAMINATIONS

All tests will be taken using our on-line Chi Tester system. A student must have access to the Internet and their eWEBER account to take tests in Chi Tester. You will log into your eWEBER account and access the Chi Tester system. Not all tests will need a password, but if the test requests one, your password will always be (lower case) **SCORE**. These tests are not proctored but will have a time limit. and helps and some will not. Information on tests will be in module or syllabus. It is suggested that the student find a quiet place where they will not be interrupted as most tests are timed. Most tests will be open until 11:59 of the date due.

Use a **Request-A-Grade** form when all coursework has been completed. The Request-A-Grade form is included, please print copies as needed. This form will let us know that you are ready to receive your grade. This form can be faxed (801-626-7966) or mailed to our office. When the instructor has received and graded all of the required assignments, he or she will post final course grade on the Request-A-Grade form and also to Weber State to be recorded to transcript. Grades should show up on transcript 24 hours after submission. A copy will be kept in student file.

You need to send in a Request-A-Grade form for all classes that do not require a test when your last objective has been completed.

Official grade reports are sent to you by the Weber State University administration at the end of each academic semester. An academic semester is usually fifteen (15) weeks in length and you may not have completed the course work. (You have 6 months to complete from time of registration, so semesters might overlap). Therefore, you may receive a grade report with a "T" grade on it. Do not worry about this. The "T" grade will be changed to a letter grade upon completion of the course requirements and grade submission. You may also see "IP" on you're Cat Tracks which means "In Progress".

## GRADUATION

Upon completion of the courses required for your major, minor and University general education requirements you must apply for graduation. You will apply through your eWeber account. Click on the graduation link. There is no cost. The Department of Radiologic Sciences will clear your major and minor requirements and make sure that your CATTRACKS information is correct. Please contact the office at 801-626-6619 if you have any problems.

### **Bachelor of Science Requirements**

1. A minimum of 120 credit hours.
2. A minimum of 40 upper-division credit hours (courses numbered 3000 and above).
3. A minimum of 30 hours in residency (WSU courses).
4. At least a 2.0 (C) WSU grade point average (GPA).
5. Completion of WSU general education, diversity, major and minor requirements.
6. One of the following bachelor's degrees must be specified and the WSU general education, major and minor requirements completed. Some departments may specify completion of specific general education courses.
  - Bachelor of Arts (BA)
  - Bachelor of Science (BS)

Major and Minor requirements will be met through courses taken at Weber State and listed on your contract, along with courses given credit through experiential credit via advanced certification. If you have passed one or more of the ARRT advanced certification examinations, you will receive credit for this experience. You will need to send a copy of your current ARRT certification card to verify that you are

registered in a discipline. The instructor will review your credentials and complete a form for graduation credit. You can receive up to 30 credit hours of experiential credit. A copy will be sent to you through your email. You will need to sign the form and either call or take the form into the Cashiers Office with your \$10.00 recording fee. These courses will be added when you are registered for a course and have 30 credit hours of residency at Weber State.

General Education requirements may be fulfilled by either taking the courses through Weber State University, taking courses from an accredited College or University and transferring them to Weber State (you must make sure that you take the correct courses that will transfer to complete our General Education) or transfer an Associate of Arts or Associate of Science degree from an accredited College or University.

### **FINANCIAL AID**

Students enrolled in the Weber State University Radiologic Sciences Independent Study program are eligible for Financial Aid only if they meet the following criteria:

1. They must be enrolled in a minimum of 6 credit hours each semester.
2. They must adhere to the semester system, ie: registration, date and completion date the same as on-campus students.
3. They must be enrolled or accepted for enrollment in a program that leads to a degree or certification at WSU.
4. They may not receive an incomplete grade for any class.

Because the above four stipulations are almost impossible to meet due to the time frame from when the courses are registered for, you might want to contact your local bank concerning a guaranteed student loan.

For more information on Financial Aid please contact:

Financial Aid Office  
Weber State University  
3885 W Campus Dr Dept 1136  
Ogden UT 84408-1136 801-  
626-7569

### **Independent Study and Distance Learning Financial Aid Instructions**

You may receive financial aid for independent study/distance learning courses. However, tuition waivers and scholarships cannot be used for these courses.

If you are taking independent study courses at WSU, you may be eligible to receive federal financial aid if you're in compliance with specific federal policies. The financial aid award can only be released **after** you have completed 50% of the course work in each independent study course you're taking by the end of the seventh week of the semester. **Since the funds cannot be released until mid-semester, you must pay for your courses at the time of registration.**

Additionally, independent study courses must be completed within the 15-week

semester in which you register. All coursework must be submitted no later than 2 weeks prior to the end of the semester in order to allow instructors sufficient time to evaluate course work and submit final grades. Failure to complete independent study courses within the specified semester may jeopardize your eligibility for financial aid in the future.

Also, there are federal guidelines that govern the amount of independent study credit that can factor into your financial aid eligibility (such as your cost of attendance.)

If you intend to use financial aid for your independent study courses, it is important that you contact the WSU Financial Aid and Scholarship office at 801-626-7569 or [finaid@weber.edu](mailto:finaid@weber.edu) or [Lisa Nuttal @ 1-395-3564](tel:1-395-3564) for detailed instructions prior to registering for courses.

Please call the Radiologic Sciences Independent Study Manager if you need any assistance at 801-626-6619. You may call any faculty person directly for assistance also. We are here to assist you in achieving success and to make your enrollment in the Department of Radiologic Sciences a positive educational experience.

**GOOD LUCK ON ACHIEVING YOUR EDUCATION GOALS!!!!**

\*Health Professions degrees that require professional licensing in New York are not available.

# Independent Study

W# \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

Name \_\_\_\_\_

Course Number: \_\_\_\_\_

Street \_\_\_\_\_

Course Name: \_\_\_\_\_

City \_\_\_\_\_

CRN: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Lessons submitted with insufficient postage are **automatically returned** to you by the Postal Service.

I am submitting Instructors Lesson Numbers for Grades	
Lesson Number	Grade

**LESSON COVER SHEET**

**Student's Comments**

**Instructors Comments**

# INDEPENDENT STUDY

## Instructions:

You must send in this form after ALL requirements (homework and examinations) have been completed for this course. This form is the only notification Independent Study will have that you completed your course work. Please use a separate Request-A-Grade form for each course you register for.

Your grade will be recorded on your transcript within 24 hours of faculty posting of grade. If your course timeframe expires, you will be issued an E or UW.

For all registered courses you will have six months to complete the course before extensions are required. Only up to 3 months of extensions may be requested prior to the expiration of your course, so please watch your allotted time carefully.

If you have questions regarding Final Grades or need further information, please contact the Radiologic Sciences Independent Study Manager toll free at (800) 848-7770, extension 6619.

# REQUEST-A-GRADE

Please fill out this section completely. Date \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Course Number: \_\_\_\_\_ CRN: \_\_\_\_\_

Instructor: \_\_\_\_\_

For Instructor use only

Final Grade \_\_\_\_\_

Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

**WEBER STATE UNIVERSITY**

# **RADIOLOGIC SCIENCES**



## **STUDENT POLICY MANUAL GENERAL INFORMATION**

**2017**

<b>TABLE OF CONTENTS</b>
--------------------------

**WELCOME**.....iii  
 Program Personnel: Faculty and Staff .... iv  
 Department Of Radiologic Sciences  
 Information ..... v  
     Websites ..... v  
     Mailing Address ..... v  
     Program/Faculty Advisors..... v

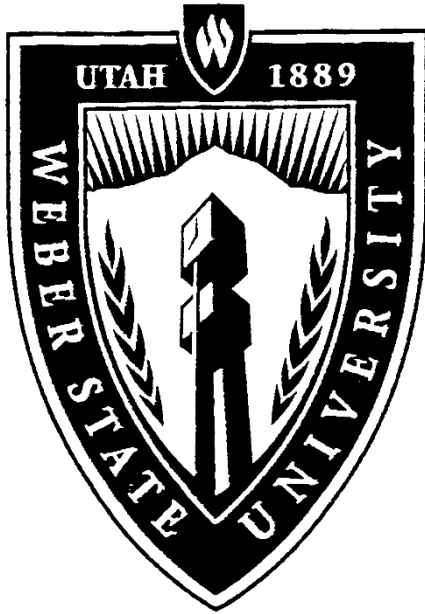
**SECTION I: UNIVERSITY AND COLLEGE  
 POLICIES AND PROFESSIONAL CODES**  
 Discrimination and Harassment  
 Policy.....1  
 Privacy Rights of Students ..... 1  
 Confidentiality of Records.....1  
 Student Identification.....2  
 Department of Radiologic Sciences  
 Mission, Philosophy, Goals,  
 Professional Code of Ethics .....4  
 Dumke College of Health Professions  
 Academic Dishonesty (Cheating) Policy.. 5  
 School of Radiologic Sciences Academic  
 Dishonesty (Cheating) Policy..6 Faculty  
 Obligation to the ARRT Rules of Ethics... 6

**SECTION II: PROGRAM AND CURRICULUM  
 INFORMATION**  
 Degree Awarded ..... 7  
 Grading System.....7  
 Academic Standards ..... 7  
 Examinations on Chi Tester ..... 8  
 Student Evaluation and Counseling ..... 8  
 Using Your E-mail for Faculty  
 Communication.....8

**SECTION III: RADIOLOGIC SCIENCES**

**PROGRAM POLICIES**  
 Professional Activities.....9  
 Student Evaluation and Counseling ..... 10  
 Student Employment Policy ..... 10  
 Disciplinary Action..... 10  
 Student Grievance Policy and  
 Procedure ..... 11  
 Leave of Absence from the Program 11  
 Program Readmission..... 12  
 Faculty Availability..... 12

**SECTION IV: EDUCATIONAL AND  
 PROFESSIONAL OPPORTUNITIES**  
 Accreditation Status and Policies..... 12  
 Bachelor of Science Degree in  
 Radiologic Sciences in the College of  
 Health Professions..... 13  
 Advanced Radiologic Sciences..... 13  
 Diagnostic Medical Sonography ..... 13  
 Nuclear Medicine ..... 13  
 Radiation Therapy..... 13  
 Previous Education and Advanced  
 Placement..... 14  
 Program Completion ..... 14  
 Bachelor of Science Requirements..... 14  
 University Graduation and Degree ..... 14  
 Professional Societies..... 16  
 American Society of Radiologic  
 Technologists (ASRT)..... 16



**WELCOME TO  
WEBER STATE UNIVERSITY  
AND TO THE  
RADIOLOGIC SCIENCES PROGRAM**

Congratulations on being accepted and for accepting your student status to Weber State University's Radiologic Sciences Department. The faculty extends to you a warm welcome and realizes you have worked hard to make it to this point toward reaching your radiologic technology educational goal. We are committed to helping you achieve your goal in education. There are many resources available on Weber State University's campus, in the Dr. Ezekial R. Dumke College of Health Professions, and in our Department of Radiologic Sciences to assist you in being successful in this program. We look forward to

working with you and sincerely trust the time you invest will provide the knowledge and skills needed for you to perform competently in your chosen field.

You will expedite your learning process by taking an active role in meeting your educational objectives. This means to become assertive toward learning and adopting all the professional traits, characteristics, skills, and attributes of the accomplished radiographer and health care provider. It is through the spirit of cooperation and communication that students and faculty members share a common goal of learning. In this profession, competence is developed through diligence, determination, and patience in the clinical environment as well as in the classroom.

This Student Handbook is designed to serve as a guide to general information concerning the program and to introduce you to the various policies at Weber State University. Please read through the manual. Discuss any questions you may have with your faculty advisor.

Please remember that you, the student, are an important asset of this program. Your suggestions are both welcomed and appreciated and may be submitted directly to the program faculty.

Sincerely,

Faculty  
Radiography Program  
School of Radiologic Sciences



**PROGRAM PERSONNEL: FACULTY AND STAFF**

Name of Sponsor: Weber State University  
College: The Dr. Ezekial R. Dumke College of Health Professions  
Department: School of Radiologic Sciences

**Dumke Endowed Department Chair**

**Robert J Walker, PhD, RT(R)(CT)(MR)(QM)FASRT.....801-626-7156**  
Professor.....E-mail: [rwalker2@weber.edu](mailto:rwalker2@weber.edu)

Faculty

**Wynn J. Harrison, MEd, RT(R)(N).....801-626-6401**  
Professor.....E-mail: [wharrison@weber.edu](mailto:wharrison@weber.edu)

**Diane M. Kawamura, PhD, RT(R),RDMS, FAIUM, FSDMS.....801-626-6841**  
Brady Presidential Distinguished Professor...E-Mail:[dkawamura@weber.edu](mailto:dkawamura@weber.edu)

**Victor Shane Clampitt, MSRS, RT(R)(MRI).....801-626-8701**  
Assistant Professor.....E-Mail:[victorclampitt@weber.edu](mailto:victorclampitt@weber.edu)

**Rex T. Christensen, MHA, RT(R)(CT)(MRI).....801-626-8122**  
Associate Professor.....E-Mail:[rexchristensen@weber.edu](mailto:rexchristensen@weber.edu)

**Tanya D. Nolan, MEd, RT(R),RDMS.....801-626-8172**  
Assistant Professor.....E-Mail:[tanyanolan@weber.edu](mailto:tanyanolan@weber.edu)

**Casey W. Neville, MSRS, RT(R).....801-626-6068**  
Assistant Professor.....E-Mail:[caseyneville@weber.edu](mailto:caseyneville@weber.edu)

**Taylor Ward MSRS, RT(R)(MRI).....801-626-6617**  
Instructor.....E-Mail:[taylorward2@weber.edu](mailto:taylorward2@weber.edu)

Department Staff

**Lori K Frederiksen.....801-626-6619**  
Independent Study Education Manager...E-Mail:[lfrederiksen@weber.edu](mailto:lfrederiksen@weber.edu)

**Lonnie M Lujan.....801-626-6088**  
MSRS Enrollment Director.....E-Mail:[lonnielujan@weber.edu](mailto:lonnielujan@weber.edu)

**Blakely McKinnie.....801-626-6057**  
Administrative Specialist.....E-Mail:[franciscoruiz@weber.edu](mailto:franciscoruiz@weber.edu)

**Cathy Wells.....801-626-6329**  
Administrative Specialist.....E-Mail:[franciscoruiz@weber.edu](mailto:franciscoruiz@weber.edu)

**Francisco Ruiz.....801-626-8537**  
Liason

Websites:

Homepage.....<http://weber.edu/radsci>

Bulletin Board.....[http://weber.edu/radsci/bulletin\\_board2.html](http://weber.edu/radsci/bulletin_board2.html)

ChiTester Program:.....<http://chitester.weber.edu>

Facebook:.....Weber State University Radiologic Sciences  
<https://www.facebook.com/WSUradscience?fref=ts>

Linkedin:.....Weber State University – School of Radiologic Sciences  
<https://www.linkedin.com/grp/home?gid=5163456>

Mailing Address

Faculty/Staff Name  
School of Radiologic Sciences  
3891 Stadium Way Dept 3925  
Ogden UT 84408-3925

## SECTION I

### UNIVERSITY, COLLEGE, AND DEPARTMENT POLICIES AND PROFESSIONAL ETHICAL CODES

#### **DISCRIMINATION AND HARASSMENT POLICY**

Weber State University is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran of military service, sexual orientation or preference, or gender, including sexual/gender harassment. Such an environment is a necessary part of a healthy learning and working atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment.

Discrimination and harassment are prohibited by Titles IV, VI and VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1972. They are also prohibited by the Utah Anti-Discrimination Act. In addition, various other constitutional provisions, statutes and common law causes of action prohibit such discriminatory conduct. It is the policy of the University to enforce these laws among its students and employees.

#### **PRIVACY RIGHTS OF STUDENTS**

In 1974, the U.S. Congress passed the Family Educational Rights and Privacy Act, later amended to Privacy Rights of Parents and Students (1976)). The Act guarantees to university students certain rights with respect to their official records maintained by the University. They have the right to inspect, review, and challenge the contents of their official educational records, and the right to privacy. The university forbids release of any personally identifiable student educational record or file, or information therein, without the written consent of the student.

The Act extends to students attending, or former students, and only pertains to official educational records maintained by the Office of Academic Records as a part of the approved records keeping system of the University.

The Act provides that official records may be inspected by University officials and faculty without student consent, but only upon written request describing legitimate educational interest and assuring that the recipient will not permit any third person to have access to the information without the student's written consent.

#### **CONFIDENTIALITY OF RECORDS**

##### SUMMARY OF THE FAMILY RIGHTS & PRIVACY ACT OF 1974 AS AMENDED

The purpose of the Family Educational Rights & Privacy Act (FERPA) is to set out requirements for the protection and privacy of parents and students. The following is summary of FERPA stipulations. A copy of the complete law is available in the Registrar's Cashier Office.

Student's Educational Records are the primary focus of the act and include records that are

maintained by the educational institution which are directly related to the student.

Institutional Directory Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy, if disclosed. It includes name, address, telephone, major or program of study, dates of attendance, degree(s) received, and full- time/part-time status. Parents or eligible students have a right to refuse to allow the institution to disclose any or all of the above information.

An Eligible Student is a student attending a postsecondary institution or one has reached the age of 18. When a student becomes an eligible student, the rights accorded to parents transfer to the student.

Right to Inspect and Review - eligible students have the right to inspect and review their educational records within a reasonable time after making a request.

Limitation of the Rights - The institution does not have to permit a student to inspect and review educational records which are financial records or those which represent confidential letter and statements of recommendation under certain provisions of the law.

Right to Amend Record - eligible students who have inspected their educational records may request amendments to the record if they believe the record contains information which is inaccurate, misleading, or in violation of their rights of privacy or other rights. The institution will decide whether to amend the record within a reasonable time, and inform the student of the decision. If the University decides not to amend the record, students have a right to a hearing with an official of the institution who does not have a direct interest in the outcome of the hearing.

Disclosure without Consent - an institution may disclose personally identifiable information from a student's educational record without consent, if the disclosure is to other school officials who have a legitimate educational interest. This includes persons employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Officials of other state and federal agencies who have a legitimate interest, have a right to access without consent under parts 99.33, 34, 35 and 36 of the Act, provided they will not disclose the information to another party. Information may be released to parents upon certified evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form.

Attention: Students may use internet access for their personal information on the WSU Home Page (<http://www.weber.edu>).

## **STUDENT IDENTIFICATION**

In response to growing concerns about individual identity and privacy, on July 21, 1999, the President's Council approved the following set of guidelines for student identification at Weber State University, effective immediately:

1. All Weber State University students are assigned a unique Student ID number generated by the University. Accordingly, students are not required to use their Social Security Number (SSN) to identify themselves for the purpose of accessing information or receiving University services. Exceptions include:
  - a. Students must include their Social Security Number in their application for admission and their Social Security Number is stored as part of their permanent confidential record.
  - b. Social Security Numbers are used by University personnel where required by federal or state law including on things such as tax forms, financial aid records, and reports to federal and state agencies.
2. Social Security Numbers may be used by University personnel for other legitimate confidential purposes when approved in writing by the Registrar.
3. The use of Social Security Numbers for convenience is discouraged.
4. WSU does not routinely produce lists, reports or other documents containing student Social Security Numbers. (This applies to documents displayed electronically, as well as to printed documents.)
5. WSU does not routinely transmit or download electronic files containing student Social Security Numbers.
6. Students are also issued a W# (W plus 8 digits) Personal Identification Number (PIN). The PIN is required for all secure on-line transactions.
7. A student may get and activate their new Student ID by going in person to the Union Building Wildcat Office or one of the registration windows in the Student Services Center.

Because federal regulations concerning the maintenance and archiving of radiation detection records for students, the Radiologic Sciences Department continues to use Social Security Number of the student for the purpose of complying this purpose; therefore, completion of the Social Security Number and date of birth are required in submitting an application to the Radiography Program. Such information will become part of the student's confidential records maintained by the Radiologic Sciences Department.

## **School of Radiologic Sciences**

### **Mission, Philosophy, Goals, Objectives, and Outcome Assessment**

#### Mission

The mission of the Weber State University Radiologic Sciences Program is to adhere to the mission and goals of the University and the College of Health Professions in serving needs of the medical community and in assisting the students in the development of their potential as technologists and as human beings.

#### Goals

The primary educational goal of the Radiologic Sciences Program is to use resources to

equip students with the knowledge and skills needed to live effectively and to provide the knowledge, skills and judgment needed to render quality health care services.

A second goal is to broaden the students' knowledge within the professional discipline and to maintain professional competency through a desire to participate in life-long learning.

#### STUDENT OUTCOMES

Objectives to assist in attaining the mission and goal are:

1. Maintain curricula based on current practices and a competency based clinical evaluation system.
2. Integrate the didactic and clinical educational components to promote effective learning.
3. Promote a sense of professionalism and a desire to learn through role-modeling, mentorship and teaching practices.
4. Instill an appreciation of racial, cultural and human diversity.
5. Advocate the value of human dignity and ethical conduct.

#### **PROFESSIONAL CODE OF ETHICS**

Revised and adopted by the **AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS** and the **AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS**, February 2003.

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient,

- self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
  9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
  10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

References:

The American Society of Radiologic Technologists web page can be located at: <http://asrt.org>.

On the American Registry of Radiologic Technologists web page (<http://arrt.org>) the specific documents addressing the ARRT Standards of Ethics should be read and strictly adhered to. These are found at <http://arrtpdf1.s3.amazonaws.com/ethics/standardethic.pdf>

### **DUMKE COLLEGE OF HEALTH PROFESSIONS ACADEMIC DISHONESTY (CHEATING) POLICY**

Weber State University Students will maintain academic standards, ethics, and honesty; including Institutional, School/Departmental/Program, and individual course standards. The following policy statement does not replace, but rather defines the WSU cheating policy (WSU Student Code No. 6-22) as it relates to all students using the WSU CHP building and resources.

WSU CHP Faculty equates unethical and/or dishonest behavior as demonstration of a potential for harmful and life-threatening behavior in the clinical setting. Therefore, cheating in any of its forms will not be tolerated. To this end, the following activities are specifically prohibited and will warrant a warning, reprimand, probation, temporary or prolonged suspension, failure or reduction of grade on exam, or permanent expulsion from the WSU CHP Programs (WSU Student Code No. 6-22).

1. **Cheating**, this includes but is not limited to:
  - a. Copying from another student's test paper;
  - b. Copying from another student's assignment without faculty approval for collaboration;
  - c. Using materials, or inappropriate procedures, during a test not authorized by the person giving the test;
  - d. Collaborating with any other person during a test without faculty approval for collaboration;
  - e. Knowingly obtaining, using, buying, selling, voluntarily revealing, transporting, or soliciting in whole or in part the contents of any test without authorization of the appropriate official;
  - f. Bribing any other person to obtain any test;
  - g. Soliciting or receiving unauthorized information about any test;
  - h. Substituting for another student or permitting any other person to substitute for oneself to take a test.
2. **Plagiarism**, which is the unacknowledged (uncited) use of any other person or

- group's ideas or work. This includes purchased or borrowed papers.
3. **Falsification**, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process.
  4. Giving, selling, or receiving unauthorized course or test information.
  5. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise, or activity.
  6. Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions.
  7. Falsifying clinical laboratory values and submitting as true "patient data."
  8. Altering test response(s) after test is corrected and stating that altered response was actually misread by the faculty or staff reviewing the test responses.

### **School of Radiologic Sciences Academic Dishonesty (Cheating) Policy**

Radiologic Sciences students are subject to cheating policies, codes, definitions and sanctions established by Weber State University (PPM 6-22), by the Dr. Ezekiel R. Dumke College of Health Professions, by other departments and by the Radiologic Sciences Department. Specific Radiologic Sciences sanctions that typically apply to cheating during test-taking or to cheating on class assignments include:

1. Warning: A warning will be issued if the incident cannot be verified beyond a reasonable doubt. A warning is a verbal or written notice to a student that his or her conduct may be in violation of WSU rules and regulations and that the continuation of such conduct or actions may result in further disciplinary action.
2. Grade Reduction: Reduction by one full letter grade of the student's grade for the course (for example, A- to B-, B to C, etc.) will be implemented if the student has previously committed no verifiable acts of cheating.
3. Failure of Course: A failing grade for the course will be implemented if the student has previously participated in at least one verifiable act of cheating.

### **Faculty Obligation to Adhere to ARRT Rules of Ethics**

Faculty within the Department of Radiologic Sciences must adhere to the American Registry of Radiologic Technologist's Codes of Ethics and to the Rules of Ethics. As such, violations of academic dishonesty (cheating) whether in academic or clinical courses must be report to the ARRT. Specifically, these two ARRT Rules of Ethics are:

1. Knowing of a violation or a probable violation of any Rule of Ethics by any Registered Technologist, Registered Radiologist Assistant, or Candidate and failing to promptly report in writing the same to the ARRT.
2. Failing to immediately report to his or her supervisor information concerning an error made in connection with imaging, treating, or caring for a patient. For purposes of this rule, errors include any departure from the standard of care that reasonably may be considered to be potentially harmful, unethical, or improper (commission). Errors also include behavior that is negligent or should have occurred in connection with a patient's care, but did not (omission). The duty to report under this rule exists whether or not the patient suffered any injury.

<b>SECTION II</b> <b>PROGRAM AND CURRICULUM INFORMATION</b>
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**DEGREE AWARDED:** Bachelor of Science

Bachelor of Science Degree may be awarded to students accepted to Specialty Programs who have met all University policies regarding the B.S. Degree (Please refer to University Catalog). Weber State University General Education requirements to earn the Bachelor of Science degree may be found at:

<http://www.weber.edu/generalstudiesheet/>. Students should also refer to his/her Cattracks located on Students' eWeber portal as a tool to track individual progress toward graduation.

**GRADING SYSTEM**

The semester grade is based on the faculty determination of what is included in the course requirements. This varies in some courses as faculty select diverse learning experiences. The requirements may include: class participation, laboratory work, case studies, completing worksheets, and/or examination scores. The statistical bell curve is not used in the program. There is a course syllabus for each course. The laboratory courses and the clinical education courses define each semester requirements.

The grading system adopted by the Department of Radiologic Sciences which is used in the Radiography program is presented on the table on the next page.

Grade	% Scale	Grade Point	Meaning
A	95–100	4.0	Excellent
A–	92–94	3.7	Excellent
B+	89–91	3.3	Good
B	86–88	3.0	Good
B–	83–85	2.7	Good
C+	80–82	2.3	Standard
C	77–79	2.0	Standard
C–	74–76	1.7	Substandard
D+	71–73	1.3	Substandard
D	68–70	1.0	Substandard
D–	65–67	0.7	Substandard
E	0–64	0.0	Failure

**ACADEMIC STANDARDS**

Grade Requirement: All professional course work requires a “C” grade (2.0) or better in each professionally related class. A student whose grade falls below 2.0 in any



professionally-related class will be subject to disciplinary action as outlined in this Student Handbook.

If a student encounters personal difficulties in a semester and course requirements are not completed by due dates, make an appointment with faculty to discuss course grading. Grades of an incomplete or a C– or lower are program exceptions. If a student is allowed to continue in the program with a C– or lower substandard grade, the student may have to repeat the course.

### **EXAMINATIONS ON CHI TESTER**

Chi Tester is a software program that enables testing to take place over the Internet. The Chi Tester program has its own Web Site at <http://radsci.weber.edu>. Please visit the Web Site prior to sitting for your first exam to familiarize yourself with the program! On the home page is a link to the Chi Tester user Manual. Within this manual is a student guide for taking exams.

If a test is proctored, the necessary password is released only to the Testing Center personnel or your proctor. Please check with the faculty member teaching the course to determine if your examinations are proctored. If they are, please refer to the Proctor Guide located in the Chi Tester User Manual.

If your examination is not proctored, please refer to the Faculty Syllabus and/or Chi Tester instruction to students for specific instructions, including time limits. Exams not proctored may be taken at any computer with Internet access; this includes your home, public library, or a computer in the hospital, if you are allowed to use it. If you have issues with chi Tester, you may also contact Chi Tester directly at (801) 626-64773

### **STUDENT EVALUATION AND COUNSELING**

Student counseling is to promote, assist, and maintain superior student performance. The main purpose is to provide feedback to the student regarding his/her performance as a student.

### **USING YOUR E-MAIL FOR FACULTY COMMUNICATION**

When you are not on campus, it is recommended you e-mail faculty with your areas of concern. This is the most efficient and effective method of communicating since the faculty time commitment to teaching on campus and off-campus courses, supervising laboratory experiences, visiting clinical sites, and participating in university and professional meetings, etc., does not allow many opportunities to be in their office waiting for your telephone call.

As a student at WSU, you will have an e-mail account which you must activate.

## **PROFESSIONAL ORGANIZATION INVOLVEMENT**

Students are encouraged to participate in professional organization educational meetings, read medical journals, and to participate with available on-line continuing education.

## **STUDENT EVALUATION AND COUNSELING**

Student counseling is to promote, assist and maintain superior student performance. The main purpose is to provide feedback to the student regarding his/her performance as a student. The Lesson Cover Sheet is used by university faculty to evaluate areas of achievement and problem areas that each student demonstrates.

## **STUDENT EMPLOYMENT POLICY**

On the occasions when a student is employed by an affiliate institution, the record of hours accumulated for clinical education must be distinctly separate from employment hours. Clinical education hours and employment hours cannot be accumulated concurrently in the Radiography Program.

## **DISCIPLINARY ACTION**

Any infraction of the policies of the Weber State University Radiologic Sciences program and/or any infraction of the policies and regulations of the health care facility will warrant disciplinary action. The type of action taken will depend upon the seriousness of the infraction.

If the problem should develop within the assigned health care facility, the facility=s personnel shall notify the University faculty in a formal, written letter and provide the appropriate documentation. This notice shall define the problem and any circumstances surrounding the infraction.

The University faculty shall investigate the situation, decide upon the disciplinary measure to pursue, and notify the student by letter and in a meeting.

Disciplinary action shall fall into one of the following categories:

1.     Warning  
      The University faculty will discuss the problem with the student and suggest remedial action. This remedial action will be documented and signed by the student.
2.     Probation  
      Length of probation shall be decided upon by the University faculty. The problem will be discussed with the student and terms of the probation specified in meeting with the student and in a disciplinary report with copies provided to all parties.
3.     Suspension
  - A.     The student will be suspended from Weber State University Radiologic Sciences Program for severe infractions of University and/or program

policies. Suspension may be permanent or indefinite as indicated by meeting with the student and in a letter to the student.

- B. The student has the option of an appeal board organized by the Department Chair. The Department Chairman will impanel an appeal board to hear both sides of the question. The board will make a decision; and if readmission is possible, they will set guidelines for readmission.
- C. After steps A. and B. have been satisfied, the student has the option of an Appeal Board appointed by the Dean of the College of Health Professions. The Dean will impanel an Appeal Board to hear both sides of the question. The Appeal Board will make a decision and if readmission is possible, establish guidelines for readmission. The University grievance policies and procedures as outlined in the University policy and procedure manual will be followed and can be accessed on the WSU web page, under the section entitled Students, Section 6-23 to 6-33.

If a student is placed on an indefinite suspension, the student may apply for readmission into the program at a later date, provided the student has satisfied the terms for readmission set up by the Appeal Board. If a board was not impaneled, the provisions for readmission would be set by the Radiography Program and the base health care facility involved.

## **STUDENT GRIEVANCE POLICY AND PROCEDURE**

If a student has a complaint and/or inquiry concerning the Weber State University Radiologic Sciences Program, these complaints and/or inquiries will be directed to the University. If necessary, the University will work in conjunction with the health care facility to resolve the problem.

1. A student may file a written complaint with the Department Chair within the time limit of thirty (30) days following the incident.
2. The Department Chair will investigate the complaint and seek to arrive at a settlement not later than thirty (30) days after the complaint has been filed.
3. If the complaint is not disposed of to the satisfaction of the complaining student within sixty (60) days after being filed with the director, the complainant may appeal the decision to the Dean's office or the College of Health Profession's Grievance Officer. The student has the right to request a formal hearing. This request must be in writing to the Grievance Officer.

## **LEAVE OF ABSENCE FROM THE PROGRAM**

- A. Policy for Didactic Leave of Absence

A student may request in writing, from the Education Director a leave of absence for their didactic course of instruction. The letter will contract for the following:

1. Reason for requesting the leave of absence (e.g., medical, financial, personal).
2. Time requested for the leave of absence.
3. How the student will complete didactic courses missed during the leave of absence.

Permission is dependent on an evaluation with the student concerning the student's problem, the student's past record and the time requested. The length of the leave of absence must not adversely affect the student's status and the capabilities in completing the requirements of didactic instruction.

Permission for the requested leave of absence will be granted or refused after a meeting between the student and the Education Director.

- B. Students who have an excellent past record of performance who request termination from the Radiography Program will be encouraged to take a leave of absence for a contracted time period before a termination is finalized.

#### **PROGRAM READMISSION POLICY**

Readmission to the program would be contingent upon satisfactory completion of each of the following:

1. The student submits a letter requesting a leave of absence or, if suspended, notification that they wish to be readmitted into the program at the appropriate time.

If this letter requesting readmission is not received by the program director, the program is under no obligation to readmit the student.

2. At the time the leave of absence is requested or at the time of suspension, the student will make an appointment with the University faculty to complete a counseling report. During this counseling report, the faculty member and student will outline a course of study the student should follow for readmittance. The course of study will include the courses that the student must complete before readmittance back into the program.
3. The student must keep in contact with the program director, notifying the program of their intentions for readmission.

Notification of intention for readmittance is necessary for clinical assignment to be made.

4. If the student has received a grade below a "C" in any of the professional courses, the student must retake the courses according to the outline in the counseling report, before readmission can be made.
5. Upon successful completion of the above steps, the student will be formally readmitted into the program.

## **FACULTY AVAILABILITY**

University policy states a faculty member must be available five hours per week for student counseling and these hours must be posted on their respective doors. Counseling done outside of these posted hours will be by appointment only. If you have something urgent to discuss and cannot wait for the faculty member to be in his/her office during the posted hours, please make an appointment. Walk-in appointments are discouraged due to numerous obligations of the faculty. In case of an emergency, the faculty will be available as needed.

## **SECTION IV**

### **EDUCATIONAL AND PROFESSIONAL OPPORTUNITIES**

#### **ACCREDITATION STATUS AND POLICIES**

Weber State University is a member of the American Council on Education and the American Association of State Colleges and Universities. The University is accredited by the Northwest Association of Schools and Colleges and the Utah State Board of Regents. All programs, degrees, and courses within the Department of Radiologic Sciences are approved by the Utah State Board of Regents and the Utah State Office of Education. Copies of the accreditation requirements and guidelines are available for student inspection and review in the Reserve Section of the Weber State University Library.

The Radiologic Sciences Programs are recognized by the American Registry of Radiologic Technologists (ARRT) as meeting national professional standards.

#### **BACHELOR OF SCIENCE DEGREE IN RADIOLOGIC SCIENCES IN THE COLLEGE OF HEALTH PROFESSIONS**

The Bachelor's of Science degree provides an opportunity for health practitioners and others to prepare themselves for expanded roles as managers and supervisors or teacher/trainers in both traditional and non-traditional health care settings. The curriculum is designed to complement the student's technical or professional skills. Successful completion entitles the student to graduate with a baccalaureate degree with an emphasis in an advanced discipline study in the Radiologic Sciences area, such as Advanced Radiology/ Cardiovascular-Interventional Radiography, Advanced Radiology/MRI-CT, Diagnostic Medical Sonography, Nuclear Medicine, Radiation Therapy, Women's Imaging or in a Health Administrative Services area.

Other university requirements for graduation the student must also meet are completion of 23-25 credit hours in a secondary (minor) emphasis and the General Education requirements. For information, please feel free to contact the faculty or advisors in the Dumke College of Health Professions. (See the current Weber State University Catalog, for additional information regarding the Bachelor of Science degree.)

### **ADVANCED RADIOLOGIC SCIENCES**

Courses are available in Advanced Radiologic Sciences to prepare the student in quality assurance, cardiovascular-interventional technology, computed tomography, magnetic resonance imaging, clinical management, women's imaging, and other specialized areas in medical imaging. These upper division courses will apply toward a baccalaureate degree. Contact the Radiologic Sciences Department for further information.

### **DIAGNOSTIC MEDICAL SONOGRAPHY**

A Diagnostic Medical Sonography program is offered at Weber State University. The didactic and clinical curriculum requires four semesters to complete. The courses are all upper division courses which will directly apply toward a baccalaureate degree in the Dumke College of Health Professions. The students select an emphasis in cardiac, medical, or vascular sonography. Upon completion of the didactic and clinical components of the program, the student will qualify to write the national certification examination.

### **NUCLEAR MEDICINE**

A Nuclear Medicine program is offered at Weber State University through our Campus and Regional specialty program. The didactic and clinical curriculum is requires three semesters to complete and to qualify the students to write the national certification examination. The courses are upper division courses which can be applied toward a baccalaureate degree.

### **RADIATION THERAPY**

A Radiation Therapy program is offered at Weber State University through our Campus and Regional specialty program. The didactic and clinical curriculum requires three semesters to complete. The courses are all upper division courses which will directly apply toward a baccalaureate degree in the Dumke College of Health Professions. Upon successful completion of all didactic and clinical education, the student will qualify to write the national certification examination.

### **PREVIOUS EDUCATION AND ADVANCED CERTIFICATION**

All transcripts from previous accredited Colleges and Universities must be evaluated by the Admissions office at Weber State University. A previous Bachelor or Associate of Science degree will be posted to students record at Weber State University and will complete the general education requirements for a degree in an Advanced Radiologic Sciences program.

A student may receive credit hours for time spent during an educational period at another institution if said student was engaged in practicing the art and science of imaging discipline during that time period.

The student must adhere to the following procedure in order that university credit are acknowledged by the Weber State University Radiologic Sciences.

- A. The time spent during a previous period must have been in a recognized institution approved by the American Registry of Radiologic Technologists (ARRT). A letter must be obtained from the ARRT verifying that the institution is recognized.

1. The student must present formal documentation from the previous institution listing the total amount of university credit completed.
  2. In the event the previous program no longer exists, verification from a supervisor and radiologist must be obtained as to the applicant's level of performance.
  3. When the previous program no longer exists and verification of the level of performance has been obtained, the applicant has the option to challenge the courses and complete all of the examinations for each course or to enroll in the courses and complete them accordingly to a schedule developed by the faculty.
- B. The University and the student's assigned health care facility must both agree to accept the hours and/or education before a student may count them as part of his record in the Weber State University Radiography program.
- C. Determination of the level of placement within the program is at the discretion of the Department Chair, in consultation with the student.
- D. Experiential Credit will be awarded if you attended a hospital-based program and/or if you have passed one or more of the ARRT advanced certification examinations. You will need to send a copy of your current ARRT certification card to verify that you are registered in the discipline. The instructor will review your credentials and complete a form for graduation credit. A copy will be sent to you with a pre-paid envelope and instructions to send a \$10.00 check for recording fee if you would like these credits on your transcript. Experiential Credit will be awarded after 30 credit hours of course work has been taken at Weber State University.

### **PROGRAM COMPLETION**

Upon completion of the ARRT final competency evaluation and required courses, a student may apply for program completion from the Weber State University Radiologic Sciences Program provided the following eligibility requirements are met and by adhering to steps outlined for program completion.

### **Bachelor of Science Requirements**

The University requirements for a Baccalaureate (BS or BA) degree is as follows:

1. Completion of a minimum of 120 credit hours of academic credit. At least 30 hours must be taken through Weber State University. Some of the total number of credit hours required may be accrued by:
  - a. Credit hours transferred from another accredited college or university. WSU is on a semester credit hour system. A quarter credit hour is equal to two-thirds (2/3) of a semester hour. If you attended a college or university that is on the quarter system, the credit hour that you will receive is approximately two-thirds of the credit hours earned from the quarter credit hour

institution. This may require you to complete additional courses.

b. Completion of 45 credit hours of upper division courses (courses numbered 3000 or above). The program that you are currently enrolled in will fulfill most of this requirement.

c. Credits will be awarded for certificate of completion programs (hospital based) and for advanced ARRT certification in a specialty area.

d. Veterans with two years of active duty will qualify to apply for approximately 10 credit hours.

2. Completion of all Weber State University general education requirements. General education requirements may be taken at your local college or university and transferred to WSU; or, you may take general education courses through the Distance Learning/Independent Study Office at WSU.

Up to 30 credits can be earned through CLEP examinations. CLEP scores will be evaluated by the Graduation Office at WSU. Contact your local community college to take the CLEP test.

3. Completion of a primary emphasis (major) area of study. The program you are enrolled in will complete this requirement.

4. Completion of a secondary emphasis (minor) area of study. Some of the courses you will be required to take in your current program will fulfill the requirements for a minor in Advanced Radiography. You may also complete a minor in Health Administration Services, Health Services Instructional Development, Health Promotion or Long-Term Care Administration, all of which can be completed through the WSU Distance Learning Office. If you are interested in pursuing a degree, discuss your career plans with an instructor for advice and guidance.

Every college or university that offers a baccalaureate degree requires students to complete a general education requirement in specific areas, such as humanities, social sciences, life and physical sciences. Additional general education requirements are English, Math and computer literacy. The philosophy is that general education requirements provide the student with a broad perspective and knowledge base to build upon in many areas. You may complete the general education requirements at a local college or university...but, be certain they are equivalent to the WSU courses so that they will transfer. Completing an Associate of Science degree at your local college or university will also transfer to complete the Weber State University general education requirements. For assistance in completing the general education requirements please call our Independent Study advisor at 801-626-7218.

## **UNIVERSITY GRADUATION AND DEGREE**

During the last semester obtain information regarding graduation, due dates, and commencements. This information is available at:

<http://departments.weber.edu/registrar/graduation/>

Follow the instructions outlined on the web page for graduation procedures and each Radiologic Sciences: Radiography Program

Student Handbook: Section IV - 15



semester's deadline date for application. Faculty will provide the Department Staff with the clearances needed for the program and you will receive a letter from the Registrar's Office notifying you of the clearance or any deficiency in meeting the university requirements.

Upon completion of all courses required for your major and minor programs and University requirements your degree will be posted to your transcript for the semester that you applied for graduation.

## **PROFESSIONAL SOCIETIES**

### **AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)**

15000 Central Avenue, S.E.

Albuquerque, NM 87123-3917

[www.asrt.org](http://www.asrt.org)

Membership application can be completed on line at:

<https://apps.asrt.org/JoinRenew/JoinRenew.aspx>

All students accepted into the Weber State University Radiologic Technology Program are eligible to join the American Society of Radiologic Technologists in a Student Member capacity. Membership information follows this page.