

**RUSH UNIVERSITY  
COLLEGE OF HEALTH SCIENCES**

**Department of Undergraduate Studies**

***Bachelor of Science Degree in Imaging Sciences***

***Program Handbook***



***2025-2026***

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OFFICE HOURS: The faculty does not hold official office hours but are generally happy to meet with students either before or after class OR can be contacted between classes via the contact information provided according to the information provided in their respective syllabi.

# **RUSH University**

## **Accreditation**

Rush University is accredited by the Higher Learning Commission (HLC), a regional accrediting agency that accredits degree-granting post-secondary educational institutions in the North Central region, which includes 19 states. In its accreditation process, HLC assesses the academic quality and educational effectiveness of institutions and emphasizes institutional structures, processes and resources.

The U.S. Department of Education as certifying institutional eligibility for federal funding in a number of programs, including student access to federal financial aid, recognizes HLC. The Commission accredits institutions, not individual programs. Accreditation of the university's specialty programs is conferred by accrediting organizations specific to each discipline.

## **Mission**

Rush University provides outstanding health sciences education and conducts impactful research in a culture of inclusion, focused on the promotion and preservation of the health and well-being of our diverse communities.

## **Vision**

The Rush Learning Community will be the leading health sciences university committed to transforming health care through innovative research and education.

## **ICARE Values**

Our core values — ICARE — (innovation, collaboration, accountability, respect and excellence) translate into our work with all students, including those with disabilities. Rush actively collaborates with students to develop innovative ways to ensure accessibility and creates a respectful accountable culture through our confidential and specialized disability support. Rush is committed to excellence in accessibility; we encourage students with disabilities to disclose and seek accommodations.

Rush University is committed to diversity and to attracting and educating students who will make the population of health care professionals representative of the national population.

# **College of Health Sciences**

## **Mission**

The Mission of the College of Health Sciences is to advance the quality and availability of healthcare through excellence in education, research and scholarship, service and patient care. The college promotes the values of diversity, access and inclusion in all of its endeavors.

## **Vision**

The College of Health Sciences at RUSH University will be a world-class school of allied health sciences whose programs are recognized as among the best in the United States.

# **Bachelor of Science in Imaging Sciences Program**

## **Mission**

The mission of the Bachelor of Science in Imaging Sciences is to provide the highest quality of education to students through formal didactic and state-of-the-art clinical experiences that prepare our students to be imaging professionals, who are patient care focused, critical thinkers, and engaged in lifelong learning. The program also seeks to enroll a diverse student body to promote the values of diversity and inclusion in our program.

## **Vision**

The vision of the Imaging Sciences Program is to be a premier educational program in Imaging Sciences by providing innovative curricular, clinical, and continuing education services to the diagnostic imaging community and the patients we serve. Our vision is to transform lives through academic excellence, innovation, and leadership.

## **Statement of Educational Philosophy**

The Bachelor of Science in Imaging Sciences Program faculty shares a set of beliefs consistent with the philosophies and missions of Rush University and its clinical affiliates. The faculty believes that the knowledge, attitudes, and skills required for professional medical imaging are best achieved through a combination of theory and related clinical experiences. Clinical application of theory-based knowledge in the technical aspects of medical imaging, critical thinking, communication, and quality patient care prepares students to become competent and compassionate professionals dedicated to a career of service to society. Learning is a life-long process promoted when intellectual inquiry, creativity, self-awareness, self-direction, maturity, and responsibility are valued. This process results in positive attitude changes, knowledge acquisition, and technical competence.

The Imaging Sciences Program is dedicated to the mission of the College of Health Sciences and Rush University in that it seeks to enroll a diverse student body to promote the values of diversity and inclusion of our program. The Bachelor of Science in Imaging Sciences Program is committed to preparing advanced-level imaging science professionals to provide high-quality, diagnostic, and interventional imaging procedures to patients.

## **Program Overview**

The Imaging Sciences Program at Rush University's College of Health Sciences in Chicago is committed to clinical and academic excellence in teaching, research, service, and patient care. The program prepares students for advanced careers in Imaging Sciences, with a focus on leadership in management, supervision, education, and clinical specialization.

With small class sizes and dedicated faculty mentoring, the program fosters a learning environment that is both challenging and supportive. Students develop critical thinking and leadership skills essential for success in healthcare, gaining professional fulfillment and personal satisfaction through rigorous training.

Rush University's teacher-practitioner model empowers radiologic technologists to assume leadership roles in their specialties. The program offers comprehensive education in advanced

imaging procedures, including Computed Tomography (CT) and Magnetic Resonance Imaging (VI) (MRI), Cardiac Interventional Radiography (CI), and Vascular Interventional Radiography, addressing the evolving needs of healthcare. Students benefit from hands-on clinical training, intensive seminars, and collaboration with a multidisciplinary healthcare team, leading to both professional growth and a deep commitment to patient care.

The program serves as a post primary career ladder pathway for technologists holding ARRT certification and registration or Nuclear Medicine Technology Certification Board certification, enabling them to pursue advanced training while completing a bachelor's degree. Graduates are trained to perform advanced procedures with current and emerging imaging and therapeutic technologies and are prepared for advanced registry certifications through ARRT or the Nuclear Medicine Certification Board. Additionally, the program accommodates individuals without an imaging background who are interested in entry-level MRI training and need preparation for certification and registration.

Rush is utilizing the curricular guides as recommended by the American Society of Radiologic Technologists (ASRT), Association of Educators in the Imaging and Radiation Sciences (AEIRS), Society of Nuclear Medicine (SNM), and other professional agencies, as appropriate.

The curriculum covers applied anatomy, radiographic techniques, radiation safety, and advanced imaging techniques, alongside leadership courses in healthcare management, education, research, and statistics. Students complete approximately 1,000 hours of clinical practice over a 24-month professional phase at Rush University and its affiliated clinical sites, culminating in a Bachelor of Science in Imaging Sciences degree. This phase emphasizes both clinical and academic excellence.

To be eligible for the program, students must have an accredited associate degree in an imaging science field, 60 semester credit hours from a regionally accredited institution, and eligibility for accreditation by the Illinois Emergency Management Agency. The degree program requires an additional 74 upper-division semester credit hours, including Imaging Sciences coursework and clinical fieldwork.

Aligned with the mission of the college, the program prepares advanced-level imaging science professionals to provide high-quality, accessible diagnostic and interventional imaging services. It actively promotes diversity and inclusion, striving to enroll a diverse student body.

As part of a university academic medical center, the Department of Imaging Sciences contributes to research, scholarship, service, and patient care. The department publishes original research, participates in textbook and chapter publications, and engages in local, state, and national professional activities. Service efforts extend to community engagement, university service activities, and continuing education, all integrated with the department's commitment to patient care.

### **BS in Imaging Sciences Learning Outcomes**

At the end of this program, students/graduates will be able to:

1. Demonstrate mastery of advanced medical imaging skills in either Magnetic Resonance Imaging (MRI), Computed Tomography (CT), or Cardiac or Interventional Radiography by producing



diagnostic quality Computed Tomography (CT), Magnetic Resonance Imaging (MRI), or Interventional Angiographic procedures.

2. Apply proper positioning skills related to imaging procedures.
3. Select appropriate technical factors for imaging procedures.
4. Justify the appropriate use of magnetic fields and radio frequencies\*
5. Select appropriate radiation protection practices on patients, self, and others\*\*
6. Summarize the patient history and interpret lab results pertinent to imaging procedures.
7. Evaluate image quality appropriately.
8. Modify standard procedures based on pathology, body habitus, and non-routine situations.
9. Demonstrate effective use of oral and writing skills.
10. Create effective medical imaging case presentation studies.
11. Demonstrate critical thinking and problem-solving skills.
12. Demonstrate the value of professional development for patient care and medical imaging practices.
13. Demonstrate effective compassionate communication skills with diverse patient populations and support the core values of caring, integrity, and discovery.

\*Magnetic Resonance Imaging (MRI) Students Only

\*\*Computed Tomography (CT) and Cardiac-Interventional (CI) or Vascular-Interventional (VI) Radiography Students Only

### **Standard of Ethics**

Rush Imaging Science students must maintain a professional attitude and behavior as outlined by the ARRT Standards of Ethics, which articulates the types of behavior we expect of R.T.s and describes the types of behavior we won't tolerate, and the ASRT Practice Standards for Medical Imaging and Radiation Therapy. Failure of the student to adhere to these standards will be reported to the ARRT. Unethical or dishonest behavior on the part of the student may cause ineligibility to sit for the national certification examination, obtain state licensure, and/or dismissal from the program in accordance with ARRT guidelines.

### **ARRT Standard of Ethics**

#### **A. Code of Ethics**

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and providing for patient protection, safety, and comfort. The Code of Ethics is aspirational. [www.arrt.org](http://www.arrt.org)

1. The radiologic technologist acts 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 the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of

race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes 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 healthcare 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.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

<https://www.arrrt.org/pages/about/about-us/governance>

## **B. Rules of Ethics**

Rules of Ethics form the second part of the Standards of Ethics. They are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and Candidates. ARRT certification and registration demonstrates to the medical community and the public that an individual is qualified to practice within the profession. The Rules of Ethics are intended to promote the protection, safety, and comfort of patients. Accordingly, it is essential that Registered Technologists and Candidates act consistently with these Rules. The Rules of Ethics are enforceable. Registered Technologists are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence or during their annual renewal of certification and registration, whichever comes first. Applicants for certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence. Registered Technologists and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described.

“Eligibility for Certification by the American Registry of Radiologic Technologists” or visit the ARRT website: [www.arrrt.org](http://www.arrrt.org)

## **Imaging Sciences (BS): Technical Standards**

The following technical functions are required of all students enrolled in the Bachelor of Imaging Sciences Program:

### **Acquire information**

Acquire information from demonstrations and experiences in courses such as lecture, group, and physical demonstrations.

Acquire information from written documents and computer systems (e.g., literature searches & data retrieval).

Identify information presented in accessible images from paper, slides, videos with audio description, and transparencies.

### **Use and Interpret**

Use and interpret information from assessment techniques/maneuvers/procedures.

Use and interpret information generated from diagnostic tools.

### **Motor**

Possess psychomotor skills necessary to perform or assist with day-to-day responsibilities commensurate with the student's discipline.

Practice in a safe manner and perform universal precautions against contamination.

### **Communication**

Communicate effectively and sensitively with patients and families.

Communicate effectively with faculty, preceptors, employees, other professionals and all members of the healthcare team during practicum, internship and/or other learning experiences.

### **Intellectual ability**

Measure, calculate, reason, analyze, and synthesize data related to diagnosis and treatment of patients and populations.

Exercise proper judgment and complete responsibilities in a timely and accurate manner according to the health sciences role.

Synthesize information, problem solve, and think critically to judge the most appropriate theory, assessment, management or treatment strategy.

### **Behavioral**

Maintain mature, sensitive, effective relationships with clients/patients, families, students, faculty, staff, preceptors and other professionals under all circumstances.

Exercise skills of diplomacy to advocate for patients in need.

Possess emotional stability to function under stress and adapt to rapidly changing environments inherent to the classroom and practice settings.

## **Character**

Demonstrate concern for others. Integrity, accountability, interest, and motivation are necessary personal qualities. Demonstrate intent and desire to follow the Rush University and Health Sciences code of ethics.

The technical standards delineated above must be met with or without accommodation. Students who, after review of the technical standards, determine that they require reasonable accommodation to fully engage in the program, should contact the Office of Student Accessibility Services] to confidentially discuss their accommodations needs.

Given the clinical nature of our programs, time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Contact the **Office of Student Accessibility Services** to learn more about accommodations at RUSH University ([www.RUSHu.RUSH.edu/office-student-accessibility-services](http://www.RUSHu.RUSH.edu/office-student-accessibility-services)):

Marie Lusk, MBA, MSW, LSW  
Director, Office of Student Accessibility Services RUSH University  
600 S. Paulina St., Suite 901  
Chicago, IL 60612  
(312) 942-5237  
[Marie\\_Lusk@RUSH.edu](mailto:Marie_Lusk@RUSH.edu) or [StudentAccessibility@RUSH.edu](mailto:StudentAccessibility@RUSH.edu)

Note: These policies and procedures are subject to change and changes are effective immediately and apply to all students.

## **Counseling & Advising**

The Center for Clinical Wellness (CCW) serves as a hub for all things wellness at Rush and is available to all current members of our community; including students, house-staff, clinicians, and non-clinical employees at Rush University Medical Center, Rush Oak Park Hospital, and Rush Copley Medical Center. In addition to a network of on-site and virtual tools, the CCW provides free counseling, coaching, and other services. For additional specifics, including scheduling, location, hours, and current program offerings, please visit the website.

All students, including distance learners, also have access to the Rush Wellness Assistance Program, 24/7 counseling support for all members of the Rush community and their families. Call 833-304-3627 to access this service.

All members of the Faculty participate in advising students regarding their progress in the program. Any student who finds him/herself in academic difficulty should seek help from a Faculty member as soon as possible.

### **Minimum Core General Education Requirements for Admission**

All entering students must complete the following core general education requirements in order to be eligible for the Bachelor in Science degree awarded by Rush University.

### **Degree Offered: Bachelor of Science in Imaging Sciences**

All entering students must complete core general education requirements to be eligible for the Bachelor of Science degree from R. In addition to a minimum of 60 semester hours (90 quarter hours) of general education and pre-professional prerequisite coursework, the degree requires at least 98 quarter hours of upper-division credits for graduation. This includes 26 semester hours of specific program pre-professional prerequisites, which may be completed at any regionally accredited college or university. The professional phase, which emphasizes clinical and academic excellence, includes approximately 1,000 hours of in-hospital clinical practice. Students interested in management or education may also take additional elective coursework in these areas.

## **Imaging Sciences (BS) Curriculum**

### **Upper Division Course Work**

RUSH University provides two years of upper-division coursework to complete the requirements for the Bachelor of Science in Imaging Sciences program. Upper-division coursework consists of core courses required of all students and elective courses offered. Coursework may be taken on a full-time or part-time basis.

### **Imaging Sciences (BS): Curriculum** **Core Courses Required of All Students**

CHS - 364 Health Care Systems and Policies Credit(s): 1  
HSC - 425 Health Care Informatics Credit(s): 3  
IS - 310 Sectional Anatomy and Pathology Credit(s): 5  
IS - 314 Pathophysiology Credit(s): 4  
IS - 325 Pharmacology and Radiologic Contrast Agents Credit(s): 3  
IS - 447P Clinical Practicum I Credit(s): 6  
IS - 448 Clinical Seminar I Credit(s): 3  
IS - 449 Clinical Seminar II Credit(s): 3  
IS - 457P Clinical Practicum II Credit(s): 6  
IS - 463 Research and Statistical Methods Credit(s): 3  
IS - 467P Clinical Practicum III Credit(s): 6  
IS - 468 Clinical Seminar III Credit(s): 3

#### **Choose one ethics course:**

IS - 454 Health Care Ethics and Cultural Competence Credit(s): 4

**or**

HSC - 448 Health Care Ethics Credit(s): 2

**Subtotal: 48-50 credits**

### **Elective Courses**

The electives offered rotate and are based on the general population's needs.

*Elective courses must be approved by the student's academic advisor and the program director and correspond with the student's career goals and interests.* Individualized plans of study are developed for each student based on their future academic goals with their advisor.

**Students must complete 6-8 credits of electives, depending on which ethics course they choose.**

HSC - 352 Professional Writing Credit(s): 3

HSC - 372 Medical Terminology Credit(s): 1

HSC - 435 Nutrition Credit(s): 3

HSC - 447 Epidemiology Credit(s): 3

HSC - 460 Management Principles Credit(s): 3

HSC - 467 Issues and Trends in Health Care Credit(s): 3

HSC - 480 Holistic Health and Wellness Practices Credit(s): 3

HSC - 483 Community Health Credit(s): 3

IS - 318 Patient Assessment Credit(s): 3

IS - 331 Education Credit(s): 3

IS - 458 Leadership Credit(s): 3

**Subtotal: 6-8 credits**

### **Imaging Sciences (BS): Computed Tomography (CT)**

**Core Courses Required for Imaging Sciences (BS): Computed Tomography (CT) Track**

IS - 453 Computed Tomography Positioning and Protocols Credit(s): 3

IS - 337 Computed Tomography Physics Credit(s): 3

IS - 338 Advanced Radiation Biology Credit(s): 3

**Rush Credit Hour Total: 65 credits**

### **Imaging Sciences (BS): Interventional Radiography (VI/CI)**

**Core Courses Required for Imaging Sciences (BS): Interventional Radiography (VI/CI) Track**

IS - 328 Vascular Interventional Technology Credit(s): 6

IS - 338 Advanced Radiation Biology Credit(s): 3

**Rush Credit Hour Total: 65 credits**

### **Imaging Sciences (BS): Magnetic Resonance Imaging (MRI) Track**

**Core Courses Required for Imaging Sciences (BS): Magnetic Resonance Imaging (MRI) Track**

IS - 305 Intro to Imaging Sciences Credit(s): 3  
IS - 307 Introduction to Patient Care Credit(s): 3  
IS - 336 MRI Physics Credit(s): 5  
IS - 340 MRI Safety Credit(s): 3  
IS - 444 MRI Positioning/Protocols Credit(s): 4  
**Rush Credit Hour Total: 74 credits**

### **Transfer of Credit**

Students who desire to complete additional elective courses, either offered at Rush University or at another regionally accredited college or university, may request to do so, and these electives may be incorporated into the student's program plan with the approval of the program director.

### **Comprehensive end-of-program cumulative exit examination**

At the end of the program, students are required to complete a cumulative exit examination as part of a final clinical course to successfully meet graduation and program completion requirements (see Graduation Requirements). Students who do not pass the examination must retake the exam before the start of the next semester. If a student fails the exam twice, they will be enrolled in IS 468 as a directed Independent Study for remediation in the following semester. Failing the examination on the third attempt may result in dismissal from the program. Students who are dismissed may reapply to the program (see Procedures for Readmission).

NOTE: To continue in the Imaging Sciences degree program, students must earn a grade of "C" or better in all courses. Failure to achieve this grade in any Imaging Sciences course will prompt a review by the Committee on Progress and Promotions, which could result in suspension or dismissal from the program.

### **BSIS Co-Curricular Activities**

#### **Professional Development (Participation required for graduation)**

All students are expected to attend a series of sessions in Professional Development each semester. Referred to as "PRO" (Professional & Personal Roadmap to Opportunities) Series, the sessions are learning opportunities for students to develop professional behaviors and personal growth. Sessions are on-campus and online and are presented in a workshop and seminar format facilitated by the Student, Professional & Career Development Program Manager as well as designated faculty and staff. Professional mentoring panel discussions and guest presentations by community clinicians, educators, entrepreneurs and other health care providers are included in the series. In addition to being informative, the sessions are designed to be engaging, collaborative and elicit reflective learning. **Students must attend at least 70% of the scheduled sessions in addition completing activities assigned.**

#### **Peer Mentoring**

The "I CARE. Peer Mentoring Program" offers innovative approaches for practical application of networking skills, personal growth, support and service to others. Each

approach incorporates the values of RUSH University including innovation, collaboration, accountability, respect and excellence; hence I CARE. The Peer Mentoring Program is required, co-curricular activity for incoming students. There is an application process for upperclassmen and graduate students interested in becoming a peer mentor in the program.

## **BS in Imaging Sciences Program Policies and Procedures**

### **Grading System**

The grading system is as follows:

GRADE	QUALITY	POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimal passing	1
F	Failure	0
I	Incomplete work	-
W	Withdrawal prior to midterm of semester	-
P	Passing	-
N	Not Passing	-

The program uses the following grade scale to assign letter grades:

A=	90-100%
B=	80-89%
C=	75-79%
D=	70-74%
F=	below 70%

It is the responsibility of the student to become familiar with all requirements as contained in the course syllabus given at the beginning of each course.

### **Incomplete Grades**

The grade of incomplete ("I") is given only when circumstances beyond the control of the student prevent completion of course requirements. Permission of the department chair or program director is required for conferring "I" grades. The Course Director determines what work will be required to remove the incomplete and establishes a specific timeframe within which the student must complete such work. Students receiving a grade of "I" are responsible for obtaining from the Course Director the exact work required to remove the incomplete. The "I" grade must be removed within 1 year or it will revert to the grade earned unless otherwise approved by the Course Director and the Program Director. If the student is not enrolled in other courses while resolving the incomplete, the continuous enrollment fee is imposed (refer to the Financial Affairs section in the RUSH University Catalog).



### **Academic Progression**

High academic performance in all courses is expected. Students will be considered in good standing at Rush University unless placed on academic probation. A cumulative grade point average of at least 2.5 is required to be considered in good standing, and to be eligible to continue in the baccalaureate program. Cumulative grade point averages will be reviewed after each term.

The faculty reserves the right to request the withdrawal of a student whose conduct, health, or performance demonstrates lack of fitness for continuance in a health profession. Any such student not voluntarily withdrawing will be dismissed from the University, regardless of grade point average.

### **Academic Probation**

Academic probation is assigned to any student who receives a semester grade point average below 2.5, or whose cumulative grade point average falls below 2.5. Students placed on probation have two terms to regain the status of good standing as follows:

- The student must attain a grade point average of at least 2.5 in the term following the term when probation was assigned.
- Two semesters after being placed on probation, the student must have a cumulative grade point average above 2.5.

Failure to make the minimum term grade point average one term after probation regardless of the cumulative grade point average, or failure to make the minimum cumulative grade point average two terms after probation will result in dismissal from the University.

### **D, F or N Grades in the BS in Imaging Sciences Program**

Undergraduate students who receive an F or N grade in any course may repeat that course with the F or N grade being replaced by the grade earned upon repeating the course. In the event that a student is required to repeat a course that is a prerequisite for an advanced course, the advanced course may not be taken until the student successfully passes the prerequisite course. Thus, the student's progression in the program may be affected. Students who receive a second D or F or N grade in the same academic year may be dismissed from the program, regardless of the cumulative grade point average.

### **Minimal Acceptable Grade Point for Graduation in the BS in Imaging Sciences Program**

Candidates for the Bachelor of Science degree must earn a 2.5 cumulative grade point average in all computed upper division credits taken at Rush University. Participation in cap and gown at commencement exercises is expected of all graduates.

### **Final Grades Reported to the Registrar**

Grades reported to the Registrar at the end of each semester are considered final except when an incomplete grade is assigned. Permission of the Department Chairman or Program Director is required for conferring "I" grades.

### **Final Grade Appeals**

Students should be aware of the grade they are getting in a course as the course progresses; thus, the final grade should not be a surprise to the student. In the event that the student receives a final grade that is different from the grade that he/she expected, the student has five (5) working days after final grades are due to be posted to contact the instructor and determine how the final grade was calculated and resolve any discrepancy if present. Additional work cannot be submitted after final grades are posted to increase the final grade and the grade will only be changed if a mistake was made on the part of the instructor.

### **Protocol for Undergraduate Programs Student Academic Support Services**

Students who receive less than 75% on assessments (examples: exams, projects/presentations) will be required to complete an academic enrichment form and/or meet with the Director of Student Professional & Career Development for academic and personal guidance and support. Failure to comply accordingly, including by not limited to incomplete form submissions and missed appointments, will result in documentation of the student's lack of professionalism and will be apart student's academic file. More than one occurrence of aforementioned unprofessional behavior and subsequent documentation will elicit follow up by the Program Director, who will determine the impact on your academic standing in the program. For more details regarding the protocol, contact the Director of Student Professional & Career Development.

### **Expectations for Communication**

Whether your class is fully online or on campus, it is important to follow guidelines for effective and respectful communication between students, faculty and staff within RUSH University. Clear and consistent communication is essential for maintaining a positive and productive learning environment.

Students, faculty and staff will communicate through RUSH provided outlook email. All RUSH University students are assigned an email account through the University and the Department will use this account. It is expected that all parties maintain an active RUSH email account. RUSH email must be checked every day. It is the responsibility of the student to check their RUSH email regularly for Departmental communications. In many instances, the only notification sent to a student may be through email.

Course directors will communicate changes to class sessions, syllabus, and assessments through RUSH's learning management system or email. The syllabus for each course will outline the course director's expectations for course communication, preferred method of communication, availability, and response time. Students are expected to respond to emails from faculty or staff within 3 business days. Faculty and staff will also follow a similar timeframe for non-course-related inquiries.

In case of absence for class, lab, discussion, rotation or co-curricular activity, students are expected to communicate via preferred method of communication to each course director. In case of an

extended absence, students are expected to communicate to both their course directors and program director. Please review **Attendance Expectations** below.

All communication, whether verbal, written, or electronic, must be conducted with respect and courtesy. Students, faculty, and staff members are expected to:

- Use appropriate language and tone in all interactions.
- Avoid offensive or disrespectful language, personal attacks or harassment.
- Show consideration for diverse perspectives and backgrounds.

### **Attendance Expectations for In-person and Synchronous, Online Courses**

Students are expected to be on time and attend all scheduled classes, including lectures, discussions, lab, rotations and any other required activities as specified in the course syllabus and program handbook. Students should arrive on time for all classes and other scheduled academic or co-curricular activities. It is expected that for synchronous online courses and online co-curricular activities, students will also:

1. Have video cameras on with full face in the video camera for the entirety of the session or class. We understand there may be times where you cannot have your camera on; it is expected that you communicate this to your course director/facilitator prior to the start of class or at a minimum in a private chat message to faculty at the time in which your camera needs to be turned off. It is your responsibility to return to camera.
2. Not be commuting via car, train, bus or air or working during session or class.

Please review individual course syllabus for the point deductions for not adhering to the attendance policy. Multiple (more than 2) incidences of not following attendance expectations will result in documentation of the student's lack of professionalism and will be a part of the student's academic file.

Excused absences can be given for significant life events that prevent you from attending in-person or online class. The following are not considered acceptable excuses for missing class or tardiness unless discussed 24 hours prior to class:

For example:

- scheduled flights or trips
- scheduled non-emergency doctor appointments
- job interviews
- traffic
- transportation

The following can be considered excused, with appropriate documentation as asked for by the course director.

- Funeral with obituary
- Death in the family with medical note

- Emergency medical appointment with medical note
- Religious holiday

For an excused significant life event, an extension may be granted, for the assignment that is/was due during the life event. Granting of the extension and length of time for the extension is up to the discretion of the course director. If additional extensions for assignments or additional assignments are needed due to a significant life event or following the life event, you must contact The Office of Accessibility Services to put in place a temporary accommodation.

It is the student's responsibility to obtain the missed content from class for excused and unexcused absences. Course directors are not obligated to provide recorded materials for excused or unexcused absences.

### **Expectations for Online Assessments**

Students are required to download Lockdown browser onto any computers that will be used for assessments. If student is unable to download the appropriate software, or it is not working properly, students should seek guidance from the course director and RUSH McCormick Educational Technology Center (METC, [McCormick Educational Technology Center | Student Affairs | RUSH University](#)).

If webcam needs to be activated, it is the students' responsibility to obtain a working camera. Webcams are available for students; please see your program director to receive a webcam. Students are responsible for ensuring they have reliable internet connection to complete the online assessment, if not taken on campus.

In addition to the academic honesty policy, when taking an online exam that requires Lockdown Browser and webcam (or the like), please follow the following guidelines:

1. Ensure you are in a quiet, well-lit, distraction-free environment. A well-lit room will ensure that your face can be detected by the webcam.
2. Ensure that your environment is private.
3. Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
4. Clear your desk or workspace of all external materials not permitted - books, papers, other devices, unless otherwise instructed.
5. Remain at your computer for the duration of the test.
6. The environmental check must be completed. During the environmental check, you must show the top of your desk, underneath your desk and the walls surrounding you.
7. Your entire face must be in the video screen for the duration of the test.
8. Do not wear hats or caps with brims.
9. Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move and the webcam cannot detect your face.
10. If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete.
11. If you encounter a technical issue that prevents you from completing the assessment, notify the course director immediately.

Review the course syllabus for specific point or grade deductions on assessments if directions are not followed. If guidance for online testing is not followed, student will receive a warning (first offense). If guidance is not followed AND Lockdown Browser identified student with a high number of flags (first offense), at your expense, the program director will identify an approved test facility where you will be able to take the test or appropriate alternative. For a second offense and subsequent offense, student will receive a zero and activate RUSH's academic honesty policy.

## [RUSH University Academic & University Policies - RUSH University - Acalog ACMS™](#)

### **Expectations of cell phone and pager use**

Students are required to **place** all cellular phones and pagers on a **silent mode** while in lectures, seminars, and clinical laboratories. Students will not be excused from class to make phone calls or to return pagers unless it is an emergency. Students will **not** be allowed to use cellular phones or pagers during examinations.

### **Proficiency in English**

All applicants whose native language is not English must present evidence of proficiency in English by satisfactorily completing the Test of English as a Foreign Language examination (TOEFL).

A total TOEFL score of at least 88 on the Internet-based version, or 570 on the paper-based version, or 230 on the computer version, must be achieved. In addition, applicants must score no less than 55 on the paper version or, 20 on the computer version or, 18 on the Internet-based version on each of the three subtests of the TOEFL (listening, structure/writing, and reading).

The Admissions Office must receive an official report of these scores prior to the date(s) on which admission decisions are made for the program(s) to which the applicant has applied. To obtain information or to register to take the TOEFL, write directly to:

The Education Testing Service  
P.O. Box 6151  
Princeton, New Jersey 08541-6151, U.S.A.

You may also wish to visit the TOEFL Web site at <http://www.toefl.org>. The applicant should indicate on his/her application for the examination that results should be sent to institution code number 1676.

Applicants whose native language is not English and who have graduated from high school or successfully completed a higher education degree program (Associate degree or higher) in the United States or one of its English-speaking protectorates may petition for waiver of the TOEFL requirement to the College of Health Sciences' Dean's Office.

Waiver requests should include proof of receipt of a high school or college diploma from an accredited institution in the United States or one of its English-speaking protectorates. College or university degrees must be granted by a regionally accredited college or university to be considered for waiver of the TOEFL.

### **Textbooks**

Listing of textbooks for each course will be posted in RUConnected at the time of registration and in the Rush bookstore at the beginning of each semester.

### **Professional Conduct**

All students are expected to behave in a professional manner during lectures and laboratory sessions, as well as in the clinical laboratories and on campus. It is expected that the student will work cooperatively with course instructors, fellow students and laboratory personnel. Failure to maintain a professional demeanor and to comply with the Medical Center's Code of Conduct can lead to dismissal from the program.

The Code of Conduct can be accessed at:

<http://inside.RUSH.edu/Policies/Lists/Master%20Policy/DispForm.aspx?ID=1965> under Human Resources. Students who violate an established standard of professional conduct/judgment or moral/ethical behavior will be subject to investigation of the incident and disciplinary action.

### **Procedure for Unprofessional Conduct**

The procedure to be followed for unprofessional conduct is as follows:

1. The student will have been identified as violating an established standard of professional conduct/judgment or moral/ethical behavior, and the Department Chair/Program Director will have been notified.
2. The Department Chair/Program Director will meet with the individual(s) making the allegation and the student's faculty advisor to review the available information and determine the veracity of the allegations.
3. The Department Chair/Program Director, student, and faculty advisor, whenever possible, will meet as promptly as possible after the alleged incident. The Department Chair/Program Director will report to the student the facts and available information and will seek to authenticate or clarify the allegations where possible. If it is determined that there is no basis for the allegation, no further action will be taken.
4. If it is determined that there is a basis for the allegation and that further investigation is necessary, a preliminary hearing of the Committee on Progress and Promotions will be convened to review the allegations and recommend a course of action. Guidelines for the Committee on Progress and Promotions preliminary hearing are provided in the Student Handbook. The Department Chair/Program Director will inform the student and the Dean in writing of the Committee on Progress and Promotions preliminary hearing and the following:
  - a) Date
  - b) Name of student
  - c) Nature of the allegations

- d) Date of alleged incident/occurrence
- e) Professional attributes that allegedly violate standards: skill, behavior, judgment, ethical values, etc.

For more information regarding the procedures for handling instances of unprofessional conduct, see the University Catalog and the College of Health Sciences' Rules for Governance. [RUSH University - Modern Campus Catalog™](#)

### **Graduation Requirements**

Degree requirements that must be met include:

1. Satisfactory completion of all general education coursework as listed.
2. Completion of each required Imaging Sciences professional course with a grade of "C" or better.
3. Cumulative grade point average (GPA) of 2.5 or better.
4. Successfully complete a comprehensive end-of-program comprehensive exam

## **College of Health Sciences Policies and Procedures**

### **CastleBranch**

CastleBranch is a secure platform that allows you to order your background check and medical document manager online. Once you have placed your order, you may use your login to access additional features of CB, including document storage, portfolio builders and reference tools. CB also allows you to upload any additional documents for immunizations and drug testing required by RUSH University.

### **Criminal Background Checks**

All students are required to have a criminal background check prior to matriculation into the program. Procedures for obtaining a criminal background check are available from the Department Office. The cost for the background check is the responsibility of the student. Hospitals and other healthcare facilities often have policies requiring criminal background checks for employees, students, and volunteers. These facilities may refuse to accept individuals for clinical practicum, or other experiential rotations, based on past criminal convictions.

Students should be prepared to comply with the policies and procedures at any facility where they are assigned as part of their educational program and may not request facility assignments in an effort to avoid specific requirements. Students who have certain types of information in their criminal background checks may be ineligible to complete rotations in specific facilities. Students who are not allowed to participate at assigned facilities, or who are terminated from clinical practica based on the results of a criminal background check will be unable to complete the program requirements for graduation and will be subject to dismissal from the program, regardless of cumulative grade point average.

Persons with certain types of criminal convictions may not be eligible for state licensure and/or national registry or certification. In addition, many employers perform criminal background checks and may not hire individuals with certain types of criminal convictions. Students will have access to consult with an advisor to consider their options on an as-needed basis.

### **Drug Testing**

Hospitals and other healthcare facilities often have policies requiring drug testing for employees, students, and volunteers. Students who test positive for drugs at most healthcare facilities are ineligible to complete clinical practicum or work assignments in that facility. Students must comply with the policies and procedures at any assigned facility and may not request facility assignments in an effort to avoid drug screening requirements. Students who fail to report for clinical practicum assignments, or who are terminated from a clinical practicum because they violate the drug testing, or drug use policies of the facilities, will be subject to dismissal from the program, regardless of cumulative grade point average.

### **Immunizations**

Proof of Immunity under Public Act 85-1315, Illinois College and University Immunity Requirement, stipulates that all students born after December 31, 1956 must show proof of immunity. While documentation of this information for compliance with state regulations is not mandatory for students who were born before 1/1/57, most colleges and programs at RUSH have individual immunization requirements for their students. Program immunization requirements are mandatory for all students in those programs regardless of age.

- **Measles (Rubeola), Mumps, Rubella** – positive titers
- **Varicella** – positive titers
- **Hepatitis B** – immunization record and positive titers
- **Tetanus/Diphtheria** – booster within the last 10 years
- **Tuberculosis** – two-step PPD Mantoux Skin Test or the Quantiferon-TB Gold test with negative results
- **Meningococcal** – immunization record of one dose of meningococcal conjugate on or after the age of 16
- **Flu Vaccination**

### **Student Academic Appeal and Grievance Procedures**

The College of Health Sciences' student appeals and grievance procedures provide a mechanism whereby any student may obtain a review of a complaint of unfair treatment. The student appeals procedure is not used to question a rule, procedure or policy established by an authorized faculty or administrative body, but used to provide due process for those who believe that a rule, procedure or policy has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment by a person or persons. Students who are appealing an academic decision that could result in a dismissal from the university may be allowed to



continue to progress in the program until the issue is resolved. A student wishing to appeal an academic decision should follow the process found here: [College of Health Sciences' - RUSH University - Modern Campus Catalog™](#)

## **RUSH University Policies and Procedures**

### **Lockers and Mailboxes**

All students are assigned lockers and mailboxes by the Office of Student Affairs. All personal items must be stored in the assigned locker. **Coats and book bags are not allowed in the student or clinical laboratories.**

### **Health Insurance**

Students must either purchase university-provided student health insurance or provide documentation that they have current health insurance. Documentation must be on file with Academic Health Plans (AHP) by required due date to be allowed to register for courses and must be done every year. Students who do not provide evidence of current health insurance will be automatically charged for the Student Health Insurance Plan offered by AHP.

### **Required RUSH University Medical Center OSHA, HIPPA, and Safety Training**

Students may be required to take Medical Center Training courses that apply to clinicians prior to their practicum rotations. These courses must be taken annually. Students failing to remain current in these training areas may not be allowed in the clinical setting.

### **Change of Address Responsibility**

Any student enrolled in the Program is responsible for informing both the Office of the Registrar and the department of any change of address or phone number.

### **Withdrawal from Courses**

Withdrawal from a course requires approval from the Course Director and the Program Director. Students should note that some courses in the BS in Imaging Sciences program are sequential and are taught once a year.

### **Continuous Enrollment**

RUSH University requires continuous enrollment in almost all of its programs from the time a student matriculates through a student's graduation. Any degree/certificate student not taking courses but needing to replace an outstanding incomplete grade must register for Continuous Enrollment until the grade is satisfied. Registration for Continuous Enrollment

requires the approval and signature of the Department Chairman. BS in Imaging Sciences students who enroll in Continuous Enrollment must submit a progress report to the Department Chairman at the end of the semester in which the Continuous Enrollment is taken. This report must contain an acceptable plan for completion of incomplete work and must be approved by the Department Progress and Promotions Committee before the student will be allowed to register for an additional semester of Continuous Enrollment. In cases where a student does not show progress towards completing an incomplete grade, the incomplete grade will revert to a grade of "F" or "N" which may result in the student being dismissed from the program.

Continuous Enrollment appears on the student's transcript with the course prefix that the student is majoring in followed by 999 (i.e. IS 999). Information about the fee charged for the Continuous Enrollment course is available under "Tuition and Financial Aid" in the University catalog.

### **Leave of Absence**

A student, who must interrupt his or her studies for reasons of sustained ill health or compelling personal situations, may apply for a leave of absence for a stated period of time, not to exceed four semesters. A Petition for Withdrawal / Leave of Absence must be completed and signed by the Department Chairman and other specific University offices (available from the Office of the Registrar or from the web site: (<http://www.RUSHu.RUSH.edu/registrar/forms.html>)). If approved by the Department Chairman, the student must satisfy the conditions of the leave before reentering, and must comply with all policies, requirements and course sequences in effect at the time of reentry.

### **Withdrawal from the Program**

Withdrawal implies the permanent departure from the University without the immediate expectation of return. Undergraduate and graduate students withdrawing from the University must give formal notification by completing a Petition for Withdrawal / Leave of Absence form, which requires them to obtain the signatures of specific University offices. Students may obtain the form from the Office of the Registrar or from the web site:

<http://www.RUSHu.RUSH.edu/registrar/forms.html>. This form requires the signature of the Department Chairman. Withdrawals are not allowed after the last class day of the semester, or during the final examination period. Refunds are made only during the limits for refunds. (See Financial Affairs Policy section of the RUSH University Catalog).

### **Readmission to the Program**

Any student who has withdrawn from the program, or has not been enrolled for one or more semesters, or any dismissed student, may apply for readmission to their program of study by submitting an admissions application for this purpose. They must follow all admission procedures and will be placed into the pool of applicants for the year in which they are requesting readmission. An interview may be required. Preference will not be given to students seeking readmission into the program. Readmitted students will pay tuition and fees at the rates in effect at the time of reenrollment and will be subject to all current

policies and procedures of the program, college and university at the time of their readmission.

A request for accommodation or modification is not cause for withdrawal of the offer of acceptance. If an accommodation is requested, the department may require additional documentation and information and will follow up with the student to discuss the specifics of the request and the appropriate plan of action.

Any student can request accommodations once enrolled in the program. If you are unable to perform any of the above, please contact the department chair or program director for further discussion. See the following RUSH University Policies and Procedures for Students with Disabilities for additional information.

### **Correspondence between Students and Faculty**

1. A schedule of office hours will be noted in each faculty member's course syllabus.
2. Students will be assigned to a faculty advisor in the initial semester of their first year. Students will be notified via email of times for student conferences.
3. Each student must have a conference with his/her advisor at least once per semester during the first academic year.
4. A student conference record will be completed and signed by both the faculty member and student following a formal conference.

## **Appendix A: Advanced Standing in the Imaging Sciences Program**

### **Introduction**

Individuals may have acquired academic credit in Imaging Sciences courses from other schools and universities. Some individuals may acquire knowledge through experience and on-the-job training. When such persons apply for admission into the program, an attempt is made to grant academic credit for equivalent educational courses, equivalent knowledge acquired from experience, and/or successful completion of the certification and registry examinations.

All students graduating from the Imaging Sciences Program must meet the same standards for graduation; the awarding of advanced standing does not signify a lesser quality education than that offered through regular course work. What it does, however, is attempt to exempt the student from those areas of the formal program where the student already has the knowledge and expertise in those skills that would be offered. The program has identified the minimum competencies that imaging science professionals must have to provide safe, high-quality patient care. The identification of these competencies is a complex task and a great deal of care must be taken to ensure a standard of excellence.

The following policies and procedures are designed to ensure that those individuals who receive advanced standing are qualified to do so and that the screening process adheres to university as well as departmental policies at all times.

To allow individuals who are not qualified, to receive advanced standing, is not in the student's or the program's best interest.

### **Definition**

Advanced standing is defined as a special and individually determined status granted to a student in a formal educational setting, who has already gained through other sources or through non-academic experiences, knowledge, skills, and professional attitudes taught in the program courses.

#### **Purpose of Advanced Standing Procedures**

The purpose of the advanced standing procedures is to recognize and give formal educational credit for knowledge and/or ability gained through previous training or experience.

### **Methods of Granting Advanced Standing**

1. Advanced standing can be awarded through transfer credit.
2. Advanced standing can be awarded through the passing of an equivalency examination covering a certain area of knowledge. (An "equivalency" examination is an instrument or means by which a student accepted into the Imaging Sciences Program can demonstrate mastery of a knowledge area, content area or skill and thus be exempted from a course in the program which teaches that area or skill.)

3. Advanced standing can be awarded as credit for successful completion of national certification or registry examinations.

### **Who is eligible for advanced standing?**

1. Transfer students (who have been accepted into the Rush University Imaging Sciences Program) may receive transfer credit for equivalent courses within the Imaging Sciences Program curriculum.
2. Credentialed students in an imaging specialty area who have been accepted into the Rush University Imaging Sciences Program may receive credit and/or be eligible to take equivalency examinations in certain courses. Specifically, individuals holding an advanced certification in CT, MRI, interventional studies, cardiac studies, or PET awarded by the American Registry of Radiologic Technologists (ARRT) or other acceptable credentialing agency may be eligible to receive credit based on the advanced certification credential. Such individuals must enroll in and complete a minimum of 36 semester credit hours of coursework at Rush University. Individuals holding the ARRT credential must apply for admission to the program at least 60 days prior to the first day of the semester in which they wish to begin coursework at Rush. General education prerequisites may be waived for these individuals for admission to the program. All general education requirements must be completed prior to graduation and all other program requirements apply.

### **Policy for Transfer Students**

Students who have completed course work at other approved Imaging Sciences programs may petition to have these courses transferred instead of specific course work in the Rush University program. Students must submit a transcript of their courses from the program and a copy of the course syllabus for each course in which they desire transfer credit. The syllabus must contain the following: course objectives, lecture outlines, course content, evaluation procedures, and related information. These courses will be evaluated on an individual basis for content and total contact hours and credit hours.

The Department reserves the right to test the proficiency of any student in course work transferred from other Imaging Sciences programs and the right to disallow such transfer credit in such course work in cases in which the student cannot demonstrate acceptable proficiency. All transfer credit is subject to the approval of the Committee on Progress and Promotions for Imaging Sciences. The student must also have a minimum grade of "C" (2.0) for each course being transferred. A student cannot receive transfer credit for any Imaging Sciences coursework if he/she left the previous program due to academic probation, suspension, or exclusion. All University policies regarding transfer credit must be satisfied. Forms are available in the Registrar's Office

## SIGNATURE PAGE

This page must be turned in to the Imaging Sciences program Office. Your signed form will be kept in your departmental student folder.

I, \_\_\_\_\_, (Print your name here)

I have received a copy of the **Bachelor of Science in Imaging Sciences Student Handbook**. I have read and understand the content of this document. I understand that it is my responsibility to comply with all policies and procedures of the Health Sciences Program, as well as all policies and procedures contained in the Rush University Catalog and those of Rush University Medical Center.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)