

Radiologic Sciences

@Northwestern State University



Northwestern State University
Master of Science in Radiologic Sciences
Handbook



Northwestern State University
School of Allied Health
1800 Line Avenue
Shreveport, LA 71101

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Introduction

Welcome to Northwestern State University's Master of Science in Radiologic Sciences (MSRS) Program! It is our sincere hope that you will find our program a rewarding and challenging part of your life. As a part of the healthcare team, we are working toward one goal—to provide the best possible care to the patients we are privileged to serve.

The School of Allied Health at Northwestern State University provides a specialized program of study that will prepare baccalaureate radiologic sciences professionals to become leaders in the radiologic sciences. The MSRS program offers two concentrations in the areas of radiologic sciences education and administration. The program allows radiologic sciences professionals to earn a graduate degree in their discipline and to develop skills that will assist with career advancement within radiologic sciences education and administration. This will be achieved by offering an online program with 100% courses offered online learning technologies. Online courses allow working technologists to continue in their current positions while pursuing the degree requirements.

We hope this handbook will acquaint you with the NSU MSRS Program and provide you with an understanding of our policies. The information in this Handbook is subject to modification due to changing circumstances; the policies as written may be modified, superseded, or eliminated. You will be notified of such changes through regular channels.

Policy: 2009

Revised: 2015, 2016

Reviewed: 2010, 2011, 2012, 2013, 2014, 2017, 2018, 2019

Mission, Goals, and Objectives

Mission of the School of Allied Health

The School of Allied Health is dedicated to providing high quality undergraduate and graduate programs that prepare individuals for a variety of imaging professional roles and to be conscientious, contributing members of their profession and society.

MSRS Program Mission

To provide a learning environment for the development of knowledge, intellectual skills, and dispositions necessary for radiologic sciences professionals to function as leaders in the areas of administration and education and to furnish a foundation for doctoral study.

Program Goals:

- To prepare radiologic sciences professionals who are able to function as leaders in radiologic sciences professions
- To develop radiologic sciences professionals who are prepared to contribute to the professional body of knowledge
- To provide a foundation for radiologic sciences professionals to become lifelong learners who strive for continued professional growth

Program Objectives:

Graduates of the MSRS program will be able to:

- Distinguish leadership skills in radiologic sciences education or administration
- Utilize critical thinking skills to resolve issues in radiologic or healthcare related problems
- Apply research evidence and skills in the practice setting as an educator or administrator in the radiologic sciences to improve practice
- Demonstrate effective communication skills in professional settings to maintain collegial and collaborative relationships
- Conduct research studies, and disseminate findings and methods to contribute to and improve the practice of the radiologic sciences
- Implement strategies to effect change within the radiologic sciences profession
- Evaluate ethical standards in practice as a radiologic sciences educator or administrator
- Serve as a role model to promote professionalism within the radiologic sciences
- Contribute to the community and radiologic sciences profession through service

Policy: 2009

Revised: 2010

Reviewed: 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019

MSRS Program Requirements

Entry into the program requires a bachelor's degree from a regionally accredited college or university with a minimum cumulative grade point average of 2.5 or 2.75 in the last 60 hours of undergraduate study. Students must hold credentials in one of the medical imaging primary pathway disciplines such as Radiography, Nuclear Medicine Technology, Radiation therapy, Magnetic Resonance Imaging, or Sonography;. Students must have completed an undergraduate statistics or research course.

Completion of the Master of Science in Radiologic Sciences requires a minimum of 33 semester credits. Students must satisfactorily complete an applied research course or thesis and receive a passing score on a comprehensive examination to obtain the degree.

Policy: 2009

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018

Revised 2019

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Curriculum

A. Research (9-12 hours):

- RADS 5010 (3) – Research I
- RADS 5110 (3) – Research II
- RADS 5910 (3) – Applied Research or
- RADS 5980 (3-6) – Thesis

B. Radiologic Sciences Core (12 hours):

- RADS 5020 (3) – Current Issues in Radiologic Sciences
- RADS 5030 (3) – Legal & Regulatory Issues in Radiologic Sciences
- NURG 5110 (3) – Leadership in Healthcare
- RADS 5123 (3) – Data Collection and Analysis

C. Concentrations (12 hours):

1. Radiologic Sciences Administration Concentration (549A):

- RADS 5310 (3) – Operations and Resource Management in Radiologic Sciences
- RADS 5320 (3) – Fiscal Management in Radiologic Sciences
- RADS 5330 (3) – Information Management in Radiologic Sciences
- RADS 5530 (3) – Administration Evidence Based Practice

2. Radiologic Sciences Education Concentration (549B):

- RADS 5210 (3) – Curriculum Development & Teaching Methods in Radiologic Sciences
- RADS 5220 (3) – Assessment in Radiologic Sciences Education
- RADS 5230 (3) – Radiologic Sciences Student Management
- RADS 5510 (3) – Education Evidence Based Practice

Total 33-36 semester credits.

Education

Course Sequencing

Students may begin MSRS program during the fall, spring, or summer semester. Course sequence will depend on when the student enters the program.

Students entering program in Fall:

First Year- Fall Semester			
Course Type	Course Number	Course Description	Hours
Core	5020	Current Issues in RS	3
Ed	5210	Curriculum Development and Teaching Methods in RS	3
Admin	5310	Operations and Resource Management in RS	3
		<i>Total Credits</i>	6
First Year - Spring Semester			
Core	5010	Research 1	3
Ed	5220	Assessment in RS	3
Admin	5320	Fiscal Management in RS	3
		<i>Total Credits</i>	6
First Year - Summer Semester			
Core	5030	Legal and Regulatory Issues in RS	3
Ed	5230	RS Student Management	3
Admin	5330	Information management in RS	3
		<i>Total Credits</i>	6
Second Year - Fall Semester			
Core	RADS 5110	Research II	3
Core	NURG 5110	Leadership in Healthcare	3
		<i>Total Credits</i>	6
Second Year - Spring Semester			
Core	5123	Data Collections and Analysis	3
Ed	5510	Education Evidence Based Practice	3
Admin	5530	Administration Evidence Based Practice	3
		<i>Have option to take 5910 to start on final research paper.</i>	
		<i>Total Credits</i>	6
Second Year - Summer Semester			
Core	5910 or 5980	Applied Research or Thesis (If not finished in Spring)	3
		<i>Total Credits</i>	3-6
		<i>Total Credits</i>	33-36

Students entering the program in Spring:

First Year – Spring Semester			
Course Type	Course Number	Course Description	Hours
Core	5010	Research 1	3
Ed	5220	Assessment in RS	3
Admin	5320	Fiscal Management in RS	3
		<i>Total Credits</i>	6
First Year - Summer Semester			
Core	5030	Legal and Regulatory Issues in RS	3
Ed	5230	RS Student Management	3
Admin	5330	Information management in RS	3
		<i>Total Credits</i>	6
First Year – Fall Semester			
Core	5020	Current Issues in RS	3
Ed	5210	Curriculum Development and Teaching Methods in RS	3
Admin	5310	Operations and Resource Management in RS	3
		<i>Total Credits</i>	6
Second Year - Spring Semester			
Core	5123	Data Collections and Analysis	3
Core	5110	Research II	3
		<i>Total Credits</i>	6
Second Year - Summer Semester			
Ed	5510	Education Evidence Based Practice	3
Admin	5530	Administration Evidence Based Practice	3
		<i>Have option to take 5910 to start on final research paper</i>	
		<i>Total Credits</i>	6
Second Year – Fall Semester			
Core	NURG 5110	Leadership in Healthcare	3
Core	5910 or 5980	Applied Research or Thesis (If not finished in Summer)	3
		<i>Total Credits</i>	3-6
		<i>Total Credits</i>	33-39

Students entering program in Summer:

First Year – Summer Semester			
Course Type	Course Number	Course Description	Hours
Core	5030	Legal and Regulatory Issues in RS	3
Ed	5230	RS Student Management	3
Admin	5330	Information management in RS	3
		<i>Total Credits</i>	6
First Year - Spring Semester			
Core	5010	Research 1	3
Ed	5220	Assessment in RS	3
Admin	5320	Fiscal Management in RS	3
		<i>Total Credits</i>	6
First Year – Fall Semester			
Core	5020	Current Issues in RS	3
Ed	5210	Curriculum Development and Teaching Methods in RS	3
Admin	5310	Operations and Resource Management in RS	3
		<i>Total Credits</i>	6
Second Year - Summer Semester			
Ed	5510	Education Evidence Based Practice	3
Admin	5530	Administration Evidence Based Practice	3
		<i>Total Credits</i>	3
Second Year - Spring Semester			
Core	5123	Data Collections and Analysis	3
Core	5110	Research II	3
		<i>Have option to take 5910 to start on final research paper</i>	
		<i>Total Credits</i>	6
Second Year – Fall Semester			
Core	NURG 5110	Leadership in Healthcare	3
Core	5910 or 5980	Applied Research or Thesis (If not finished in Spring)	3
		<i>Total Credits</i>	3-6
		<i>Total Credits</i>	33-39

Course Descriptions

RADS 5010 – Research I (3 hours)

Prerequisite: Undergraduate research course or statistics course

This course explores qualitative, quantitative, and mixed research methodologies and statistical analyses appropriate to the research process in the Radiologic Sciences.

RADS 5020 – Current Issues in Radiologic Sciences (3 hours)

This course will examine practice and healthcare recent issues affecting the Radiologic Sciences. Topics will provide a basis for understanding current practice in Radiologic Sciences.

RADS 5030 – Legal & Regulatory Issues in Radiologic Sciences (3 hours)

This course presents legal and regulatory issues related to Radiologic Sciences education and administration. Topics may include: HIPAA, FERPA, ADA, institutional and programmatic accreditation requirements, state and federal regulatory guidelines, copyright, and plagiarism.

RADS 5110 – Research II (3 hours)

Prerequisite: 5010

This course provides opportunities to develop skills in information literacy including critical analyses of published research. Students will synthesize information from multiple resources to produce a literature review related to Radiologic Sciences.

RADS 5123 – Data Collection and Analysis (3 hours)

This course provides an overview of methods for data collection related to research questions, methods for analyzing the data collected, and methods for presenting and communicating results and findings.

RADS 5210 – Curriculum Development & Teaching Methods in Radiologic Sciences (3 hours)

Explore the nature of higher education, radiologic science education and the faculty role. This course will discuss curriculum design, its dimensions, objectives, and dynamics; the instructional process, including the learner, theories of learning and their application to radiologic science education, concept formation, and teaching-learning activities.

RADS 5220 – Assessment in Radiologic Sciences (3 hours)

This course will provide assessment techniques for both didactic and clinical settings in Radiologic Sciences. Topics may include: test construction, rubrics, instrument design, clinical evaluation, and formative and summative evaluation techniques.

RADS 5230 – Radiologic Sciences Student Management (3 hours)

This course will provide a discussion of issues in the radiologic sciences education setting. Topics may include: advisement, counseling, records management, affiliation agreements, and disciplinary procedures.

RADS 5310 – Operations and Resource Management in Radiologic Sciences (3 hours)

This course will examine the administrative role in radiologic sciences within health care settings. Students will explore personnel management, risk management, evaluation methods, policies and procedures, and hiring practices.

RADS 5320 – Fiscal Management in Radiologic Sciences (3 hours)

This course will explore financial management within the radiologic sciences. Students will analyze and evaluate fiscal information to develop effective strategies for managing the financial resources in radiologic sciences and healthcare.

RADS 5330 – Information Management in Radiologic Sciences (3 hours)

This course will investigate techniques to manage and process information in the health care setting to support clinical practice and administration within the radiologic sciences.

RADS 5510 – Education Evidence Based Practice (3 hours)

This course allows the students to demonstrate the knowledge and skills obtained throughout the graduate program for evidence-based practice and projects applicable to radiologic sciences education.

RADS 5530 - Administration Evidence Based Practice (3 hours)

This course allows the students to demonstrate the knowledge and skills obtained throughout the graduate program for evidence-based practice and projects applicable to radiologic sciences administration.

RADS 5910 – Applied Research (3 hours)

Prerequisite: 5110

Students will apply principles from Research I and Research II to develop a graduate-level research paper. Students must register for this course each semester until the research paper is satisfactorily completed.

RADS 5980 – Thesis (3 to 6 hours)

Prerequisite: 5110

Students will apply principles from Research I and Research II to develop a graduate-level thesis. Students must register for this course each semester until the thesis is satisfactorily completed and approved.

NURG 5110 – Leadership in Healthcare (3 hours)

Administration concepts, principles and theories which relate to communication, decision-making, power, change, and leadership.

Admissions

Graduate students are responsible for reading and following the regulations and requirements of the NSU Graduate School. The requirements for eligibility for admission to the Graduate School and to the Master of Science in Radiologic Sciences program are found in the current *University Catalog*. A student may be admitted by the Graduate School for graduate study; however, **admission to graduate study does not imply admission to any specific degree program**. Students may take up to 9 hours as a non-degree seeking student and may be granted provisional admission status for the first semester only. All Graduate School requirements must be met and verification received by the Graduate School to be eligible to enroll in the second semester of graduate study.

Regular Admission

Regular admission to the MSRS degree program includes the following requirements:

- Bachelor's degree from a regionally accredited college or university with a minimum cumulative grade point average of 2.5 or 2.75 in the last 60 hours of undergraduate study;
- Hold credentials in one of the medical imaging primary pathway disciplines such as Radiography, Nuclear Medicine Technology, Radiation therapy, Magnetic Resonance Imaging, or Sonography; and
- Successfully complete an undergraduate statistics or research course.
- Two letters of recommendation for graduate studies

Having achieved regular status, failure to maintain a grade-point average of not less than B on all course work pursued, with no grade lower than C and not more than six hours of credit with a grade of C, may result in suspension from further graduate study. A major professor form with designation of degree seeking status is completed for each student after the admission process is initiated. The student should receive a copy of the major professor form after the Dean of Graduate Studies and Research has approved the form.

Provisional Admission

Students who have not completed all admission requirements and have not been granted regular or conditional admission status by the Graduate School may enroll in **one semester only** under provisional admission. Students will not be allowed to enroll in **any** subsequent semester until all requirements for admission have been met and verification has been received by the Graduate School.

Non-Degree Admission

Students who have not met the criteria for regular or conditional admission may enroll in graduate courses in their first semester as a non-degree student; however, no more than 9 graduate semester hours taken as a non-degree student may be applied towards the degree. Any hours earned above 9 graduate semester hours while in a non-degree status will not apply and must be repeated once regular or conditional admission is granted.

Policy: 2009
Revised: 2012
Reviewed: 2010, 2011, 2013, 2014, 2015, 2016, 2017, 2018
Revised 2019

Advising and Registration

All MSRS students are assigned an academic advisor. The primary purpose of the academic advisor is to advise and counsel students regarding the academic courses and progression through the MSRS program. Students are expected to make an appointment with an advisor at the beginning of each semester to discuss their curriculum and registration options. The student is responsible for obtaining and following information in the *University Catalog* and arranging meetings with the advisor.

Policy: 2009
Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019

Progression

Policies governing progression in the MSRS Program are:

- All general requirements of Northwestern State University for progression toward the Master's Degree are met. Advancement from conditional to regular admission is required for progression beyond nine (9) hours of graduate course work.
"Conditional status in a master's degree program may be changed to regular status by earning 9 semester hours of approved credit at Northwestern State University with a grade B or better on all graduate course work pursued". (*NSU Catalog*)
- All course work credits being transferred to NSU must show a grade of "B" or better.
- If a student makes a "D" in a required course, that course must be repeated at NSU. Such courses may not be taken and transferred from another university.
- If a student makes an "F" in a required course, the student is dismissed from the graduate program of current enrollment. This action is subject to the appeal process.

Policy: 2009

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019

Transfer Credit

Semester hours earned at an institution accredited by a regional committee on colleges, or the equivalent, will be accepted at NSU with following exceptions:

- Transfer credit will not be accepted as credit for a course in which a failing grade was received at NSU.
- The academic dean will determine how transferred credits may be applied to degree requirements.
- Credits earned at a non-accredited institution will not be accepted at NSU until the student has demonstrated knowledge of the subject through tests or by other suitable means. This determination of acceptability will be made by the Registrar and the academic dean. If a student has earned credit for courses not usually accepted at NSU and feels that the content of the courses might be acceptable to NSU degree requirements, the courses will be reviewed by the Registrar and the academic dean.
- Any student enrolled at NSU must secure the academic dean's permission in advance to take required course work at another institution.
- The Graduate office will not accept transfer courses for graduate credit if those courses were taken at a college or university that does not grant graduate degrees.
- A grade of B or better is earned and the course was completed within the 6 years immediately preceding the completion of the graduate program.

Policy: 2009

Revised: 2017

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2018, 2019

Graduation

All work applied toward the MSRS degree must have been earned in the six years immediately preceding the completion of the program. In order to obtain the MSRS degree, students are required to:

- Meet requirements established by the NSU Graduate School
- Successfully complete all required courses
- Pass the final comprehensive examination
- Satisfactorily complete a thesis (RADS 5980) or applied research (RADS 5910)
- File an application for graduation at the beginning of the semester in which degree requirements will be completed

Policy: 2009

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019

Attendance

The MSRS program is offered online and students are expected to log into and participate in courses on a regular basis. Students are expected to interact with faculty and fellow students in the online learning environment. Faculty monitor activity within the online learning environment to assure that students have adequate participation. Students are expected to communicate with faculty if they are unable to participate for any period of time.

Policy: 2009

Revised: 2016

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2017, 2018, 2019

Grading Scale

The grading scale for the MSRS program is as follows:

Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 and below = F

Policy: 2009

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019

Evidence Based Practice (EBP) project

The Evidence Based Practice project is completed in RADS 5510 or RADS 5530. This project is designed to allow students to address a problem, issue, or concern amenable to research-based intervention in professional practice, develop objectives, review literature, develop a proposed solution, evaluate its outcome(s), and disseminate the findings. Students are responsible for securing an external mentor to evaluate the EBP project upon completion; therefore, students will work with a mentor to develop an idea for the EBP project proposal. Students are encouraged to consider real issues in the education setting that need to be addressed. See appendix C.

Policy:2019

Reviewed:

Final Comprehensive Examination

A comprehensive examination is required of all graduate students. The student will be eligible to sit for the final comprehensive examination after the completion all required core and concentration coursework. The objective of the examination is to evaluate the student's ability to analyze and synthesize what has been learned by applying this knowledge to specific MSRS content and to the area of concentration. The examination will be closed book and consist of subjective and objective type questions. The exam will be comprised of 60% from research and core courses and 40% from concentration courses.

Students may choose to take the exam at NSU or online with an approved proctor. Dates that the exam will be offered at NSU will be provided at the beginning of the semester. Students choosing to take the exam online must submit a proctor application which includes date and time the exam will be taken.

The results of the exam will be reported as pass or not pass. If the student receives a not pass on the examination, the student will be allowed to retake exam in the following semester. Students may retake the exam two times before remediation is required. The exam will be evaluated based on factors such as:

- Logical progression of ideas
- Integration of concepts/theories
- Accurate content from material covered in courses
- Thoroughness of responses
- Concise, factual information

Policy: 2009

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019

Thesis and Applied Research Requirements

Students must elect to complete a thesis (RADS 5980) or applied research (RADS 5910). Each student is encouraged to meet with their advisor to determine the most appropriate research option to meet individual needs. After initial enrollment in the selected research option, the student must be continuously enrolled each semester in the respective research course until completion of the research requirement has been met. Though not required, students are encouraged to work with their faculty chairperson/committee to produce a publishable paper related to their research. Each student is expected to follow the most current APA Manual and guidelines published by the NSU Graduate School when preparing their thesis or research paper.

Policy: 2009

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2018, 2019

Academic Honor Code

Academic dishonesty is defined as the following: 1) acquiring or using a published test bank, 2) copying from another student's test, paper or computer file, 3) using unauthorized materials during a test, 4) collaborating during a test with any other person by giving or receiving information without authority, 5) stealing, buying, or otherwise obtaining non-administered or unauthorized tests, 6) selling or giving away non-administered or unauthorized tests, 7) bribing anyone to obtain information about a test, 8) substituting for another student or permitting another person to substitute for oneself to take a test, 9) submitting as your own, in fulfillment of academic requirements, any work prepared totally or in part by another, 10) supplying to another student any theme, report, or other work for use in fulfilling academic requirements, 11) plagiarism, defined as the use of another person's work and the unacknowledged incorporations of that work in one's own work that is offered for credit, 12) duplicity, defined as offering for credit identical or substantially unchanged work in two or more courses without approval, and 13) sharing course content with websites such as Coursehero.

If knowledge is to be properly evaluated, it must be pursued under conditions free from deceit and misrepresentation, which are incompatible with the fundamental activity of this academic institution. Northwestern State University expects students to fulfill academic requirements independently and with integrity. Academic integrity is founded on values of honesty, trust, fairness, respect, and responsibility. Violations include, for example, cheating or deception in any form, plagiarism (including duplicity), misrepresentation of knowledge, misuse of resources, falsification, and facilitating another student's academic dishonesty. Acts of academic dishonesty violate the ethical principles of the University community and compromise work completed by others. For violations of academic honesty, a student may receive a grade of zero on the assignment and/or a grade of F in the class and will be referred to the Office of Accountability & Student Conduct to create a disciplinary record and/or for additional sanctions. For a comprehensive description of Academic Infractions refer to Article 4 Section 1 of the Student Handbook.

Policy: 2009

Revised: 2015, 2019

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018

Plagiarism

Plagiarism is defined by the Council of Writing Program Administrators (2003), as “the action of a writer who deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging [citing] its source.” Council of Writing Program Administrators <http://www.wpacouncil.org>

Below is a list of the most common forms of plagiarism which should be avoided to prevent disciplinary actions.

- Buying a paper from a research service or term paper mill
- Turning in another student’s work
- Turning in a paper a peer has written for the student
- Copying a paper from a source text without proper attribution
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
- Paraphrasing materials from source text without appropriate documentation

To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program faculty regarding proper methods of source citation.

In the event of suspected plagiarism violation, the student will be requested to provide documentation supporting their work. Furthermore, the student will be given the opportunity to defend their research during an Academic Dishonesty Hearing which will consist of program faculty members and the Dean of the College of Nursing.

Based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, failure in the course, academic probation, or expulsion from the program and the University.

All students are responsible for reviewing plagiarism policies for both the program and the university. These policies are available in the NSU student’s handbook and online through the NSU Website.

Council of Writing Program Administrators. (2003). *Defining and avoiding plagiarism: The WPA statement of best practices*. Retrieved June 9, 2005 from <http://wpacouncil.org>

Policy: 2009

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019

Classroom Civility

Northwestern State University students, staff, and faculty are expected to create an environment that promotes academic excellence, personal dignity, mutual respect, and individual responsibility in both face-to-face and electronic educational settings regardless of the content of the ideas and opinions being shared. Ideas and opinions that are controversial or in opposition to others are welcomed in the NSU environment, and this policy shall not be used to prohibit the sharing of controversial or unpopular ideas or opinions but merely to call for civility when idea and opinion sharing.

All members of the NSU community have the right to a safe environment free of disturbances and civil in all aspects of human relations. Whether in a face-to-face or online classroom, students who engage in disruptive or abusive discourse or actions may be removed from the class and subject to disciplinary sanctions. In on-campus classrooms, students who speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or pagers (or other noise-making devices like watches with alarms), listen to music on headphones, play with computers or hand held games, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be asked to leave the class and subjected to disciplinary action under the Northwestern State University Student Code of Conduct and Sanctions (Article VII Sanctions).

The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Copies of the infractions and sanctions are available on the NSU website at <http://www.nsula.edu/studenthandbook/>.

Policy: 2009

Revised: 2015; 2019

Reviewed: 2010, 2011, 2012, 2013, 2014, 2016, 2017, 2018

Netiquette

All electronic communication should follow basic netiquette principles. Netiquette is the etiquette guidelines that are used when communicating by email or other electronic means. Here are a few areas to keep in mind:

- Do not type in all caps or lower case. All caps indicates that you are screaming.
- Do not leave the subject field blank.
- Do not forward emails without permission from the sender.
- Do not send spam.
- Consider the tone of your email before sending it.
- Proofread your emails before sending.
- When responding, include the original message in order to help the receiver remember the original topic.

Overall, the idea is to be courteous and considerate in all your communication.

Policy: 2009

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019

Disability Statement

It is the policy of NSU to accommodate students with disabilities, pursuant to federal law, state law, and the University's commitment to equal educational opportunities. Any student with a disability who needs accommodations, for example in seating placement or in arrangements for examinations, should inform the instructor at the beginning of the course. Students with disabilities are encouraged to contact the Office of Disability Support, which is located in Kyser Hall, Room 239, telephone (318)357-4460 or TTD (318)357-4393.

Policy: 2019

Reviewed

Appendices

Appendix A

Faculty and Administration Contact Information

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Appendix B

**Northwestern State University
Master of Science in Radiologic Sciences
Student Contact Information**

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Appendix C
Northwestern State University
Master of Science in Radiologic Sciences
Evidence Based Practice Letter of Intent

Date _____

Dear _____,

The purpose of this letter is to outline the expectations for the mentor relationship for the purposes of the Evidence Based Practice course. The graduate student is required to identify a mentor who is willing to work with them on an Evidence Based Practice (EBP) project assignment as partial fulfillment of the graduate Evidence Based Practice course. The project will take place during the semester and will not extend beyond the last day of class as indicated on the university academic calendar for the current semester. The graduate student is responsible for informing their mentor of timeframe.

The EBP project allows students to address a problem, issue, or concern amenable to research-based intervention in professional practice, develop objectives, review literature, develop a proposed solution, evaluate its outcome(s), and disseminate the findings. The mentor will help the graduate student to identify an issue for the project, provide guidance throughout the project, and evaluate the EBP project upon completion. Graduate students are encouraged to consider real issues in the work setting that needs to be addressed.

Student Information:

Name: _____

Phone: _____ Email: _____

Mentor Information:

Name: _____

Title: _____

Phone: _____ Email: _____

Organization Information:

Name: _____

Type of Institution: _____

Address: _____

(Student Signature) _____ (Date)

(Mentor Signature) _____ (Date)

(NSU Graduate Coordinator Signature) _____ (Date)

Appendix D
Northwestern State University
Master of Science in Radiologic Sciences
Comprehensive Examination Application

Application for the Comprehensive Examination must be submitted prior to the exam. The earliest the Comprehensive Examination can be completed is the semester in which course work is completed.

Name: _____ Concentration: _____

Date of Exam: _____ Semester of Examination: _____

Have you previously written the Comprehensive Examination? _____ Yes _____ No

Who will proctor your exam? _____ NSU faculty _____ Other proctor

If you are taking the exam with NSU faculty, choose the campus you would prefer:

_____ Shreveport _____ Alexandria

If you are not having the faculty proctor your exam, you are required to identify a proctor for the comprehensive examination. All questions regarding your examination should be addressed to the NSU MSRS faculty. You are responsible for making arrangements for a proctor by contacting an official from one of the categories listed below. Those typically approved as proctors include:

- Directors of public, school, or college libraries
- Hospital education offices
- Officials at military education offices
- Officials of regionally accredited post-secondary degree granting institutions.

No relative or employee in YOUR department may proctor an examination!

In arranging for proctoring, please note the following:

- Some proctors may charge a fee for their services. If you choose to utilize a proctor that charges a fee, you will be responsible for paying the proctor directly.
- The proctor **MUST** have an Internet-capable computer for your use. You should confirm this with the proctor before completing the proctor application.
- You are not allowed to use your own computer for testing. No exceptions.

Please complete the following if NSU faculty **will not be** proctoring your exam:

Proctor Information:

Proctor's Name: _____ Title: _____

Place of Employment: _____

Work Address: _____

Daytime Phone: _____ E-mail: _____

STATEMENT OF AGREEMENT:

By signing below, I hereby agree to abide by the examination instructions of the faculty of Northwestern State University. I will also recognize and respect the confidentiality of the faculty and the institution regarding all examination materials and the confidentiality of the student.

Signature: _____ Date: _____

Email the completed form to Dr. Curtis: curtist@nsula.edu or fax to: 318-677-3068.

Appendix E
Northwestern State University
Master of Science in Radiologic Sciences
HIPAA Form

I _____ understand that I have a legal and ethical responsibility to safeguard the privacy of all clients and protect information defined as private and confidential. I understand that private and confidential information includes verbal communication, documented material such as that found in medical records as well as computerized information available in healthcare facility computer systems. I understand that private and confidential information must be maintained in the strictest confidence and agree to protect this information by:

- limiting discussion of protected health information to private areas and conference rooms where such information cannot be overheard; if speaking in a public area, all attempts will be made to maintain privacy (speaking quietly, facing away from others)
- not discussing protected health information outside the health care facility unless such discussion is with an appropriate faculty member and in private;
- not discussing protected health information with other students;
- ensuring that computer screens with protected health information are facing away from public areas, are not left unattended, and logging out of all computers when documentation is completed;
- not using another person's user name or password to document client information;
- not sharing or revealing unique user identification or passwords with others and not documenting using another person's user identification and password;
- not accessing any medical record without appropriate need and approval;
- refraining from copying any part of the medical record for use outside of the health care facility; necessary health information will be handwritten directly on to the care plan or other document;
- refraining from putting a personal identifier (name, medical record number, address, telephone number etc.) on any paperwork associated with the College of Nursing; client initials may be used; however, no room number or healthcare facility name/unit;
- not transmitting any protected health information via electronic or wireless media;

I understand that failure to comply with this agreement may result in disciplinary action, including dismissal (students) or termination (faculty) from the College of Nursing.

Signature _____ Date _____

Sources:

U.S. Department of Health and Human Services Office for Civil Rights (2002). *Standards for Privacy of Individually Identifiable Health Information* (unofficial version), 45 CFR Parts 160 and 164, pp. 1-31.

Appendix F

**Northwestern State University
Master of Science in Radiologic Sciences**

Acknowledgement of Receipt and Understanding of the MSRS Program Student Handbook

My signature below indicates that I have received, read, and understand the Handbook for the Master of Science in Radiologic Sciences Program at Northwestern State University. I agree to abide by the policies and procedures outlined in this handbook. I understand I am responsible for adhering to these policies and procedures.

Student Signature

Date

Academic Honesty Attestation Statement

I understand that Northwestern State University and the College of Nursing have academic honor codes. The academic work I submit will be my own and I will not receive any unauthorized assistance with my any work I submit for this program.

Printed Student Name

Student Signature

Date