



Southwest University

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Diagnostic Medical Sonographer Program

Student Handbook

2020-2021
Volume 5



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Section 1

Introduction

Welcome to Southwest University

Welcome to the Diagnostic Medical Sonography (DMS) Program at Southwest University at El Paso. We would like to congratulate you on making the commitment to further enhancing your education.

The following pages contain information regarding the policies and procedures of Southwest University.

Introduction

This handbook is designed to assist you in attaining success throughout the DMS program. To assure effective education, each individual participating in the program must have a full understanding of the responsibilities and considerations involved. On the following pages, you will find important information about the University and its programs, as well as policies, procedures, and expectations that affect the DMS students at Southwest University at El Paso.

This handbook is not a complete statement of all policies at Southwest University at El Paso. Additional information is provided in the Southwest University at El Paso Catalog. As a student of Southwest University at El Paso, you are subject to all policies, procedures, rules, and regulations established by Southwest University at El Paso. You are advised to be familiar with this Handbook and with the current University Catalog and to refer to each of them as needed. Additional policies and procedures related to clinical education in the DMS Program will be found in the *Diagnostic Medical Sonography Program Clinical Education Handbook*.

Please read through this *Student Handbook* completely. **You are expected to be familiar with its contents and to abide by the policies and procedures.** If you have any questions about any part of the Handbook or need information that is not given, do not hesitate to contact your Program Director. You will find information in this Handbook that will identify other people most able to assist you with the variety of questions you may encounter during your time as a student at Southwest University.

This Handbook is subject to change. Students will be provided with written notification of any changes. You are encouraged to keep any notifications of change with the Handbook.

Governing Board

- President Ben Arriola
- School Director Marisol Gutierrez
- Academic Dean Jeremy Burciaga MPA
- Associate Dean Javier A. Gutierrez MD
- Specialty Program Director Nancy A. Rodriguez MD

Section 2

Program Information

Mission

The mission of Southwest University at El Paso is to provide exceptional career and technical training, promote intellectual growth, critical examination and informed understanding through general education and a commitment to educational excellence strengthened by quality instruction, a positive learning environment, and the integration of emerging technologies to enable students to achieve their potential, participate in new employment opportunities, and continue to be lifelong learners.

The Diagnostic Medical Sonography program of Southwest University at El Paso is committed to excellence in education demonstrated by providing a comprehensive entry-level education program to students through quality didactic and clinical instruction in the general learning concentration of sonography. The program supports the vision, values, and mission of Southwest University at El Paso by striving to be the premier Diagnostic Medical Sonography training program in our community. In combination, the seven program components ensure the adequacy of a well-rounded program through classes in didactic theory, application and practice of skill sets in the laboratory environment, and integration of didactic theory and acquisition of performance objectives in the clinical setting, bringing as a culmination for the student, the opportunity to obtain the abdomen and OB/GYN certifications.

Consistent with the mission of Southwest University, the faculty of the College of Imaging Sciences is committed to preparing competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

Goals

The goals of the Southwest University DMS program are:

- Goal #1:** Graduates will be clinically competent
- Goal #2:** Graduates will be effective problem solvers
- Goal #3:** Graduates will communicate effectively.
- Goal #4:** Graduates will be professional.
- Goal #5:** The program will be effective in its instructional efforts.

Program Objectives

Upon completion of this program, the student will be able to:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or functional data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Provide appropriate and compassionate patient care for patients undergoing ultrasound examination.
6. Demonstrate appropriate communication skills with patients and colleagues.
7. Act in a professional and ethical manner.
8. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.

Purpose

The freedom of individuals to gain knowledge and understanding is essential in the maturing of the mind. So that all students may exercise these freedoms a school must have an environment that does not lack order and stability.

The intent of this handbook is to ensure that students do not lose their freedom but are also held accountable to the rules that this institution has set forth. Just as the student must follow these rules and regulations, the institution must clearly outline what these rules and regulations are.

Accreditation

Southwest University at El Paso is accredited by the Accrediting Bureau of Health Education Schools (ABHES), which is recognized by the American Registry of Radiologic Technology. The University is licensed by the Texas Workforce Commission. Southwest University at El Paso is approved by the State of Texas Approving Agency for Veterans Education, qualifying veterans for G.I. Bill benefits.

The DMS program at Southwest University at El Paso is currently certified by the American Registry of Radiologist Technologist located at 1255 Northland Drive, St Paul, MN 55120 – 1155. The program complies with the Standards for an Accredited Educational Program set forth by ABHES. A copy of this document and other accreditation resources are available at <https://www.arrt.org/> web site: www.ABHES.org.

Program Description

Qualified individuals are selected to begin the DMS Program based on performance on an assessment test of academic readiness. Applicants meeting admissions criteria are placed in a candidate pool and are offered seats in each starting class until that class has been filled.

The DMS Program is offered only as a full-time program. It requires the student to attend classes according to a specific schedule and sequence set forth by the University. Successful enrollment requires the student to make a commitment to a minimum of 96 weeks of study, during which time the student will have only holidays and term breaks off from school.

The curriculum comprises twelve terms, each of six weeks' duration. For the first twelve terms, the student is enrolled in didactic and laboratory classes and the student's schedule may vary during this time. The student will be enrolled in classes requiring attendance on campus. Students can expect to spend time on additional work (outside assignments, lecture, and research), which designates to students the task of reviewing material that has either already been presented in class, or that will be presented in class. Each course will have established a minimum number of Outside Preparation Hours.

For the final four terms, the student is assigned to recognized clinical education facilities affiliated with the University to gain practical experience. By enrolling in the Program, students understand and agree that they will accept the assign clinical site made by the program. To successfully complete the program, the student must participate in ALL of the required 825 clinical hours.

When all requirements for the Associate Degree are completed, the student will be eligible to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of this examination, the student then becomes a Registered Technologist – RDMS. Conviction of a crime (misdemeanor or felony) could leave an individual ineligible for participation in the certifying test. Please contact the ARRT (www.arrt.org) if this is a concern.

Applying for Admission

An admissions representative conducts a personal interview with each applicant before any decision is made regarding enrollment. The representative and student will meet to discuss the school's programs and the student's career goals. The representative assists the student in the completion of the application packet. The application is reviewed for evidence of a high school diploma, a GED certificate, or a transcript from an accredited post-secondary educational institution for acceptance. If the applicant is not accepted to the desired program, an alternative program may be suggested. Any applicant rejected for admission will be notified within seven working days.

Southwest University at El Paso has established the following requirements and procedures for admissions:

- Visit School
- A complete interview with an admissions representative
- Complete admissions packet
- Sign the enrollment agreement
- Sign a statement of general health
- Complete necessary school documentation
- Complete necessary programmatic documentation

Admission Requirements for the following programs:

Medical Assistant Certificate, AAS Medical Assistant, AAS Medical Coding & Billing, AAS Health Administration, AAS Business Management and Accounting Systems, AAS Medical Laboratory Technician, AAS Automotive Technology, AAS Diesel Technology

1. A high school diploma or its equivalency.
2. For homeschooled students: a certificate from the state in which the students resided during their homeschooling.
3. Successful interview with an admissions representative; and
4. Minimum age of at least 17 years (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)
5. Proof of citizenship

The following programs have the following additional requirements:

AAS Radiological Sciences, AAS MRI Technology, AAS Diagnostic Medical Sonography

- Prospective students must submit an AAS Imaging Admissions Application
- Applicants must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)

- Applicants must take and pass an institutional HESI entrance exam with a minimum of 70%.
- Applicants must satisfy minimum criteria in order to be eligible for consideration for ranking.
- Non-Refundable exam fee is \$40.00dollars
- There is a schedule ranking date for this program. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing.

- **The following is required for Graduates of a SU Allied Health Program wishing to enroll in the program**
 - Minimum SU Cumulative GPA of 3.5, an attendance rate of 90% is required.
 - Must have no write-ups
 - Two letters of recommendation (1 Personal, 1 Professional)
 - Essay and interview
- **The following is required for all outside candidates with a degree in Science wishing to enroll in the program:**
 - Associates or Baccalaureate in Science. Minimum cumulative GPA of 3.0 (Transcript is required for an academic review).
 - Two letters of recommendation (1 Personal, 1 Professional)
 - Essay and interview
- **The following is required for all outside candidates with a Medical Allied Health Certification wishing to enroll in the program:**
 - Two-year experience in an allied medical field
 - Active certification in Medical Assistant, Certified Nursing Assistant, Licensed Vocational Nurse, Paramedic, Emergency Medical Technician, and other certifications with proper approval of the program director.
 - Two letters of recommendation (1 Personal, 1 Professional)
 - Essay and interview

- Students must register to take the HESI Entrance Exam. Students are allowed to take the entrance exam up to three times in a time period of six months until they achieve a satisfactory passing grade. Students who fail will be allowed to retake the exam in the next testing period with the same stipulations.
- Students must complete the application package and submit it before the application deadline. Only complete application packages will be accepted and move forward for ranking purposes.

Important

In order to be in compliance with our Clinical sites, students are required to present a background check, a negative drug test, a two-step TB test, Community-Wide Orientation (CWO) certificate, CPR certified, proof of vaccines and titers, and proper hospital orientations.

SU requires that DMS program applicants be free of criminal convictions, if this is not the case, Southwest University and the DMS program will not be responsible if the student is denied admission to clinical sites and/or is not allowed to sit for the certification exam.

Technical Standards

The Program is committed to providing education to qualified individuals without regard to disability, provided that technical standards are met. Due to the requirements of the profession and to assure patient safety, the technical standards represent the essential nonacademic requirements a student must meet. These requirements include:

Sensory Requirements:

- visual acuity to discern detail on sonographic images
- ability to observe and distinguish subtle visual and auditory changes in patients and equipment

Communication Requirements:

- ability to clearly communicate in the English language
- ability to understand and execute orders written or spoken in the English language

Physical Requirements:

- ability to move immobile patients
- ability to stand for long periods of time
- ability to manipulate small objects with fingertips or adaptive devices
- ability to initiate CPR
- ability to maneuver in small spaces

Social and Behavioral Requirements:

- ability to tolerate and function effectively under stress
- ability to assess patients' physical, mental, and emotional needs and respond accordingly
- ability to provide unbiased care of all patients
- ability to work as part of a team

Cognitive Requirements:

- ability to reason, analyze, and synthesize to solve problems
- ability to calculate mathematical problems

Class Scheduling

Students will be enrolled in didactic and lab courses during the first twelve terms. Classes are held Monday through Friday. Students enrolled in the thirteen through sixteenth terms, in clinical courses, will be scheduled for clinical experience at an affiliated clinical education setting.

It is required for all students, that in order to continue the class sequence, the student must pass the SPI (Sonography Physics and Instrumentation) test by the end of DMS 248, Ultrasound Registry review. Students that don't pass the SPI examination will not be allowed to move forward into clinical rotations until such passing score is achieved.

Course descriptions for all courses in the Diagnostic Medical Sonography Program can be found in the Southwest University Catalog.

Program Curriculum

Course Title	Credit hours
AAIP 101 Advance Anatomy for Imaging Professionals	5.0 Qtr. Hr.
ALG 110 Algebra I	3.0 Qtr. Hr.
AIP 101 Anatomy for Imaging Professionals I	2.5 Qtr. Hr.
AIP 102 Anatomy for Imaging Professionals II	2.5 Qtr. Hr.
BC 110 Business Communication	3.0 Qtr. Hr.
BIO 101 Biology I	3.0 Qtr. Hr.
BIO 102 Biology II	3.0 Qtr. Hr.
BIO 103 Microorganism and Disease	3.5 Qtr. Hr.
CL 100 Introduction to Clinical Procedures	2.0 Qtr. Hr.
DMS 201 Introduction to Ultrasound Imaging	5.5 Qtr. Hr.
DMS 202 Intermediate Ultrasound Imaging	5.5 Qtr. Hr.
DMS 210 Abdominal and Small Parts Ultrasound Imaging	5.5 Qtr. Hr.
DMS 212 Abdominal Ultrasound Imaging	5.5 Qtr. Hr.
DMS 214 Small Part Ultrasound Imaging	4.5 Qtr. Hr.
DMS 220 Obstetrics and Gynecology Ultrasound Imaging I	5.5 Qtr. Hr.
DMS 222 Obstetrics and Gynecology Ultrasound Imaging II	5.5 Qtr. Hr.
DMS 224 ARDMS Exam Review Preparation I	5.5 Qtr. Hr.
DMS 230 Introduction to Vascular Ultrasound Imaging	5.5 Qtr. Hr.
DMS 234 ARDMS Exam Review Preparation II	5.5 Qtr. Hr.
DMS 240 Physical Principles and Instrumentation of Ultrasound Imaging	5.5 Qtr. Hr.
DMS 242 Physical Principles and Instrumentation	4.5 Qtr. Hr.
DMS 248 Ultrasound Registry Review	2.5 Qtr. Hr.
DMS 250 Clinical Practicum I	7.5 Qtr. Hr.
DMS 260 Clinical Practicum II	7.5 Qtr. Hr.
DMS 270 Clinical Practicum III	7.5 Qtr. Hr.
DMS 280 Clinical Practicum IV	7.5 Qtr. Hr.
ENG 110 English I	3.0 Qtr. Hr.
ME 101 Medical Law and Ethics	2.5 Qtr. Hr.
MT 101 Medical Terminology I	2.0 Qtr. Hr.

MT 102 Medical Terminology II	2.0 Qtr. Hr.
PHY 110 Basic Fundamentals of Physics	2.5 Qtr. Hr.
PS 101 Psychology of Success	2.5 Qtr. Hr.

Section 3

Academic and Practice Information

Academic Standing

To be in good standing, the student must receive a minimum passing grade per class. Each course passing grade would be noted on the class syllabus provided at the beginning of each term. In addition, graduation from the program requires a minimum overall cumulative grade point average of 2.5.

Southwest University at El Paso (SU) has established minimum standards of “satisfactory progress” for enrolled students. All students must meet SU Satisfactory Academic Progress requirements. The standards for determining progress at SU are described in the University Catalog. Therefore, the student is advised to be familiar with the University’s standards of Satisfactory Progress, as described in the University Catalog.

The academic standing of each student in the programs is reviewed at the conclusion of each term. Students whose course grades or cumulative GPA are found to be below the minimally acceptable level will be notified that they may not continue in the program. Course(s) completed with less than the minimum passing grade must be repeated before further program courses can be taken.

Any grade below a “C” is considered a failing grade and the course must be retaken. Due to the fact that the class may not be readily available, the student must be dropped from the program. There is a minimum of 6 months waiting period before the student may request permission to reenroll to the program. Each enrollment request would be evaluated on an individual basis. Upon approval, the University will admit students to repeat courses only when a seat is available. No student progressing normally through the program will be denied a seat in a course to make room for a student who is required to repeat a course.

Students failing two classes from the DMS curriculum will be dropped from the program, and will not be allowed to re-enter the program due to poor academic achievement.

Attendance

Classroom

The classroom is the center of instruction during the first terms of the program. While textbooks and references provide information, it is in the classroom where this information is discussed, clarified, and supplemented. A student's presence and participation in classroom activities are necessary to facilitate the learning progress.

Southwest University Class Schedule is described in the University Catalog. Accordingly, students are expected to attend **all** scheduled class and/or laboratory sessions and to remain in class until the class is dismissed. Attendance will be taken at every session and it will be recorded and maintained for all classes and/or labs. Absence from class and/or recurrent tardiness may result in a reduced or failing grade regardless of other class performance. **On core classes; students will be dropped on third overall absence, failed, and will have to retake the class again at a cost. No exceptions. Overall unexcused absences in the program are five. In the fifth unexcused absence, the student will be dropped from the program.**

Students who know in advance they will be unable to attend a class or lab should inform the course/lab instructor at the earliest opportunity and make arrangements to receive materials and assignments pertaining to the class, if available, prior to the missed class/lab. The extent to which the student will be allowed to submit assignments for missed classes/labs is at the discretion of the instructor.

Punctuality

Punctuality is also important. Students must be in class and at assigned education settings at the scheduled starting time and cannot leave before the scheduled ending time. Not only does the student miss information when arriving late, but entering a class already in progress is a disruption and discourtesy to others. Clinical education settings cannot delay scheduled patient procedures to accommodate a tardy student.

As all absences are recorded regardless of the reason, a full day of absence will be charged when a student does not attend any of the scheduled classes on that day. A partial day of absence will be charged for any period of absence during the day.

The school will evaluate each student's attendance at the end of each phase. In cases of excessive absenteeism or tardiness, the school may take disciplinary action prior to the end of a phase. School holidays, such as Christmas holidays, etc., shall not be considered as days of absences

At its discretion, the school may allow a student, who for reasons acceptable to the school, is experiencing non-repetitive, extreme attendance problems, to make up essential coursework previously missed due to absenteeism. It is the student's responsibility to contact his/her instructor to arrange for any make-up work.

No more than 5% of the total program clock hours can be made up, as long the student has an excused absence. In the event that the student misses a significant amount of hours in a course, the instructor may determine that it is in the best interest of the student to repeat the course. Significant absences may reduce your overall course grade. Reference your individual syllabi for specific course protocols and rules.

Excused Absences

Southwest University will accept the following as excused absences. These absences must be accompanied by proper documentation:

1. Court ordered to appear in court.
2. Military Orders.
3. Medical Emergency- ER/ hospitalization documentation for the student or immediate family member (parents, siblings, spouse, and children only).
4. Funeral of an immediate family member (parents, siblings, spouse, and children only).
Any other arrangements must be made with approval from the Program Director.

Externship/Clinical

Students are expected to report promptly for all assigned educational experience site. Required externship/clinical hours must be performed as assigned, usually, in 8.0-hours per day, five days a week, for a total not more than forty hours per week.

Regular attendance is an essential expectation at Southwest University. There is no grace period. If a student is scheduled to be in the educational/clinical setting at a specific time, the program and the externship site expect that the student is ready to start performing duties at that time. Any missed hours must be made up before graduation. Specific policies regarding attendance at clinical assignments are provided in the *Clinical Education Handbook*.

Leaves of Absence

Please refer to the Southwest University Catalog.

Test Administration and Make-up

Test dates are made known to all students in advance by the announcements made in class, SU Learning web page or class calendar. It is the student's responsibility to be aware of these dates. Students shall make every effort to be present on scheduled test dates.

Make-up exams and related penalties are at the discretion of Southwest University and each individual instructor. At its discretion, the school may allow a student, who for reasons acceptable to the school, is experiencing non-repetitive, extreme attendance problems, to make up essential coursework previously missed due to absenteeism. It is the student's responsibility to

contact his/her instructor to arrange for any make-up work. No more than **5%** of the total program clock hours can be made up.

The instructor class policy will be set forth with the course syllabus and on the first day of class. If a student is not able to take a test as scheduled, it is the student's responsibility to follow up with the instructor to make arrangements for any allowed make-up.

In the event that the student misses a significant amount of hours in a course, the instructor may determine that it is in the best interest of the student to repeat the course.

The student must provide documentation to justify the absences as stated previously in this document.

Tardiness and quizzes

Tests and quizzes can be given at the beginning of class sessions for specified periods of time. Late arrival distracts other tests/quiz takers and diminishes the amount of time available to a student for completion of the test or quiz. It is at the instructor's discretion whether a late-arriving student will be permitted to take a test/quiz, allowed to do a make-up test/quiz, or will receive a zero.

Outside Employment

Students who work must modify their hours of employment as necessary to avoid conflicts with scheduled classes, laboratories, seminars, and clinical assignments while enrolled in the DMS program. Outside work does not in any way mitigate performance problems, absence, or tardiness. Absence from class, failure to be prepared for class, or absence from clinical assignment due to conflicts with outside work, or performance issues resulting from fatigue or distraction due to outside work will result in disciplinary action, up to and may include dismissal from the program. It is the student's responsibility to avoid conflict between school and work by limiting or arranging outside work accordingly.

Textbooks and eBooks

Program costs include the required textbooks and eBooks, and other required course materials, which are provided to students at the appropriate time for each course. Many textbooks and eBooks are used for more than one course and may be used in more than one term. Because of this and the need for study references in preparation for the ARRT certification examinations, students are advised to keep all books for future reference. Should a replacement be required for any course materials provided, the student will be charged for the cost of the replacement.

Externship Clinical Experience

Prior to externship placement, the student must successfully pass all courses and document ARRT-required didactic competencies. The student must also demonstrate to the satisfaction of

the SU faculty the professionalism required of a professional diagnostic medical technician. More detailed policies and procedures regarding externship are discussed in the *DMS Clinical Handbook*.

Orientation

Students can be provided with an additional orientation which is at the discretion of the assigned facility. These orientations may include facility conducted presentations or webinars based on the specific clinical setting.

Site Placement

The assignment of students to specific educational experience sites is at the discretion of the faculty. By enrolling in a program, the student has agreed to accept placement at any facility to which he or she is assigned.

Every effort is made to notify students of their upcoming clinical placement at least two weeks in advance of the beginning of the term. Because unforeseen changes in personnel and/or schedules at educational sites can adversely affect the educational environment, placement cannot always be predicted in advance.

The School reserves the right to change education assignments at any time if, in the opinion of the faculty, such a move is necessary to assure successful outcomes for all students.

Transportation

The student is responsible for providing reliable transportation to experience education settings. However, transportation difficulties cannot be used as an excuse for absence or tardiness problems. Clinical assignments are not prioritized by geographical needs as much as educational needs. As a result, the program strives to assign you to a facility that best meets your learning styles and professional growth as an ultrasound technologist.

Grading

The classroom activities and laboratory practices are divided into three groups of grading:

1. Learning activities weighed 30%
2. Assignments weigh 25%
3. Midterm and final exams, as well as quizzes each week, will be taken as scheduled 45%.

All students must be responsible to accomplish on time all the activities assigned in the classroom and laboratory and grades will reflect this performance.

In externship courses, the Southwest University external site staff and site coordinators will evaluate the student's overall performance in cognitive, psychomotor, and affective domains and assign a letter grade based on aggregate performance. Students receiving an "unsatisfactory"

rating in any one or more of these domains at the end of a term will receive a failing grade for the term.

Academic Advisement

The purpose of academic advising is to assist students with any issues that might impact the students' success in completing the program. Students may seek academic advising from student services for general education classes. Students may meet with the Academic Advisor, Administration, Program Director or any Instructor during office hours or by appointment.

Student Advisement Procedure

Didactic Procedure

Enrolled students meet with the Program Director each term to discuss their individual progress through the program. At this time, a student progress report has been completed and discussed with each student individually. The progress report may also include progress in a randomly selected course being completed that specific term. All progress reports are discussed with the student and a plan of action is identified. Behavioral issues are addressed one-on-one with the student.

Clinical Procedure

Enrolled students meet with the Clinical Coordinator each term to go over their overall individual education plan for clinical advisement. The Clinical Coordinator monitors student progress by performing weekly site visits to obtain student progress reports done by the designated clinical instructor. The mid-term and end of term Evaluations and meetings are utilized to evaluate attendance, competencies and learning skills. The student is advised of their respective clinical progress by weekly, mid-term and end of term evaluations. Every evaluation is reviewed with the student at the designated appropriate time. Weekly evaluations are gone over weekly. Midterm and end of term advisement occur at the mid and end of term respectfully. Behavioral issues are addressed one-on-one with the student.

Academic and Behavioral Advisement

Any student that is not succeeding academically typically receives an additional student advisement session which includes a progress report with an individual student success plan. This method is utilized to communicate with students about any behaviors that are interfering with the student's success in their class.

Tutoring

Although the ultimate responsibility for learning rests with each individual student, the faculty is committed to fostering and contributing to student success. Students who encounter difficulty in any class are **strongly encouraged** to meet with the instructor. Faculty will tutor students as appropriate at no additional cost to the student. Faculty welcome the opportunity to work individually with students as needed to ensure student success.

Graduation Requirements

Southwest University at El Paso awards its students meeting all graduation requirements. The students should carefully read and understand the graduation requirements set forth in the University Catalog.

Withdrawal

Students have the right to withdraw from a program at any time. However, students are strongly encouraged to discuss such plans with the Student Adviser and the School Administrator before taking any such action.

In the event of withdrawal, the student will be charged tuition based on the refund policy in the University Catalog.

Readmission

Any student who wishes to re-enroll in the DMS Program following any interruption in enrollment must contact the School Administrator to request permission to re-enrollment.

The School Administrator along with the Program Director and the Academic Dean will consider the petition and may accept the petition and allow re-enrollment, only under specifically stated conditions, or deny the petition. A primary consideration in determining eligibility for readmission will be a careful examination of the reason for the prior withdrawal. Readmission will be offered only in circumstances where it is apparent the reason or reasons for prior withdrawal have been resolved and where it can be determined that the student is now more capable of and more likely to succeed in meeting all Program requirements. If terms or conditions of re-enrollment are given, the student may accept such terms or decline the offer of re-enrollment.

If readmission to the DMS Program is offered, the timing will be based on the availability of space at the point in the Program where the student is to return. No student progressing normally through the Program will be denied a seat in any class or any clinical assignment to accommodate a student returning after withdrawal. If no space is available at the time the student wishes to return, readmission may be denied on that basis. The student may submit a new petition for readmission for a later term.

A student can be readmitted to the DMS Program only once. If a student drops out, is dismissed, or fails to maintain good academic standing after readmission, that student will not be considered for readmission again.

Students who have been dismissed from the university as a result of disciplinary action, as those found and described in any Southwest University Handbook and in the University Catalog; actions that violate law; actions that are disruptive to others or the educational process; actions that violate the any Professional Code of Ethics; physical endangerment of others; theft of University or hospital property; possession of weapons or illegal substances on University or private property; criminal activity; taking or being under the influence of drugs or alcohol during classes, labs, seminars or clinical assignments; and actions or omissions that are a reoccurrence of behavior that was a subject of prior verbal or written warnings are not eligible for readmission to Southwest University.

Section 4

Student Discipline

Expectations

Southwest University students are expected to adhere to all University policies, rules, and regulations as published in the Southwest University at El Paso catalog and/or student handbooks. Academic and non-Academic misconduct on the University campus, at any external education setting, or during any University-sponsored event shall be subject to discipline

This handbook has specific rules for the students of the AAS DMS program which have committed actions that need disciplinary actions, therefore is independent of the SU student handbook and disciplinary actions are not arguable intending to counteract one handbook with the other.

Disciplinary Actions

Students who violate policy or procedure established by the Programs or Southwest University at El Paso shall be subject to disciplinary action.

There are four levels of disciplinary actions.

1. Verbal warning
2. Written warning
3. Suspension from the Program
4. Dismissal from the University

The type of action is dependent on the nature of the offense and circumstances under which it occurred. This means that severe offenses can result in level two or three actions whether or not it is the first offense and whether or not there have been any prior efforts to advise the student concerning the behavior.

Verbal warnings are used to call a student's attention to minor offenses. Once warned, it is expected that the student will avoid further violations. These warnings are recorded on a counseling form that is signed by the Program Director or an instructor.

Written warnings are used for more serious offenses or instances when a student fails to heed a prior verbal warning. A written warning consists of a form or letter to the student from the Program Director or Experience Site Coordinator. The form or letter specifies the violation and may set forth specific standards of performance or conduct the student must maintain in order to avoid further disciplinary action. A copy of the warning letter or form is placed in the student's file until graduation. The University reserves the right to dismiss any student who accumulates two (2) write-ups throughout the program.

Academic Misconduct

Any Student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
2. Plagiarism, which includes, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, or other material as one's own work when such work has been prepared by another person or copied from another person.
3. Unauthorized possession of examinations or other course-related material.
4. Unauthorized changing of grades on an examination, in an instructor's grade book, or a grade report.
5. Unauthorized electronic devices used during any testing or examination period.

Academic Discipline Process

The Program Director or the Associate Dean must inform the student of the alleged offense upon discovery. **After an investigation**, the Associate Dean and/or Program Director will take one of the following actions:

1. The allegation may be dismissed as unfounded
2. The allegation may be dismissed for lack of clear evidence
3. The student may admit guilt and a sanction will be imposed
4. The School's Director and or President will determine guilt based on clear and convincing evidence and a sanction will be imposed

Sanctions That May Be Imposed

If the student admits guilt to academic misconduct or is found guilty by the President the following sanctions may be applied.

1. The student may receive a failing grade for the assignment, report, or test and be put on six weeks of probation.

2. The student may receive a failing grade for the course and be put on six weeks of probation.
3. The student may be dropped from all the courses he or she is currently taking.
4. The student may be permanently expelled from Southwest University at El Paso.

Non-Academic Misconduct

Alcohol, Drugs & Illegal Substance Abuse

The unlawful manufacture, distribution, dispensing or the use of illicit drugs or intoxicants on campus or at any educational experience sites or entering the University or clinical education setting under the influence of such is prohibited by the Drug-Free Schools and Communities Act – Public Law 101-226 contained in the University Catalog.

Southwest University at El Paso has a zero-tolerance policy on the use of controlled substances. Possession of alcohol, illegal drugs or other illegal substances are not permitted on school property. Furthermore, students are not permitted to report to school while under the influence of alcohol, illegal drugs or other illegal substances.

Southwest University will impose disciplinary action on students and employees up to and including expulsion or termination of education or employment and referral for prosecution for the violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program. Report any suspicious activity to the Program Director or the Academic Dean.

Clinical sites may require drug testing prior to the beginning of the externship. Neither the site requiring drug testing nor the University covers the cost of such testing. Refusing or failing a drug test, resulting in a denial of the beginning of an externship at a site, is treated as a dismissal from a clinical site.

Violence

Threats of violence and acts of violence (physical or verbal) are strictly prohibited. Students threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination from the program.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A “weapon” can also be any object which would do harm to another when used as such. Southwest University shall deem any such object a “weapon” for the purpose of enforcing this policy.

Possession of weapons is prohibited on school property. Any student who fails to follow the above-mentioned rules regarding weapons will be subject to permanent expulsion.

Report any weapon possession to the School Administration.

Sexual and Other Unlawful Harassment

Southwest University strives to provide an educational environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. It expects all faculty and students to treat others with dignity, respect, and courtesy.

Southwest University will not tolerate sexual misconduct of any kind as defined herein:

Forced Sexual Contact

Any harmful, insulting or non-consensual verbal or physical contact of a sexual nature with another person, (including touching, fondling, exposure, disrobing, etc.) that is accomplished toward another without his/her consent including any such act accomplished by means of actual or implied force, coercion, or helplessness. Forcing or intimidating a person to touch another's intimate parts shall also constitute sexual.

If a student believes he or she is being subjected to comments or conduct of a sexual nature, where the behavior tends to threaten, offend, or create a hostile environment, the student should immediately report such conduct to the Program Director or Clinical Coordinator if the event occurred at a Clinical Experience Site. If the offense is perceived to be on the part of the Program Director or Clinical Coordinator, then the conduct should be reported to that individual's immediate supervisor.

Section 5 Student Safety and Welfare

The University takes seriously the safety and welfare of its students. Campus security and Emergency response is address on the Southwest University Catalog.

Health Insurance

It is mandatory that students enrolled in the DMS Program obtain health insurance coverage. No formal student health services are offered at the University. The student must provide their personal medical insurance to the imaging department before the beginning of the clinical rotations. When deemed medically necessary by Program or University officials, paramedics will be called. Students are personally responsible for the cost of such care.

Professional Liability Insurance

Southwest University at El Paso provides professional liability insurance for all students while engaged in scheduled clinical experience. There is no additional cost to the student for this insurance. The University policy does not cover students who are employed in institutions outside of scheduled clinical education nor will it cover students who participate in clinical education outside regularly scheduled clinical hours unless such hours have been approved in advance by the appropriate Clinical Coordinator.

Communicable Disease

Any student who suspects he or she might be a carrier of a communicable disease is required to consult a physician and receive clearance to return to school. If exposed to a communicable disease at an educational setting, the student should report the exposure to the appropriate site coordinator, who will provide instructions for appropriate follow-up. Flu cases must be considered a communicable disease.

Workplace Hazards

Appropriate instruction in chemical, electrical, and fire safety is provided during classroom instruction. Students are advised to review this material carefully and, when faced with a situation, respond as indicated. Students in clinical education settings will be provided with the institution's policies and procedures related to chemical, electrical, and fire safety as part of the orientation to the facility. For further information, please refer to the Southwest University Emergency Preparedness Plan.

If a student suffers a personal injury such as a fall or needle stick while at a clinical education setting, he/she should seek immediate treatment for the injury. After treatment, the student should fill out an incident report from both the clinical site and the Program and submit it to the Clinical Coordinator as soon as possible. The student is responsible for payment of any costs incurred.

DMS Laboratory

DMS procedures performed in humans in the laboratory are strictly regulated. No scan shall be made in the laboratory unless a supervising faculty member is present on the premises.

ALARA (as low as reasonably achievable) principles will be followed at all times.

Pregnancy

Declaration of pregnancy is voluntary. However, no student will be considered pregnant and be offered continuation options unless the pregnancy has been declared using the Program's Declaration of Pregnancy form.

To declare pregnancy, the student must complete a Declaration of Pregnancy form and submit it to the Program Director. The declaration must be in writing and may be withdrawn at any time. If the declaration is not withdrawn, it is considered expired one year after submission.

The student will provide written notice of her choice of the following options with regard to program continuation:

Option 1

There will be no restrictions whatsoever as a result of declaring the pregnancy. The student will be expected to complete all academic and clinical requirements without modification.

Option 2

The student will continue in both classroom and/or clinical work as scheduled. However, the student will not participate in any procedures where radiation would be used. Pregnant students choosing this option are also restricted from procedures involving radium-implant patients.

Substitute clinical rotations will not be provided. All clinical rotations missed by the student must be made up at the end of the program. This may result in delayed program completion.

Option 3

The pregnant student may request a leave of absence and either withdraw from or attempt to complete the courses in which she is currently enrolled. A place in the next class would be reserved for the student; the student would not be required to submit another application for admission.

Option 4

The pregnant student may request to withdraw from the Program for an indefinite period of time. If she wishes to re-enroll, she must submit an application for admission and compete for admission to the Program. Any previous course work would be reevaluated at the time of readmission to assure competency has been maintained.



Diagnostic Medical Sonography Program

Pregnancy Declaration Form

I, _____, declare my pregnancy and elect the following option (circle one):

- Option 1** I request no modification whatsoever in my Program.

- Option 2** I request to not participate in any procedure where radiation would be used. I understand that I must complete the required competencies prior to graduation and that may include making up rotations in these areas.

- Option 3** I request a leave of absence. I intend to complete the course(s) in which I am currently enrolled.

- Option 4** I will withdraw from the course(s) in which I am currently enrolled.

Print Student's Name: _____

Student Signature: _____

Today's Date: _____

Estimated Date of Delivery: _____

Program Director Signature: _____

Immunizations

Before beginning clinical education, all students are responsible for showing proof of MMR, Hepatitis B, and varicella immunity by providing a recent immunological titer panel, Tdap immunity (vaccination during the last 10 years) and seasonal flu vaccination. A yearly **negative** two-step tuberculosis skin test or, if appropriate, follow-up care with a recent PA chest x-ray. If the student cannot provide a positive immunological titer panel, the student must document an MMR, Hepatitis B, and/or Varicella immunizations. Any student who elects to not receive vaccination must sign a form indicating this declination and a reason. However, a clinical affiliate may require titers/immunization prior to any rotation as a mandatory requirement. The student will not be placed into a new site is refused by the assigned clinical site already appointed by the clinical coordinator. The student always has an option to sit the term out and be placed in a new site. However, a seat or re-entry is not ever guaranteed.

Criminal Background Checks

Some clinical sites also require completion of criminal background checks prior to the beginning of an externship. The student is responsible for the costs of such checks. Refusing to undergo a background check or failing one is treated as a dismissal from a clinical site.

Section 6 Student Rights

Non-discrimination

According to the Affirmative Action Statement, no person shall be excluded from or denied benefits of any program or activity on the basis of sex, color, race, creed, age, religion, natural or regional origin. In addition, no qualified handicapped person shall be excluded from or denied the benefits of any program or activity as long as he/she meets the technical standards as described in this Handbook and supplemented by information in the Southwest University catalog.

Admission procedures and ongoing operations are conducted in accordance with this policy. Each of the recognized clinical education settings also supports non-discrimination.

Accommodating Students with Disabilities

Two primary federal laws that protect people with disabilities from discrimination in higher educational settings like colleges and universities are the ADA and Section 504 of the Rehabilitation Act of 1973 (Rehabilitation Act). Title III of the ADA covers private colleges and vocational schools.

The ADA and the Rehabilitation Act prohibit schools from discriminating against individuals with disabilities. Moreover, the ADA gives students with disabilities the right to the

same goods, services, facilities, privileges, advantages as nondisabled students, in the most integrated setting appropriate to their needs.

To ensure that their programs and activities are fully accessible to students with disabilities, colleges and universities are required to provide “reasonable accommodations”. Specifically, they are required to make reasonable modifications in their practices, policies, and procedures, and provide auxiliary aids and services for persons with disabilities, unless to do so would fundamentally alter the nature of the goods, services, facilities, privileges, advantages and accommodations they offer, or would result in an undue financial or administrative burden on the institution.

Reasonable accommodations to policies, practices, and procedures include:

- Allowing extra time on exams.
- Allowing a reduced course load and extend the time within which to complete degree requirements.
- Rescheduling classes to an accessible location.
- Early enrollment options for students with disabilities to allow time to arrange accommodations.
- Providing students with disabilities with syllabus prior to the beginning of class.
- Allowing students to use tape record lectures.
- Qualified readers, tape-recorded or digitally recorded texts, or other effective methods of making visually delivered materials available to individuals with visual impairments or learning disabilities.
- Acquisition or modification of equipment or devices.

Under limited circumstances, the school may refuse to provide a student with accommodations requested. The ADA and Section 504 only require schools to provide accommodations that are reasonable. The school can refuse to provide an accommodation if it can show that:

- Providing the accommodation would create an undue financial or administrative burden for the school.
- Providing accommodation would fundamentally alter the school’s academic program.
- The requested accommodation is of a personal nature (for example, assistance with eating or help with toileting).

Students who feel they will require assistance with any disabilities will be referred to Mrs. Valerie Crusoe. 915-778-4001.

Federal Family Educational Rights and Privacy Act

All student records shall be maintained in accordance with the “Federal Family Educational Rights and Privacy Act of 1974”, commonly referred to as the Buckley Amendment. The contents

of a student's file are not revealed to any unauthorized person without the student's written consent. More information contained at the Southwest University Catalog

Right of Appeals

Special Grievance Policy

Procedures for initiating Grievance Complaints: This procedure has been established to provide a method to resolve student grievances at the lowest administrative level in a fair and expeditious manner. For the purpose of this procedure, grievances are limited to alleged violations of Southwest University at El Paso policy or procedures by Southwest University at El Paso or its employees, disputes with faculty and/or alleged unfair treatment. This method is usually used to appeal a grade the student feels was not justified. Under no condition should these policies be used when the student has allegedly violated the code of conduct. Any student who believes that he/she has been unjustly treated within the academic process may proceed as far as necessary in the steps detailed below.

- A. Appeal to the faculty member: The student is to submit a written appeal to the faculty member within 30 days after the start of the six-week period following the six-week period in which the alleged grievance occurred. The faculty member and the student are to discuss the problem. The faculty member will submit a written report outlining his or her decision to the student and Program Director within ten working days of receipt of the student's written appeal.
- B. Appeals to the Program Director: If a decision satisfactory to the student cannot be reached, the student may submit a written appeal to the Program Director. This is to be done within ten working days after the receipt of the written decision. The Program Director may meet with the student, faculty member, or Academic Dean to review the merits of the appeal. The Director will submit a written response outlining his or her decision to the student, faculty member, and Academic Dean within ten days of the last meeting.
- C. If a resolution is not reached the student may submit a written complaint to TWC.

Arbitration & Mediation

If any dispute should arise out of the Student's enrollment and attendance at the University, no matter what issues it involves or how either the Student or the University might describe, plead or style the dispute, both the Student and the University agree that they shall first make a good faith effort to resolve the dispute by participating in mediation with a neutral mediator and then, if the dispute is not resolved, it shall be submitted to binding arbitration under the Federal Arbitration Act, all as specified below:

- (a) The mediator shall be selected from a list of approved mediators maintained by a court or bar association situated in the same community (the "Local Community") as the campus of the University which the Student is attending.

- (b) If arbitration occurs, it shall be conducted at a convenient location within the Local Community, pursuant to the Commercial Arbitration Rules of the American Arbitration Association (AAA) by a single arbitrator selected from an AAA list in accordance with AAA selection rules.
- (c) All allegations, claims, and defenses, as well as any supporting information (including statements, testimony, and documents), presented in mediation or asserted in the arbitration, shall be kept confidential by the parties and no disclosed outside of the mediation and arbitration proceedings except for disclosure to a party's counsel and consultants.
- (d) All determinations as to the scope and enforceability of this arbitration provision shall be made by the arbitrator and not by a court.
- (e) The arbitrator's award shall be final and binding on both parties and filed for enforcement by either the Student or the University in any court having jurisdiction.

The University and the Student acknowledge that they are voluntarily and irrevocably electing individualized arbitration (that is, between University and Student and not as part of any class action or mass tort or similar joinder of claims) as the remedy for any unresolved dispute they may have, and the arbitrator in such proceeding shall not have authority to hear any class or mass arbitration or to award punitive damages, consequential damages or noneconomic damages. University and Student voluntarily and irrevocably waive any rights they may have to bring a lawsuit in any state or federal court of competent jurisdiction and to try their dispute before a judge or jury, including by means of a class action or mass tort or similar joinder of claims.

Section 7

Professionalism

Expectations

As students in a professional education level, Southwest University students shall conduct themselves in a professional manner during all classes, labs, seminars, and external educational sites. This includes showing respect for faculty, staff, learning site personnel, and other students; prompt attendance for all classes, labs, and academic assignments; and avoidance of any behavior that disrupts or interferes with academic or training activities.

Professionalism also requires adherence to ethical principles such as accepting responsibility for one's actions; not lying or cheating; not degrading the character of others; and not spreading gossip or evidencing a negative attitude that impacts the confidence, study, or work of others.

All SU students share the same goal: to graduate as knowledgeable and competent, entry-level technologists. Each individual receives the same educational opportunities, but each reaches the goal in his or her own way. When problems are encountered, they are dealt with on an individual basis.

The DMS program is not a competition. Each student should be dedicated to his or her own studies and development and not overly concerned about the progress or problems of others. This, however, does not preclude giving help to fellow students who request it; rather, professionalism suggests that assisting others in honest and ethical ways is part of the package of expected skills.

Southwest University students are expected to exhibit mature and responsible behavior. If the behavior of another is considered unprofessional, unethical, or annoying, the offended student should first mention it to the offending student. If this fails to bring about appropriate resolution, the student should then discreetly bring the behavior to the attention of the instructor or Program Director. Problems concerning any aspect of the Program should be handled in this way.

Resolution of classroom or academic setting issues will be discussed only with the student or students involved. Other class members must assume that once problems are appropriately reported to the instructor or Program Director, they are being appropriately handled, even though the resolution may not be apparent and is not made public to other class members.

In the execution of daily duties, our student must work as part of a team and must work to the best of his or her abilities. He or she must readily accept duties assigned by supervisors and provide customer care without discrimination. It is only by demonstrating these same behaviors in the classroom that the student assures to the Program faculty that he or she is capable of exhibiting the same behavior in the external education setting. Students failing to meet these expectations will not be placed in external education sites.

Appearance

At Southwest University, we believe in the concept “If You Dress for Success You Will Achieve It”. A person’s appearance is part of the first impression he or she leaves with others, whether it be faculty, supervisor, or costumer. SU students shall wear the official uniform or approved alternative at all times when attending classes and external education site accordantly to each program.

Official Uniforms/ Dress Code

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities is a critical factor in the total educational process. No T-shirts or any other civil garment is permitted unless the school administration decides on special occasions.

There are two main reasons for this code. The first is educational. That is, it is supposed to teach students what sort of dress will serve them best professionally and socially. The second relates to classroom order, namely, it is intended to deter students from wearing clothing to the class that could disrupt the class.

Health care students:

The uniform consists of a program designated colored scrub top with the Southwest University at El Paso logo and pants. Professional clothing must be clean and pressed. Students receive two sets of scrubs as part of their tuition. Additional scrub sets are available at cost to students. During clinical education experiences, the student may wear the University scrub suit or scrub suits that meet the dress code of the facility.

Footwear consists of solid legwear or socks and shoes with nonskid soles and closed-toe leather or vinyl uppers.

Headgears that are not worn for religious purposes are not part of the official uniform and are not to be worn in the classroom or at clinical settings.

Students must wear name badges at all times during class and clinical education courses.

Failure to wear appropriate attire when attending class or a clinical education course will result in the student being dismissed and marked absent and will result in disciplinary action.

The uniform is not to be worn for other than Southwest University at El Paso classes. This includes employment at any type of health care facility.

Grooming

Personal hygiene must be maintained at all times. Hair must be neat and professional. In clinical settings, long hair must be up off the shoulders and pulled back. Beards and mustaches are permitted but must be kept neat and trimmed.

Jewelry must be kept to a minimum for safety and to be consistent with a professional appearance.

Long and/or artificial fingernails are prohibited. Research shows that these are a consistent source of infection which constitutes a risk for both the health care worker and his or her patients.

Visible body piercing, other than 2 pairs of earrings, extravagant hair colors, and tattoos are inconsistent with a professional appearance and are not acceptable. If the student has visible tattoos, they must be covered; visible piercings beyond 2 pairs of earrings must be removed. Extravagant hair colors are discouraged from been use. Hoop or dangling earrings are not acceptable during clinical education courses and are strongly discouraged while on campus. Policies regarding piercing and tattoos are enforceable both on campus and in clinical situations. For patient comfort purposes excessive perfumes, colognes, aftershaves, scented lotions, etc. should not be worn inpatient care settings.

Failure to adhere to appropriate grooming guidelines when attending class or a clinical education course will result in the student being dismissed and marked absent and will result in disciplinary action.

Student Identification

University photo identification badge must be worn at all times when engaged at campus activities, as appropriate. Students will be denied admission to class if student **ID** is not visible or their manner of dress is offensive to anyone. On this premise, students at Southwest University are expected to dress neatly at all times.

Language

Students are expected to use professional language at all times while on campus and in clinical settings. Profane and/or abusive language will not be tolerated in the classroom, in clinical education settings, or on-campus within hearing of faculty or administration.

Section 8

Miscellaneous

Guests

Children or other guests are not allowed to accompany students to classes, labs, seminars, or educational assignments and are not allowed on the premises while students are in class or at a clinical education setting. As there are no childcare areas on campus, children may not be brought to school while parents attend class.

Students with dependent children must arrange for appropriate, off-campus childcare while attending classes, labs, seminars, and clinical assignments. Any student who attempts to attend class or clinical assignment with a child present will be dismissed and marked absent.

Food, Drink, Tobacco

Eating, drinking, and use of all tobacco products including e-cigars are prohibited in classrooms and laboratories and are allowed only in designated areas. The only exception is for liquids in covered containers.

Smoking is not allowed in Southwest University facilities. Smoking is allowed only outdoors as it is stipulated outside each building location. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles.

Cell Phones/ Electronic Devices

Cell phones must be turned off or silenced in the classroom. Phone calls may not be made or received in the classroom. Students leaving the classroom to take or make calls will be considered tardy.

Students using any electronic device in class for an activity not related to the learning experience, or without instructor authorization are subject to disciplinary actions.

Anyone using the internet for any purpose other than those authorized and approved by the course instructor during a class, examination or test will be considered to have committed an act of academic dishonesty

In the clinical setting, students are not permitted to have cell phones in their possession.

Breaks/Vacation/Leaves

The academic calendar is listed on the Southwest University catalog and further information will be posted on SUlearning.com.

Student progress in the Program cannot be interrupted by vacations or other leaves. Considerations cannot be given for vacations or other personal activities during the courses. Students who take time off during the term are counted as absent, and the attendance policies found elsewhere in this Handbook and in the University Catalog apply.

Bereavement leave is granted for up to two days in case of death in the immediate family. Immediate family is defined as spouse, child, parent, sibling, or in-laws.

Other leaves of absence are not encouraged and will result in the student missing the term in which he/she took the leave and repeating all requirements of that term. Further information is included in the University Catalog.

Access to School Resources

Students enrolled at Southwest University may utilize the classrooms, equipment, and learning materials for study purposes whenever classes are not in session and by arrangement with Program faculty.

Students who utilize the facilities are expected to keep the rooms neat and orderly, turn off overhead lights, viewers, etc., and close doors when leaving. Learning materials are to be returned to the instructor or left in the secured rooms. They may not be removed from the classroom or the labs.

Library access is available to all students during school hours. Students are also allowed 24-hour access to SU Library online resources. Southwest University at El Paso contracts with EBSCO host to provide a comprehensive network of experts and information to help students succeed. Students are encouraged to make use of these services as needed.

The provisions in this handbook are subject to change by the imaging program faculty and do not constitute an irrevocable contract between any applicant or student and the program. The DMS program is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors occurring in the preparation of this handbook.

Appendix A

SDMS Scope of Practice

Preamble:

The purpose of this document is to define the Scope of Practice for Diagnostic Ultrasound Professionals and to specify their roles as members of the health care team, acting in the best interest of the patient. This scope of practice is a "living" document that will evolve as the technology expands.

Definition of the Profession:

The Diagnostic Ultrasound Profession is a multi-specialty field comprised of Diagnostic Medical Sonography (with subspecialties in abdominal, neurologic, obstetrical/gynecologic and ophthalmic ultrasound), Diagnostic Cardiac Sonography (with subspecialties in adult and pediatric echocardiography), Vascular Technology, and other emerging fields. These diverse specialties are distinguished by their use of diagnostic medical ultrasound as a primary technology in their daily work. Certification¹ is considered the standard of practice in ultrasound. Individuals who are not yet certified should reference the Scope as a professional model and strive to become certified.

Scope of Practice of the Profession:

The Diagnostic Ultrasound Professional is an individual qualified by professional credentialing² and academic and clinical experience to provide diagnostic patient care services using ultrasound and related diagnostic procedures. The scope of practice of the Diagnostic Ultrasound Professional includes those procedures, acts, and processes permitted by law, for which the individual has received education and clinical experience, and in which he/she has demonstrated competency.

Diagnostic Ultrasound Professionals:

- Perform patient assessments
- Acquire and analyze data obtained using ultrasound and related diagnostic technologies
- Provide a summary of findings to the physician to aid in patient diagnosis and management
- Use independent judgment and systematic problem-solving methods to produce high-quality diagnostic information and optimize patient care.

Appendix B

SDMS Code of Ethics

Approved by SDMS Board of Directors, December 6, 2006

PREAMBLE

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

OBJECTIVES

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

PRINCIPLES

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

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

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

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.

- B. Achieve and maintain specialty-specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA); <http://www.noca.org/ncca/ncca.htm> or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty-specific credentials and re-credentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

Appendix C

2020 Term Calendar

2020 Calendar

Six Week Modules

01/06/2020	02/14/2020
02/17/2020	03/27/2020
03/30/2020	05/11/2020
05/12/2020	06/24/2020
06/29/2020	08/07/2020
08/10/2020	09/21/2020
09/22/2020	11/02/2020
11/03/2020	12/17/2020

Appendix D

AAS DMS Class Sequence

1st Term
BC 110 Business Communication
ALG 110 Algebra I
BIO 101 Human Biology
ENG 110 English I
2nd Term
BIO 102 Human Biology II
MT 101 Medical Terminology I
ME 101 Medical law and Ethics
PS 101 Psychology of Success
3rd Term
BIO 103 Microorganism and Disease
AIP 101 Anatomy for Imaging Professionals I
MT 102 Medical Terminology II
4th Term
DMS 201 Introduction to Ultrasound Imaging
PHY 110 Basic Fundamentals of Physics
AIP 102 Anatomy for Imaging Professionals II
5th Term
AAIP 101 Advance Anatomy for Imaging Professionals
CL 100 Introduction to Clinical Procedures
DMS 202 Intermediate Ultrasound Imaging
6th Term
DMS 210 Abdominal and Small parts Ultrasound Imaging
DMS 212 Abdominal Ultrasound Imaging
7th Term
DMS 210 Abdominal and Small parts Ultrasound Imaging
DMS 212 Abdominal Ultrasound Imaging
8th Term
DMS 214 Small Part Ultrasound Imaging
DMS 220 Obstetrics and Gynecology Ultrasound Imaging I
9th Term
DMS 220 Obstetrics and Gynecology Ultrasound Imaging I

DMS 240 Physical Principles and Instrumentation of Ultrasound Imaging
10th Term
DMS 222 Obstetrics and Gynecology Ultrasound Imaging II
DMS 242 Physical Principles and Instrumentation
11th Term
DMS 222 Obstetrics and Gynecology Ultrasound Imaging I
DMS 248 Ultrasound Registry Review
12th Term
DMS 230 Introduction to Vascular Ultrasound Imaging
DMS 224 ARDMS Exam Review Preparation
13th Term
DMS 234 ARDMS Exam Review Preparation II
DMS 250 Clinical Practicum I
14th Term
DMS 260 Clinical Practicum II
15th Term
DMS 270 Clinical Practicum III
16th Term
DMS 280 Clinical Practicum IV

Acknowledgment

I have read the policies outlined in this student handbook. I understand that I am bound to abide by their policies set herein.

I further understand that Southwest University may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with Southwest University representatives and I fully understand the contents.

I accept the policies outlined in this handbook and acknowledge that I have received the School's catalog and student handbook in an electronic format.

Student signature _____

Date _____

Southwest University reserves the right to make changes to this handbook for the purpose of modifying, revising and updating school policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any school policy may result in immediate termination.