



# Eastern International College



**Bachelor of Science in Diagnostic Medical Sonography (DMS-BS)**

**STUDENT HANDBOOK**

**2023-2024**

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## **DISCLAIMER**

This handbook is published by Eastern International College (EIC) to provide prospective students and other interested individuals with information concerning this institution. It contains - to the best extent possible - current information concerning: admissions and degree requirements; regulations; and course offerings.

Any part of this handbook maybe changed or revoked by EIC without notice and may not serve as a binding obligation. EIC may also choose to add or delete course offerings or degree programs at any time. It is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect for the current academic year. It should not be construed as an irrevocable contract between the student and the college. Failure to read the handbook does not excuse students from the regulations contained within.

Each student is responsible to seek the updated version through regular consultation with the Department Chairperson/ Dean of Academic Affairs and advisors. EIC reserves the right to change any of the policies, procedures, or fees described in this handbook and to apply these changes to any or all of its students as it sees fit.

## **DIAGNOSTIC MEDICAL SONOGRAPHY (DMS- BS)**

### **Mission Statement**

The BS in Diagnostic Medical Sonography (DMS-BS) program is committed to preparing competent sonographers proficient in sonographic procedures within the Diagnostic Medical Sonography scope of practice. In addition, the DM-BS program seeks to provide a student-centered education that promotes a commitment to quality imaging performance and develops critical thinking, practical communication skills, and cultural competencies necessary for a sonographer to work effectively in a diverse healthcare environment.

### **Program Objective**

The objective of Diagnostic Medical Sonography is to provide a competency-based education that combines theoretical (cognitive), professional, and ethical (affective) concepts and clinical practice (psychomotor) to prepare students for entry-level jobs as diagnostic medical sonographers.

### **Student Learning Outcomes**

The DMS-BS graduate will demonstrate entry-level skills, knowledge, and behavior competence in procedural and clinical functions in non-invasive diagnostic medical sonography.

#### 1. Content (Cognitive)

- Demonstrate knowledge of anatomy and physiology, cross-sectional anatomy, and pathology.
- Demonstrate knowledge of legal and ethical standards in the diagnostic medical sonography profession.

#### 2. Competencies (Psychomotor)

- Perform effective procedures covered in non-invasive diagnostic medical sonography.
- Demonstrate proficiency in patient care, including vital signs and patient safety.
- Demonstrate competency in obtaining, recording, and printing scanned images.

#### 3. Affective (Dispositions)

- Demonstrate professional conduct in the workplace and externship site • Demonstrate effective interpersonal communication and cultural sensitivity when dealing with patients and the healthcare team
- Apply ethical and legal standards in dealing with patient information and in communicating this information with the healthcare team

## **ADMISSION AND ENTRANCE REQUIREMENTS**

### **Admission Requirements for The Bs in Diagnostic Medical Sonography Program (DMS-BS)**

- Proof of Identification (State-issued or passport)
- Social Security Card
- Proof of Citizenship or Legal Status
- Minimum HS Diploma or recognized equivalency certificate (GED)

### **Complete Admissions Process**

The following steps must be taken to complete the admissions process for the Bachelor of Science in Diagnostic Medical Sonography (DMS-BS)

1. Admissions Application Complete and submit the official admissions application. Any fraudulent response in the application form will result in automatic disqualification; acceptance, and dismissal from the program will be revoked.
2. High School Diploma or GED, along with the application, present a copy of the applicant's high school diploma/transcript or have the applicant's high school send a copy of their diploma or official transcript directly to Eastern International College. Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application.

Applicants whose secondary education was in a country outside the United States must obtain a written official evaluation of transcripts showing equivalency from their native country using an approved evaluating company, such as World Education Services (WES) or Educational Credential Evaluators (ECE). Official electronic transcripts (e-transcripts) are accepted.

### 3. Accuplacer Exam

All applicants for the Diagnostic Medical Sonography degree program (DMS BS) are required to take the Next-Generation Accuplacer placement tests in reading, sentence skills, and mathematics, which are administered at Eastern International College. EIC utilizes the Next-Generation Quantitative Reasoning for math and the Next-Generation Reading and Writing for the English part.

Applicants who score lower than **244** in Reading and Writing and lower than **260** in Mathematics must take and pass developmental English courses (Developmental Reading or ENG 099, Developmental Writing or ENG 098) and Elementary Algebra (MAT 099) while enrolled in the college.

### **Standardized Entrance Exams, Testing Accommodations and Conditions, and Admission Decisions**

Eastern International College utilizes standardized exams/placement exams as partial criteria for course selection and/or acceptance into specific degree programs offered in the college (refer to the catalog for specific admission requirements). These exams measure the achievement, knowledge, or aptitude of the student. A student needing testing accommodations will be referred to the Dean of the College, also the Disability Coordinator. Testing accommodation and/or change in testing conditions should not fundamentally alter the examination or create an undue financial or administrative burden (U.S. Department of Education, Office of Civil Rights, 2011) to the College.

The EIC Policy and Procedure for Academic Adjustment applies to any testing accommodation and/or change in testing condition request. The decision on a request is decided by a committee tasked by the College to review and approve disability requests.

Admission decisions are made solely on admission criteria set by the College for each specific degree program.

No student will be denied admission due to their disability. EIC has set essential technical and/or academic standards for admission to, or participation in, the College and its programs. Some EIC degree programs may require inquiry about a student's ability to meet essential program requirements, but such inquiry is not designed to reveal disability status.

**The Accuplacer is waived for the following reasons:**

1. Combined SAT score of 1100 or better (if applicable).
2. Earned associate degree (or higher) obtained from an accredited institution with an official transcript of record. A degree earned outside the United States must be evaluated using an approved evaluating company, such as World Education Services (WES) or Educational Credential Evaluators (ECE), for a United States degree equivalency. Transcript evaluation is the responsibility of the applicant.
3. Earned credits for college-level English and Elementary Algebra (or higher) with a grade of "C" or better (with an official transcript of record) from an accredited institution.
4. Earned English Composition and Math credits through the College Level Examination Program (CLEP). CLEP score must conform to EIC's transfer policy.
5. An Advanced Placement (AP) score of "3" or better in College Math and English.

## CURRICULUM

### Bachelor of Science in Diagnostic Medical Sonography

The program contains a total of 122 credits; 68 of these credits are granted on completion of the required technical/major courses. The remaining 54 credits are granted upon completion of the required General Education courses, which cover the following areas: oral and written communications, mathematics, life and natural sciences, social sciences and art. These courses help students to develop the soft skills necessary for gaining employment and maintaining an atmosphere of lifelong learning. The program also requires the completion of an externship component; this aspect of the program is completed outside of Eastern International College's campus.

Table 1 General Education Courses

Course	Title	Semester Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 301	Early American Literature	3
SPC 101	Interpersonal Communication	3
BIO 101	Anatomy and Physiology I	4
BIO 102	Anatomy and Physiology II	4
COM 101	Computer Skills	3
MAT 103	College Algebra	3
MAT 204	Fundamentals of Statistics	3
PHY 101	Fundamentals of Physics	4
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SOC 301	Cultural Diversity	3
REL 302	World Religions	3
HIS 101	American History I	3
HIS 201	American History II	3
ART 101	Art Appreciation	3
Total		54

Table 2 Major Program Courses

<b>Course</b>	<b>Course title</b>	<b>Semester Credits</b>
DMS 101	Cross-Sectional Anatomy	3
DMS 102	Pathology	3
DMS 103	Patient Care and Assessment	2
DMS 104	Medical Law and Ethics	2
DMS 105	Physics and Instrumentation, I	3
DMS 106	Physics and Instrumentation II	3
DMS 200	Abdominal Sonography I	3
DMS 201	Abdominal Sonography II	3
DMS 202	Obstetric and Gynecological Sonography I	3
DMS 203	Obstetric and Gynecological	3
DMS 204	Vascular Sonography	4
DMS 311	Abdominal Sonography III	3
DMS 312	Advanced Vascular Sonography	2
DMS 314	Adult Echocardiography I	3
DMS 315	Adult Echocardiography II	3
DMS 317	Advanced Case Study Critique	3
DMS 318	Advanced Test Registry and Review	3



DMS 319	Capstone	3
DMS 400	Clinical Externship	16
Total		68

Total Program Credits 122

Length of Program: 36 months\*

\*Three semesters per year (Spring, Summer, Fall)

## COURSE DESCRIPTIONS

### ENG 101 English Composition

**3 Semester Credits**

This course introduces students to college-level writing and reading skills through critical reading, formal essays, and research assignments. Proper sentences, paragraphs, essay structure, and information and technology literacy are emphasized throughout the course

Prerequisites: ENG 098 and ENG 099 or passing the placement exam.

### ENG 102 English Composition II

**3 Semester Credits**

This course gives students practice in the essentials of writing, emphasizing persuasive writing and oral presentations. Extensive reading and writing are combined with oral presentations, class work, and activities to encourage students to assess and respond from their perspective to notable people, debates, and societal events. Students will learn to write powerfully and credibly and deliver argumentative speeches for various audiences.

Prerequisite: ENG 101.

### ENG 301 Early American Literature

**3 Semester Credits**

This course consists of reading and analyzing selected American literature from the Colonial Period through the Civil War and Postmodernism. This course focuses on literature utilizing a historical perspective. The course aims to introduce students to various types of American Literature, including, but not limited to, Native American Literature, slave narratives, literature of exploration and settlement, women's literature, and literature by other early American poets and writers.

Prerequisite: ENG 101.

### SPC 101 Interpersonal Communication

**3 Semester Credits**

This course is an overview of human communication, emphasizing analyzing communication patterns. Students learn skills designed to improve family, social, and professional interactions. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

### BIO 101 Anatomy and Physiology I

**4 Semester Credits**

This course explores the structure and function of the human body. It includes the study of cells, tissue, and organ systems with a focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

**BIO 102 Anatomy and Physiology II****4 Semester Credits**

This course is a continuation of Anatomy and Physiology I. Topics include blood, reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system, and the lymphatic and immune system.

Prerequisite: BIO 101.

**COM 101 Computer Skills****3 Semester Credits**

This course will introduce Microsoft Office applications. Students will learn to produce, format, and edit documents using Microsoft Word, create a basic spreadsheet using Microsoft Excel, create PowerPoint slides, and develop presentations.

**MAT 103 College Algebra****3 Semester Credits**

This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations.

Prerequisite: MAT 099 or passing the placement exam.

**MAT 204 Fundamentals of Statistics****3 Semester Credits**

This course introduces students to basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi-square, regression, and correlation.

Prerequisite: MAT 099 or passing the placement exam.

**PHY 101 Fundamentals of Physics****4 Semester Credits**

The course centers on the fundamental laws of physics. Students become familiar with the basic concepts involving the physics of mechanics, matter, waves, sound, and light.

Prerequisite: MAT 099 or passing the placement exam.

**PSY 101 General Psychology****3 Semester Credits**

This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

**SOC 101 Introduction to Sociology****3 Semester Credits**

This course focuses on sociology to understand the world. Sociology is a field of study that considers social, political, and economic phenomena within the context of social structures, social forces, and group relations. Students will be introduced to sociology by engaging with several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

**SOC 301 Cultural Diversity****3 Semester Credits**

This course centers on the role of culture in developing attitudes, values, perceptions, behaviors, and interpersonal relations. Theories of cultural identity development and cross-cultural exchange as they pertain to living and working in a multicultural society are explored. Students also examine cultural constructs in relationship to social inequities and practice developing the knowledge, skills, and awareness needed to serve as culturally competent professionals.

Prerequisite: ENG 101.

**REL 302 World Religions****3 Semester Credits**

This course introduces students to the world's major religions. Study focuses on the historical development of the world's major religions, as well as on the central beliefs, customs and traditions associated with each religion studied. It is anticipated that throughout this course students will come to respect and learn from the diversity of religion that exists in today's world, whether or not they choose to practice a religion.

Prerequisite: ENG 101

**HIS 101 American History I****3 Semester Credits**

This course focuses on major events, significant people, and important trends in American history, beginning with the pre-Columbus period and ending with Reconstruction. Emphasis is placed on analyzing and interpreting both primary and secondary sources and mastering a broad range of information.

**HIS 201 American History II****3 Semester Credits**

This survey course focuses on major events, significant people, and important trends in American History from 1870 through the present day. Course topics will include Western Settlement, Industrial Growth, the Progressive Era, World Wars I and II, the Roaring Twenties, the Great Depression, the Cold War, the Civil Rights Movement, Vietnam, and the War on Terror, among others. Emphasis is placed on analyzing and interpreting both primary and secondary sources and mastering a broad range of factual information.

**ART 101 Art Appreciation****3 Semester Credits**

This is a course that introduces students to the world of visual arts. It enhances understanding and appreciation for a broad range of imagery, media, artists, movements, and historical periods. It also illustrates the place of art in social and cultural life.

**DMS 101 Cross-Sectional Anatomy****3 Semester Credits**

This course teaches students how to conceptualize the major organs and vessels in the thoracic and abdominopelvic cavities of the tomographic sections, with an exploration of the transverse (axial) sagittal, coronal, and oblique sections. Sections of the neck and brain are also studied. Emphasis is placed on the anatomic relationships between organs commonly scanned by sonography.

Prerequisites: BIO 101 and BIO102.

**DMS 102 Pathology****3 Semester Credits**

This course studies abdominal, breast, genitourinary, cardiovascular pathologies, and sonographic patterns. Discussion of pediatric, obstetrical, and gynecological pathologies takes place. Comparisons are made between normal patterns and pathological appearances through the study of pathophysiology, differential diagnoses, correlation of lab tests, and etiology of congenital abnormalities.

Prerequisites: BIO 101 and BIO 102.

**DMS 103 Patient Assessments and Basic Patient Care****2 Semester Credits**

This course introduces the concepts and techniques of patient assessment and patient care. The student will demonstrate proficiency in proper body mechanics, transfer techniques, medical asepsis, measuring vital signs, medical emergencies, and taking a complete patient medical history. Principles of barrier protection for blood and body fluid exposures, isolation precautions, and discussions on OSHA and HIPAA are also included.

**DMS 104 Law and Ethics for Health Care Professionals****2 Semester Credits**

The students will examine laws and ethics applicable to the healthcare industry. Emphasis will be placed on understanding and properly employing the patient-healthcare provider relationship, maintaining patients' right to privacy considerations, and understanding the parameters of liability and malpractice.

**DMS 105 Physics and Instrumentation I****3 Semester Credits**

This course presents basic ultrasound physics concepts and principles as a foundation for understanding image interpretation. Students review material and take practice exams in preparation for the ARDMS registry examination.

Prerequisite: MAT 099 Elementary Algebra or passing the placement exam.

**DMS 106 Physics and Instrumentation II****3 Semester Credits**

This course continues Physics for Ultrasound I. It reinforces concepts learned and presents advanced concepts in ultrasound theory and instrumentation, fluid hemodynamics, color-flow Doppler spectral analysis, and 3- and 4-D ultrasound. Emphasis is placed on preparing students for the ARDMS registry examination.

Prerequisites: DMS 105.

**DMS 200 Abdominal Sonography I****3 Semester Credits**

This course introduces the student to sonographic imaging of the abdomen, focusing on the relational anatomy of the abdominal organs. Emphasis is placed on the normal sonographic appearance of the abdominal organs and vasculature, along with normal clinical and laboratory findings specific to the system. The course includes the examination of the liver, gallbladder, biliary system, pancreas, spleen, aorta, inferior vena cava, and kidneys. Lecture time is complemented by hands-on work in the lab. Students actively participate in laboratory scanning, initially observing, then progressively assisting and performing scans under the direct supervision of a clinical instructor. Case studies and imaging critiques are addressed throughout the semester.

Prerequisites: DMS 101 and DMS 102

**DMS 201 Abdominal Sonography II****3 Semester Credits**

This course is the continuation of Abdominal Sonography I, emphasizing recognizing pathologic changes on ultrasound scans of organs in the upper abdomen. Also presented are sonographic imaging of small parts, including but not limited to the thyroid, breast, scrotum, prostate, musculoskeletal, and pediatric ultrasound. Lecture time is complemented by hands-on work in the lab. Students actively participate in laboratory scanning, initially observing, then progressively assisting and performing under the direct supervision of a clinical instructor. Case studies and imaging critiques are addressed throughout the semester.

Prerequisites: DMS 200.

**DMS 202 Obstetric and Gynecological Sonography I****3 Semester Credits**

This course is designed to familiarize students with the normal physiology of the female reproductive system. Study content includes normal anatomy and congenital anomalies of the uterus, fallopian tubes, and ovaries. Scanning of first-trimester pregnancy is covered using transabdominal (TAS) and transvaginal (TVS) scanning techniques. Evaluation of the fetus's viability and measuring techniques for gestational dating are emphasized. Students actively practice scanning normal gynecology in the student lab and obstetric scanning in the clinical course. Case studies and imaging critiques are addressed throughout the semester.

Prerequisites: DMS 101, DMS 102.

**DMS 203 Obstetric and Gynecological Sonography II 3 Semester Credits**

This course is a continuation of OB/GYN Sonography I. It covers more advanced topics, focusing on pathologic conditions as determined by gynecologic/obstetric ultrasound scanning, how to recognize abnormal and pathologic sonographic patterns of the uterus and adnexa, and how to correlate these with patient history and lab values, normal and abnormal 2nd and 3rd trimester pregnancy including fetal number, position, grade, and location of the placenta. Students learn the components of a complete anatomy scan, including the ultrasound appearance of the head, neck, spine, heart, abdomen, pelvis, and extremities. Accurate assessment of gestational age through fetal biometry techniques is covered. Complications of pregnancy are also addressed, including IUGR, congenital syndromes, fetal disorders, multiple gestations, and placental abnormalities. Lectures are complemented by scanning normal gynecology anatomy in the student lab.

Prerequisites: DMS 202.

**DMS 204 Vascular Sonography****4 Semester Credits**

This course provides students with an understanding of the use of duplex ultrasound to investigate the extracranial circulation of the brain and arterial and venous circulation of the upper and lower extremities. Normal and pathological conditions are discussed in correlation with physical and clinical findings. Students actively participate in laboratory scanning in the student lab. Lab sessions include experience and competency testing in vascular sonography. Case studies and imaging critiques are addressed throughout the semester.

Prerequisites: DMS 101, DMS 102, DMS 105 (If a student has not taken DMS 106 yet, DMS 204 must be taken together with DMS 106).

**DMS 311- Abdominal Sonography III****3 Semester Credits**

Abdominal Sonography III covers abdominal structures emphasizing the male genital organs, gastrointestinal tract, breast, and musculoskeletal. Knowledge of the diagnosis, history, and physical findings pertaining to the pathophysiology of abdominal organs and systems is presented. Normal and abnormal tissue patterns are included in the discussions. Students are required to demonstrate correct scanning protocols and procedures throughout the course.

Prerequisite: DMS 201.

**DMS 312 Advanced Vascular Sonography****2 Semester Credits**

This course includes vascular scanning and diseases of the cerebrovascular system, assessment of carotid artery stenosis, vascular steal, and occlusion. Students will learn the role vascular scanning plays in managing extremity arterial disease and venous thrombosis and insufficiency. Vascular diseases in the upper abdomen will be studied, including assessment for portal hypertension, monitoring of the TIPS procedure, and evaluation of native kidney and renal transplants. Duplex Doppler of male and female genitalia will also be covered. Students actively participate in laboratory scanning under the direct supervision of a clinical instructor.

Prerequisite: DMS 204.

**DMS 314 Adult Echocardiography****3 Semester Credits**

This course provides a foundation for clinical echocardiography of the adult heart. A review of the normal anatomy and physiology of the heart is presented. Students learn the elements of a normal echocardiogram, including standard echocardiographic views of heart chambers, valves and muscles, and the surrounding great vessels. They will learn adult cardiac scanning protocols. Students become familiar with various modes of cardiac scanning, including M-Mode, 2D, and Color B-mode Scanning, Color flow Doppler Imaging, Doppler Tissue Imaging, and Contrast Echocardiography.

Prerequisites: DMS 101, DMS 102, and DMS 105.

**DMS 315 Adult Echocardiography II****3 Semester Credits**

This course focuses on the pathologic states of adult cardiac disease. Included are an evaluation of systolic and diastolic left ventricular function, the hemodynamics of blood flow through the heart, and valvular diseases, such as aortic and mitral stenosis. Study of cardiomyopathy includes echo evaluation of coronary artery disease, stress echocardiograms, endocarditis, LV hypertrophy, left and right ventricular outflow tracts, and prosthetic valves. Case studies and critiques are provided throughout the course.

Prerequisite: DMS 314.

**DMS 317 Advanced Case Study Critique****3 Semester Credits**

This course is a comprehensive critical analysis of anatomical variants and normal and pathological sonographic findings correlating them with clinical histories. Pathology associated with abdominal organs, gynecologic structures, superficial structures, vascular, and pathology seen in obstetrical and echocardiographic examinations will be discussed. Students will review sonographic images to enhance their recognition of variations in normal human anatomy and pathologic processes seen within the human body during sonographic examinations.

Prerequisites: DMS 201, DMS 203, DMS 204, DMS 314. Corequisite: DMS 315.

**DMS 318 Advanced Test Registry and Review****3 Semester Credits**

This course provides an intensive and comprehensive review of materials taught throughout the Diagnostic Medical Sonography Program. Topics focus on physical principles of sound and sonographic instrumentation, principles of ultrasound propagation through tissues, transducers, pulse-echo instruments, image storage and display, Doppler ultrasound, image artifacts, and quality management. It also covers a comprehensive review of Diagnostic Medical Sonography applications in the specialties of abdominal/superficial structures and obstetrics/gynecology, and vascular ultrasound and echocardiography following the published outlines of the ARDMS.

Prerequisites: DMS 201, DMS 203, DMS 204, DMS 314. Corequisite: DMS 315.

**DMS 319 Capstone****3 Semester Credits**

This course allows students to demonstrate integrated knowledge and practical competencies through case study research and presentation. The course also introduces students to effective job preparation and job searching skills, including effective resume writing and job interviewing skills, formulation of an e-portfolio, certifications, membership in professional organizations, and continuing education after certification. Students in this course are expected to submit a completed research paper on an approved topic following the American Psychological Association (APA) format, a comprehensive resume, and an oral presentation of the researched topic.

Prerequisites: ENG 101, DMS 201, DMS 203, DMS 204; Taken with DMS 314 or 315.

## DMS 400 Clinical Externship

16 Semester Credits

The clinical externship provides the students with exposure to supervised scanning in a clinical setting at an approved medical facility, which can be a laboratory in a hospital, private office, mobile scanning service, or in a clinic setting. The students are supervised and evaluated utilizing the EIC competency evaluation form by the site supervisor. Attendance at a pre-externship orientation is mandatory. Completion of 720 hours on site and a satisfactory competency evaluation rating by the site supervisor are requirements to pass this course.

## TEXTBOOKS FOR DMS- BS AND GENERAL EDUCATION COURSES

Each Program assigns the required textbooks for didactic and laboratory courses. All EIC students are required to purchase their own textbooks for all courses. Required textbooks will be published in the course syllabus. It is the student's responsibility to purchase required textbooks/resources in a timely fashion.

### Textbooks for Technical/Major Courses

Each Program assigns the required textbooks for didactic and laboratory courses. All EIC students are required to purchase their own textbooks for all courses. Required textbooks will be published in the course syllabus. It is the student's responsibility to purchase required textbooks/resources in a timely fashion.

Table 3 Textbooks for the Courses

Course Number	Textbook
DMS 101	Introduction to Sectional Anatomy by Madden 3rd Edition Michael Madden PhD RT (R) (CT) (MR) ISBN: 9781609139612
DMS 102	Pathology for Healthcare Professionals by Ivan Damjanov, Anamarija Perry, Kyle Perry ISBN: eBook ISBN: 9780323754323 Paperback ISBN: 9780323654128
DMS 103	Patient Care in Imaging Technology 8th Edition, Dutton, Linn-Watson, and Torres, Lippincott ISBN-13: 978-1-4511-1565-9 Essentials of Sonography and Patient Care 4th Edition, Marveen Craig, Elsevier ISBN: 9780323416344 References: HIPAA <a href="http://www.hhs.gov/ocr/privacy/">http://www.hhs.gov/ocr/privacy/</a> OSHA <a href="https://www.osha.gov/">https://www.osha.gov/</a>
DMS 104	Towsley-Cook & Young. Ethical and Legal Issues for Imaging Professionals, 2nd Edition. Mosby ISBN: 13-9780323045995
DMS 105, DMS 106	Understanding Ultrasound Physics, 4th Edition by Sidney Edelman

	ISBN: 0-9626444-5-5
DMS 200, DMS 201, DMS 311	Textbook of Diagnostic Sonography 9th Edition by Sandra Hagen-Ansert Vol. 1 ISBN 9780323826464
DMS 202, DMS 203	Hagen-Ansert, S, Textbook of Diagnostic Sonography Volume 2, <b>ISBN:</b> 10. 032382646 ISBN-13. 978-0323826464; Edition. 9th
DMS 203, DMS 312	Introduction to Vascular Ultrasonography by John S. Pellerito, Joseph F. Polak <b>ISBN: 13:</b> 9780323428828 ISBN10: 0323428827
DMS 314, DMS 315	Essentials of Echocardiography an Illustrative Guide, 4th edition, By Mark Harry and Tess Behrends ISBN: 9780989428002 The Echocardiographer's Pocket Reference, 5th Edition, by <u>Richard A. Palma</u> ISBN: 10: 0578687178 / ISBN 13: 9780578687179
DMS 317	Clinical Guide to Ultrasonography Charlotte Henningsen 2nd edition Mosby ISBN: 10 : 9780323091640 ISBN-13 : 978-0323091640
DMS 318	Appleton and Lange Review for Ultrasound Examination 5th edition by Charles Odwin, Fleischer, Jill D Webb ISBN: -10 : 1260441350 ISBN: -13 : 978-1260441352

### **CLINIC TOOLS, INSTRUMENTS, EQUIPMENT, AND PATCHES**

All students are required to purchase their own prescribed uniforms, clinical tools, and equipment. College will provide the EIC logo patch for the uniform needed. DMS students are required to purchase or use their own blood pressure kit and stethoscope.



## GRADING SYSTEM, SATISFACTORY ACADEMIC PROGRESS

### Grading System

Eastern International College uses the following grading system:

Table 4 Grading System

<b>GRADE</b>	<b>PERCENT EQUIVALENT</b>
A	95-100
A-	90-94
B+	85-89
B	80-84
C+	75-79
C	70-74
D+	65-69
D	60-64
F	59 and below
I	Incomplete
IF	Fail
WF	Withdrawal Fail
WL	Withdrawal with Permission
W	Withdrawal
TR	Transfer

The passing grade for all courses in the DMS-BS program is “C” or better. An incomplete (I) is issued to students needing to meet the minimum course requirements. The incomplete must be converted to a letter grade within two (2) weeks of the end of the course. If the minimum course requirements are still not met, the “I” is converted to “IF.” An “I” does not count toward the cumulative Grade Point Average (GPA) until a grade is assigned. A “W” is given when a student either withdraws from a class. The “W” remains on a student’s academic transcript.

Table 5 SAP Qualitative Requirements Table

EIC Attempted Credits	ADN & DH Programs ONLY	All Other Programs
1-12 credits	2.00 Cumulative GPA	1.50 Cumulative GPA
13+ credits	2.50 Cumulative GPA	2.00 Cumulative GPA

\* 2.00 GPA required for graduation for DMS-BS program

Quantitative satisfactory academic progress is defined as the completion of at least 67% of the cumulative credit hours on which the payment of financial aid was based (pace of completion). Quantitative satisfactory academic progress will be monitored at the end of each term by reviewing students' grade reports.

Completed Credits are all courses for which credit was earned.

Attempted Credits are all courses that were scheduled for credit; these include all courses as cumulatively scheduled regardless of grade received. Courses in which a student earned a Fail (F), Withdrawal (W), Withdrawal Failing (WF), Withdrawal for military service and pregnancy-related issues (WL) or an Incomplete (I) - are counted towards attempted credits.

Credits transferred to the College from another institution are counted towards the student's program completion and are counted towards both Completed and Attempted credits; these courses are not calculated as part of the qualitative GPA standard.

**SAP Quantitative Requirements Formula**

$$\frac{\text{Completed Credits (including Transfer Credits)}}{\text{(including W grades)}} \times 100 = \text{Pace of Completion \% Attempted Credits}$$

- **Maximum Timeframe:** Students must complete their program of study within a maximum frame of no more than 150% of the required length of the program credits.

Table 6 Maximum Timeframe

DMS-BS	122 total credits	183 credits max. Timeframe
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**MAXIMUM TIME FRAME TO COMPLETE DMS-BS DEGREE**

For a semester credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. There are implications when a student does not complete either a degree within the maximum timeframe (i.e., loss of financial aid and program enrollment termination). The College is not required to terminate the enrollment of a student who is unable to complete the program within the maximum time frame unless the College has determined that the student has failed to meet college policies that would otherwise warrant termination (e.g., academic progress or attendance policies, refusal to follow the course progression).

### **Failure to Meet Satisfactory Academic Progress (SAP)**

If a student fails to meet any of the requirements to meet Satisfactory Academic Progress, they will be in jeopardy of losing current and future financial aid funds as anticipated. Eastern International College elects to review student records for SAP requirements each payment period to allow students every opportunity to maintain standards as necessary for timely program completion. As such, students will be afforded a chance to be placed on a conditional Warning status prior to loss of funding; students may also appeal for reinstatement of funding.

- **SAP Warning:** Failure to meet SAP requirements will result in SAP Warning Status. During this semester, the student will be eligible for financial aid funding. The student must meet SAP requirements at the end of the Warning semester to retain financial aid funding for subsequent semesters.
- **SAP Probation:** A student who has not satisfied SAP requirements after the Warning semester will be asked to appeal in writing to the Academic Appeals Committee. If the appeal is successful, the student may be eligible for financial aid funding, however, they must meet SAP requirements at the end of the Probation semester to retain future funding. Failure to meet SAP requirements at the end of the Probation semester cannot be appealed.
- **SAP Suspension:** A student who has failed to meet one or more SAP requirements following Financial Aid Warning or Probation will receive SAP Suspension. The student either unsuccessfully or did not appeal the decision (if Warning) and is ineligible for funds. Students must meet SAP criteria for reinstatement. Following the loss of funds, a student must attend the following semester without Title IV eligibility and meet SAP requirements to be eligible for reinstatement. The student must meet SAP quantitative, qualitative, and maximum timeframe standards as well as all terms as set in the student's Academic Plan.

Should a student be placed on SAP Suspension, they may appeal this decision to the Academic Appeals Committee (AAC) within ten (10) business days of notification. Conditions for appeal include mitigating circumstances such as a death in the family, illness, involuntary military leave, or other special circumstances.

Should a student appeal their status of SAP Suspension to the Academic Appeals Committee and have the appeal approved, conditions regarding academic expectations could be imposed as necessary in order to meet the provisions of the appeal.

### **Academic Appeals Committee of the Academic Coordinating Committee**

The Academic Appeals Committee is tasked with considering written appeals for any of the following:

1. College or program dismissals due to poor academic performance
2. Grade Appeal of the final grade
3. Other Academic Concerns

The Committee, which is facilitated by the Dean of Academic Affairs, includes a Program faculty member, Program Dean, and Financial Aid Officer (depending on the nature of appeal).

## **Appeal Process**

### **I. College or Program Dismissal Due to Poor Academic Performance**

Any student who believes they were dismissed according to Eastern International College policies but have mitigating circumstances should submit a written appeal to the Academic Appeals Committee (AAC) c/o the Dean of Academic Affairs. The letter should include the following:

- Student's full name, address, program, and College ID.
- A full explanation of the circumstances surrounding the appeal.
- Supporting documents (e.g. letter from a physician), when necessary must be attached to the letter. Submission by email is acceptable.

An appeal must be made within three (3) business days from when the final grade was posted and/or released. The committee's decision to approve or deny the appeal must be completed in writing (an email is acceptable) within the first week of the upcoming semester. The decision of the AAC is final and not subject to further appeal.

### **II. Grade Appeal**

An appeal must be made within three (3) business days from the date the final grade was posted and/or released. When a student brings forth issues of unfair evaluation of their work, the following process must be followed:

- Level One: Faculty

The student shall request a review by the faculty. Every effort should be made to resolve the matter at this level. A grade appeal must be initiated with a request in writing (email is acceptable) to the faculty involved to review the grade in question. The faculty must notify the student in writing (email is acceptable) of the decision of the review, regardless of the outcome, within three (3) business days.

- Level Two: Department Chairperson

A student not satisfied with the decision rendered by the faculty member may write a request (email is acceptable) or further review to the Department Chairperson. All supporting documents must be included in the letter. The Department Chairperson must inform the student and faculty member in writing (email is acceptable) of the decision within three (3) business days after receipt of the appeal letter.

- Level Three: Academic Appeals Committee

A student who is not satisfied with the decision rendered by the Department Chairperson may

write a request (email is acceptable) for further review to the Academic Appeals Committee (AAC) c/o the Dean of Academic Affairs. All supporting documents must be included in the letter. The AAC must inform the student, faculty, and Department Chairperson of the decision (email is acceptable) within the first week of the upcoming semester. The Academic Appeals Committee reserves the right to amend this time frame if the circumstances warrant a more extensive review.

The Committee's role is to determine whether the final grade was 'fair' in consideration of the syllabi defined course grading criteria and the student's academic performance. If the Grade Appeal Committee upholds the failing final grade, the Committee may not grant the student the opportunity to re-register for a failed course. The decision of the AAC is final and not subject to further appeal.

### **Other Academic Concerns**

Any academic appeals other than the ones mentioned above must be discussed with the Department Chairperson. The Department Chairperson determines if the appeal should be presented before the Academic Appeals Committee (AAC) or not. If the appeal has to go through the AAC, the Department Chairperson advises the student to write a formal appeal letter to the Academic Appeals Committee c/o the Dean of Academic Affairs. The appeal must be done three (3) business days after the final course grades are posted.

### **The letter must include the following:**

- Student's full name, address, program, and College ID
- Full explanation of the circumstances surrounding the appeal.
- Supporting documents when necessary, must be attached to the letter. Submission by email is acceptable.

The decision of the AAC to approve or deny the appeal must be made within the first week of the following semester. The decision of the AAC is final and not subject to further appeal.

## **MINIMUM TECHNOLOGY REQUIREMENTS FOR ONLINE COURSES**

To effectively participate in distance education at Eastern International College, you should meet the minimum technology requirements listed below:

1. Access to a desktop or laptop (iPhone is not acceptable)
2. Regular access to high-speed Broadband Internet connection
3. Webcam (most laptops have built-in webcams)
4. Headset with microphone
5. Software (Windows 10 or higher)

### **Mandatory Requirements for online/ remote courses**

- Students must use EIC email account and access to canvas using EIC email

- Students must check their email at least once/ day as all the communication will be through the email and canvas.
- It is the student responsibility to have:
  - A reliable device to attend the class (Desktop or laptop), Cell phones are not a reliable device.
  - A good internet connection
  - A webcam has to be on during the class, quizzes and exams.
  - **Students should comply with exams/quizzes that are scheduled to be taken on campus.**

## **WITHDRAWAL FROM DMS-BS DEGREE CLASSES OR SEMESTER**

Students may withdraw from any or all classes until the withdrawal deadline set forth for each semester with grades of “W” recorded on their transcript. Any withdrawals from class(es) will not result in a change in Financial Aid received for the student, and the student will be responsible for the full fee of the course. Please refer to the academic calendar in the catalog for add/drop/withdrawal period.

### **Withdrawal from Degree Program**

Students who officially withdraw from the program may be eligible for a refund of tuition charges. To officially withdraw from the program, students submit their withdrawal request in writing and submit it to the Registrar.

## **TRANSFERRING CREDITS TO EASTERN INTERNATIONAL COLLEGE**

Transfer Credit Policy for Diagnostic Medical Sonography with a Bachelor of Sciences (BS) or Bachelor of Arts (BA) Degree in Another Field.

Courses completed in the following areas from an accredited College/University will be accepted for credit transfer. A total of 54-semester credits of General Education will be accepted, including eight (8) credits of Anatomy and Physiology.

- Oral Communications (3 credits)
- Written Communications (6 credits)
- Mathematics (6 credits)
- Natural/Life Sciences (8 credits)
- These courses must be Anatomy and Physiology I and II
- Physical Science (4 credits)
- Social and Behavioral Sciences and Humanities (21 credits of history, psychology, literature, and diversity courses)
- Arts (3 credits)
- Computers (3 credits)

## **General Policy**

A student may apply to transfer coursework successfully completed at another accredited college. Upon review of the previous program curriculum, a determination to accept transfer of coursework is based upon program type, grade in course, the length of the course, course description, credit hours, among other factors.

Transferring coursework may have an impact on credits in relation to financial aid determination. Specifically, students who have completed coursework at another accredited post-secondary institution with a grade of “C” or better may apply to have those credits evaluated for transfer. In addition, acceptance of credit transfer must satisfy additional departmental requirements.

This evaluation must conform to the following conditions:

1. It is the student’s responsibility to have the official transcript transmitted or mailed directly to the Registrar at Eastern International College, prior to the start of their program in accordance with EIC policy.
2. Credits can only be awarded based on an official transcript of records. Official electronic transcripts (e-transcripts) are accepted.
3. Science courses (Anatomy and Physiology) must have been taken within the past 10 years from the date of acceptance. Technical courses can be transferred upon the discretion of the Admissions Committee.
4. Computer courses taken more than ten years ago will not be accepted for credit transfer
5. Only a course that covers similar content as taught at Eastern International College can be considered for transfer credit.
6. Official transcripts submitted electronically (e-transcripts) must be digitally signed and must have been sent from the originating institution. Any alteration or modification will render the transcript invalid.

A student who completed an associate or bachelor’s degree at EIC is exempt from the 10-year policy for science courses. A student who started at EIC but did not complete a degree is subject to the 10-year policy. A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as World Education Services (WES) or Educational Credential Evaluators (ECE) for United States degree equivalency. Transcript evaluation is the responsibility of the applicant. Credit transfer for foreign-earned credit is subject to the approval of the Admissions Committee.

## **Petition to Review Transfer Credit**

A student can petition in writing for a review of accepted transfer credits within the Add/Drop Period only during the student’s first semester in the Program. The letter must be sent to the Registrar ([registrar@eicollege.edu](mailto:registrar@eicollege.edu)) and General Education Chairperson ([gen-ed@eicollege.edu](mailto:gen-ed@eicollege.edu)). Any petition after the Add/drop period will not be considered.

## **Experiential Learning**

Eastern International College does not offer credit for experiential learning.

**Transfer Credit Policy for Diagnostic Medical Sonography with a Bachelor of Sciences (BS) or Bachelor of Arts (BA) Degree in Another Field:**

Courses completed in the following areas from an accredited College/University will be accepted for credit transfer. A total of 54 semester credits of General Education will be accepted, including eight (8) credits of Anatomy and Physiology.

- Oral Communications (3 credits)
- Written Communications (6 credits)
- Mathematics (6 credits)
- Natural/Life Sciences (8 credits)
- These courses must be Anatomy and Physiology I and II
- Physical Science (4 credits)
- Social and Behavioral Sciences, and Humanities (21 credits of history, psychology, literature, and diversity courses)
- Arts (3 credits)
- Computers (3 credits)

**Transfer Credit Policy for Major Ultrasound Scanning courses:**

To be considered for credit transfer, courses completed in ultrasound for abdomen, OB/GYNE, echocardiography, and vascular must have been completed within the past five years. In addition, passing a scanning skills validation a test for each of the modality may be required. The skills validation and five years requirements will be waived if the student can show proof of current national certification (e.g., RDMS, RVT, RDCS-AE) from the ARDMS, CCI, ARRT, or a recognized certification agency for each of the modalities. EIC graduates of the AAS-DMS are exempt from this requirement.

**Cross Registration Policy and Procedure:**

A student who attends Eastern International College may be permitted to take a course or cross-register at other colleges or universities with the following conditions:

1. The student must have spent at least two consecutive semesters at EIC as a full-time student
2. Only General Education courses are considered for cross-registration
3. The student must be currently registered at EIC at the time they ask permission to cross-register at another college or university.
4. The course that the student intends to cross-register is not offered in EIC within the semester that the student applies for cross-registration.
5. The student is allowed to cross-register only one course in a semester or summer session.



6. Cross-registration must comply with EIC’s transfer credit policy (e.g., a total of not more than 21 General Education credits). Special consideration may be considered and decided by the Academic Committee on a case-to-case basis.
7. The student agrees not to receive financial aid funds, including federal and state student loans, at the guest institution.
8. Students cannot register for more than six (6) credits during their entire academic program under the cross-registration policy.

To apply for permission to cross-register, the student must complete the following:

1. A meeting with the Dean to discuss the possibility of cross-registration. The Chair of the General Education (CGE) assesses if the student is eligible following the conditions above.
2. If the student is eligible for cross-registration, they will be advised to submit a letter of request to cross-register addressed to the Academic Committee *c/o* the CGE. The letter must indicate the course, the reason for the cross-registration, and the school. The letter should also state that the student acknowledges that any receipt of financial aid funding, including student loans, may negatively impact future aid as anticipated at EIC and that they agree not to utilize these funds at the guest institution.
3. The student fills out the Cross-Registration Form (CRF) and submits all documents together. the responsibility of the student to request for their official transcript of records to be sent to EIC after finishing the cross-registered course. The student is advised to confirm in writing that their guest institution will not be seeking financial aid funds. It is ultimately the student’s responsibility to ensure that balances as owed to any institutions are paid and that their eligibility for future funding at EIC is not jeopardized.

### **Credit Transfer through College Level Examination Program (CLEP)**

Students who complete the College Level Examination Program (CLEP) are eligible for credit at Eastern International College. Credits will be given to exam courses meeting all requirements below:

Table 7 Credits Transfer through College Level Examination Program (CLEP)

<b>CLEP Test</b>	<b>EIC Course Equivalent</b>	<b>Acceptable Score</b>	<b>Credit Received</b>
College English Composition	ENG 101	50	3
Introductory Psychology	PSY 101	50	3
Introductory Sociology	SOC 101	50	3
College Algebra	MAT 103	50	3

American History I	HIS 101	50	3
American History II	HIS 201	50	3
American Literature	ENG 301	50	3

Students may only transfer credits from the College Level Examination Program (CLEP) up to the maximum transfer credit limit for their program, in accordance with EIC’s transfer credit policy.

**Students Called to Military Service Obligation**

In compliance with federal and state laws, this policy covers members of the US Armed Forces, including the National Guard and the reserves, who are called to active duty for more than 30 consecutive days. When a student is called to Active Duty during the semester, the student should promptly provide a copy of the military order to the Registrar (or submit an advance notice) and indicate an intent to return. An advance notice is not required if precluded by military necessity (e.g. a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge).

The following policy applies:

1. Withdrawal from classes for a military service obligation

a. Returning Student

If the withdrawal happens within the Add/Drop period, the student completes the official Add/Drop Form and will receive a full refund.

If the withdrawal happens after the Add/Drop period, the student completes the official Add/Drop Form with a notation of Military Service and will receive a full refund. A grade of “WL” will be assigned to each course and will not affect the student’s Satisfactory Academic Progress (SAP) status.

b. New Student

If a new student is called to military service before the semester officially starts, the student completes the Add/Drop form and receives a full refund. The registration fee is subject to EIC’s refund policy.

If the withdrawal happens within the Add/Drop period, the student completes the official Add/Drop Form and will receive a full refund.

If the withdrawal happens after the Add/Drop period, the student completes the official Add/Drop Form with a notation of Military Service and will receive a full refund. A grade of “WL” will be assigned to each course and will not affect the student’s Satisfactory Academic Progress (SAP) status.

c. Diagnostic Medical Sonography (DMS) student

A student who is called for military service while doing an externship must complete the official Add/Drop Form with a notation of Military Service. A grade of “IS- Incomplete due to Military Service” will be assigned to the student and they will be allowed to complete the externship hours upon return. The student will be required to undergo a mandatory skill validation and tutoring with a faculty member or the Department Chair who will certify that the student is ready to return to externship. The student may not necessarily be assigned to the same site.

The student will still be charged for the externship course per EIC’s refund policy but will not be charged again for the same course upon return.

A student who is in military service for more than one semester will be required to undergo a mandatory DMS scanning skill validation and tutoring by a faculty or the Department Chair.

## **STUDENT CODE OF CONDUCT AND PROFESSIONAL BEHAVIOR POLICY**

A core value of the Eastern International College education is to provide students with opportunities to transform their lives through quality education. This value defines and guides the growth and development of the institution. Many students are the first in their families to earn a college degree, while others are attempting to complete a degree for career advancement. The College faculty and staff requires that students adapt to this new learning environment. For others, it requires balancing academic responsibilities while working or having family responsibilities.

Enforcement of the Student Code of Conduct and Professional Behavior Policy and student compliance are a fundamental part of the total educational process. Each student is obligated to become familiar with the College’s rules, regulations, and policies, and will be held accountable for conduct in conforming to them. Students are expected to adhere to standards of conduct, both in the classroom and at clinical externship sites. The following is a list of violations:

- Noncompliance with netiquette policy that applies to emails, all online correspondence, and online courses
- Noncompliance with the civil law at the local, state, or federal levels
- Smoking on the College premises including vaping, and e-cigarettes
- Eating or drinking in any laboratories, patient care facilities, or classrooms
- Noncompliance with the dress code/uniform policy, including clinical uniforms
- Verbal or physical abuse towards peers, faculty, administrative and/or support staff
- Furnishing false, incomplete, altered, or misleading information in College-related documents, including entrance applications or Program-related documentation
- Major violations contrary to principles of academic honesty (i.e. plagiarism, cheating)
- Unauthorized use of electronic gadgets (e.g. mobile phone/cellphone, unauthorized laptop or any computer gadget) during examinations
- Destruction of College or building property
- Harassing, stalking, threatening, abusing, insulting or humiliating any student, instructor, administrator or member of the support staff
- Demonstrated demeaning written or oral comments of an ethnic, sexist, or racist nature
- Unwanted sexual advances or intimidation
- Carrying or concealing firearms or any unlawful weapon

- Use or under the influence of alcohol or illegal drugs on the College premises or in any affiliating agency
- Disruptive classroom behavior and persistent violation of College rules and regulations.
- Students are not permitted to use cellular phones, iPods, or any other electronic devices, while in the classroom, unless permitted by the instructor for educational purposes. Students may be asked to surrender electronic devices during examinations or other testing times.
- Slander or libel against the College
- Refusal to wear personal protective equipment (PPE) in the lab or designated place where PPE is required
- Other actions deemed unethical or unprofessional by the faculty and administration

EIC reserves the right to impose discipline upon students for conduct committed while enrolled and occurring off-campus that: 1. has a relationship to the College; 2. constitutes a violation of law (whether or not the charged conduct is related to the College); 3. affects a member of the community's ability to fulfill his or her responsibilities; and/or 4. poses a risk of harm to a member of the College Community.

A student who is dismissed for violating any policy, rule, or regulation set forth by Eastern International College may appeal to the Dean of Academic Affairs and/or the Vice President through a review process to be granted permission to return to campus and classes.

### **Suspension, Probation, and Dismissal**

The College reserves the right to discipline a student, including suspension, probation, or dismissal from their Program classes and campus at any time for behavior that is deemed by the Academic Coordinating Committee as unethical, an interruption to instructional activities, or is verbally or physically uncivil. Depending on the breach of the Code of Conduct, students may be subject to a formal administration panel hearing. Unethical or unprofessional behavior includes, but is not limited to:

Eastern International College reserves the right to institute suspension, probation, or dismissal of a student for any of the following reasons:

- Failure to comply with the professional behavior policy or other school policies and procedures
- Failure to comply with the professional behavior policy or other school policies and procedures
- Cheating
- Failure to pass a course after the second attempt
- Failure to maintain satisfactory academic progress
- Failure to pay school fees and/or tuition by applicable deadlines
- Disruptive, defiant, or interruptive behavior that impacts academic or operational delivery
- Failure to comply with department requirements for medical/physical, drug screen, criminal background check, and others as stipulated in this catalog and student handbook
- Posing a danger to students, faculty, staff, or affiliates
- Making any false statements in connection with their enrollment.

Tuition, fees, and supplies become due and payable immediately upon a student's dismissal from the school. The college will determine if any Title IV funds need to be returned. Students wishing to appeal a probation or dismissal can make a written request to the Appeal Committee for review. The Appeal Committee will conduct the review and make the appropriate determination.

## **Grievance/Complaint and Academic Complaint Protocol**

The administration, faculty, and staff of Eastern International College maintain an open-door policy for students to voice their concerns or complaints. Any student who has a grievance or complaint should follow the grievance protocol, as outlined below:

Level 1: The student attempts to handle the grievance with the applicable official or faculty member in a respectful and professional manner.

Level 2: If the grievance cannot be settled at this level, the student may request, in a formal written correspondence, intervention from the Dean of Academic Affairs, the Campus Director, the Department Chairperson or his/her designee.

Level 3: If the Program Dean or designee cannot resolve the grievance, the Dean of Academic Affairs may convene a committee to review the grievance. At that time, the student who filed the grievance will be required to submit another formal written correspondence along with all supporting documentation to request a committee review. The Dean of Academic Affairs or Campus Director reserves the right to require that the student appear in person if the committee decides it is necessary. The Dean of Academic Affairs informs the student of the committee's decision. The decision of the Dean of Academic Affairs, in consultation with the College President, is final.

Level 4: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. The Student Complaint Procedure is as follows:

### **Student Complaint Procedure**

Eastern International College participates in Federal student aid programs that are authorized under Title IV of the Higher Education Act of 1965. Participating institutions must be legally authorized to operate within the state in which it is located. 34 CFR § 600.9 requires states to have a "process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws." 34 CFR § 668.43(b) requires that institutions

*"make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution's accreditation and its State, Federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint."*

To comply with this regulation, Eastern International College provides the following information to our prospective and current students

*New Jersey State Authorizing Entity*  
The Office of Secretary of Higher Education  
PO Box 542  
Trenton, NJ 08625-0542  
[www.state.nj.us/highereducation](http://www.state.nj.us/highereducation)

*College Accrediting Agency*  
Middle States Commission on Higher Education  
1007 North Orange Street, 4th Floor, MB #166  
Wilmington, DE 19801  
Telephone: (267) 284-5011  
[www.msche.org](http://www.msche.org)

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **Filing a Complaint with the Middle States Commission on Higher Education**

The Middle States Commission on Higher Education is obligated by federal regulations to review complaints it receives regarding member and candidate institutions. However, the Commission's complaints policy prevents the Commission from intervening in disputes between individuals and institutions, whether these disputes involve students, faculty, administrators, or members of other groups. Before filing a complaint, it is strongly recommended that you read the Commission's complaints policy and procedure. A copy of the MSCHE complaints policy and procedure can be requested in writing from the Director of Institutional Effectiveness.

## **DRESS POLICY, DRUG, ALCOHOL-FREE POLICY, COLLEGE PROPERTY**

### **Dress Policy**

Eastern International College students must maintain a clean, professional appearance while on campus and while involved with any events affiliated with Eastern International College. Students who are not in compliance with the dress policy will be dismissed from the building for that day. The following dress policy must be adhered to at all times:

- Students must wear the required uniform specific to their program during all classes. All uniforms must be presentable and bear the Eastern International College logo.
- Students must wear closed-toe shoes or all-white sneakers, no exceptions.
- Students must wear their hair up and off the shoulders and face; students are not permitted to wear excessive make-up, long or artificial nails, jewelry, and piercings.
- Tattoos must not be visible.
- Students must clearly display the Eastern International College I.D. at all times
- Unless otherwise noted, a minimum of business-casual attire must be worn when students are engaged in professional activities affiliated with Eastern International College.
- Students are required to purchase their own uniforms and other necessary items to comply with the dress code of their Program.

## **Drug and Alcohol-Free Policy**

Eastern International College maintains a drug and alcohol-free environment. The Drug and Alcohol Policy applies to all enrolled students and any individual present on campus. The unlawful possession, use, and/or distribution of drugs and alcohol are strictly prohibited. Students who require prescription drugs that may impair their ability to perform should inform Eastern International College and their instructors via documentation from a licensed healthcare professional.

## **College Property**

Under no circumstances should any software belonging to Eastern International College be removed from the premises for any reason. All software the College purchases must be used within the classroom and the library. All computers are the property of Eastern International College. Students attending classes are afforded the use of computers during class and laboratory hours. Any student found reconfiguring any computer belonging to Eastern International College will be subject to immediate disciplinary action. Laboratory equipment is “technique”/practice equipment that should not be utilized for diagnostic medical procedures.

## **Attendance and Make-Up Policy**

Students at Eastern International College are expected to attend all classes, labs, and clinical externships. At the beginning of each semester, instructors will provide the students with written guidelines regarding possible grading penalties for failure to attend class.

Students should notify their instructors as soon as possible of any anticipated absences. Written documentation that indicates the reason for being absent may be required, and students are responsible for making up work missed during any absences. These guidelines may vary from course to course but are subject to the following restrictions:

- Students who miss class because of religious beliefs or practices will be excused from class or examinations on that day. The faculty member is responsible for providing the student with an equivalent opportunity to make up any examination, study, or work requirement the student may have missed.
- Students should notify course instructors at least one (1) week before any anticipated absence so that proper arrangements may be made to make up for any missed work or examination. All make-up or missed work must be completed within a reasonable time frame, as determined by the faculty member.
- Any student who misses class due to a verifiable family or individual health emergency, or to attend a required appearance in a court of law, will be excused.
- Students must communicate directly with the faculty member when they need to miss a class for those specific reasons. Likewise, faculty members who require documentation of those specific student absences will communicate directly with their students.
- For all absences except those due to religious beliefs or practices, the course instructor has the right to determine whether the number of absences has been excessive, as it relates to the nature of the class that was missed and the stated attendance policy. Depending on the situation, this can result in the student being removed from or failing the course.
- Students need to make up the missing attendance hours in order to avoid grade points deduction. Makeup is only allowed for excused absences after submitting the supporting documents. Supporting documents must be submitted the day the student returns to class. The student has to make up the missing hours within one week after returning to class. Remediation for missed didactic course meetings will be scheduled to reflect the understanding of missed course material. Remediation for missed practical coursework will be scheduled to attain the practical/scanning skills missed during the time of absence.

If the student makes up the missing hours of excused absence, NO attendance grade points deduction will be assigned. If there are extenuating circumstances that prevent a student from attending classes for an extended time period (e.g., hospitalization and recovery from a serious accident or illness), the student should apply for a leave of absence under the College's published leave of absence policy.

A student's enrollment will be terminated when the student has consecutive fourteen (14) calendar days of absences without establishing an approved leave of absence under the College's published leave of absence policy. As a general rule, any student whose enrollment has been terminated for violating the College's attendance policy will not be allowed to reapply for readmission to the College.

A student whose enrollment has been terminated for violation of the College's attendance policy may be entitled to a refund or, alternatively, may be required to return unearned Title IV federal financial aid to the Federal government and pay the remaining tuition due to the College. If the student borrowed money under a federal student loan or a private loan, the student is obligated to repay that money in accordance with the terms of the loan.

### **CELL PHONE USE POLICY**

Cell phone use is prohibited during the classroom or clinical experiences. Personal cell phones, iPads, handheld devices, etc., MUST be silenced (including vibrations) and stored out of sight during all scheduled classes, lab sessions, and while in the clinical setting. Cell phones may be checked and used during breaks or between patients, but any use should NOT disrupt face-to-face communication or patient workflow. Violating the cell phone policy will be considered a deficiency in professionalism and may affect the student's grade and result in disciplinary action. Students are advised that while cell phones or other personal devices may be utilized for educational purposes, those around the student may consider such use a sign of disinterest in the learning opportunities, even during downtimes and breaks; extreme care should be utilized to avoid misperception of cell phone use.

### **LEAVE OF ABSENCE (LOA)**

A student in circumstances that make it impossible for them to maintain adequate class attendance must submit a written and signed request for a Leave of Absence (LOA). The LOA may not begin until the College has approved the request. Additionally, the LOA period may not exceed 180 days within any 12-month period. The College may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence does not exceed 180 days within the 12-month period. If a student fails to return from an approved Leave of Absence, then the College will terminate the student and apply its refund policy. The LOA must be requested prior to the beginning of the semester start for the designated semester. The LOA cannot be requested during the semester for that same semester. Changes to enrollment status, and failure to return from Leave of Absence, are reported to the National Student Loan Data System (NSLDS) by the Financial Aid Officer and confirmed by the Registrar on the subsequent Enrollment Roster Report. In cases of extenuating circumstances for which a student has been granted a Leave of Absence during the course of the semester as per the institutional policy, a Return to Title IV Funds calculation will be completed if the student has not yet completed 60% of the semester. Once the 60% threshold has been met, the student will be permitted to complete their courses in progress upon return to the College with no additional charge.



## **DMS-BS PROGRAM MEDICAL RELEASE FORMS**

### **Notice of Informed Consent**

As a participant in the Diagnostic Medical Sonography Program, a student will be expected to utilize medical diagnostic equipment and serve as a demonstration subject in medical diagnostic tests. Information regarding the student's personal health status may be made public to the student population as a result of the above stated volunteer activities. Any abnormal results revealed from an existing medical condition should be consulted with a licensed medical doctor but is not in any way the responsibility of the Diagnostic Medical Sonography Program or Eastern International College.

### **Student Policy for Ultrasound Labs**

#### **Rationale and General Procedures**

An ultrasound lab is utilized for planned educational activities, which include a scheduled lab time, course syllabus, and instructional objectives and activities. Lab activities include a variety of instructional methods such as teaching clinical skills, testing, practice scanning, case review, ECG practice, individual and group projects, and practice with ultrasound simulators. Tutoring and extra practice scanning time can be arranged and scheduled through the lab instructor.

The medical ultrasound equipment located in the lab is complex, delicate, and expensive. Transducers that are dropped or mishandled are subject to breakage. Broken transducers cannot be repaired and must be replaced. Electrical cords, including transducer cords, that are pulled too tightly or caught under rolling wheels can wear; and can be a potential electrical hazard to the operator. It is each student's responsibility to handle all equipment in the lab carefully in accordance with instructions and training provided by the lab instructor.

Scanning in the ultrasound lab is an integral part of the educational process designed to help students learn necessary beginning scanning skills that they will continue to develop and improve during the integrated clinical and clinical externship courses. Students spend some of their lab time scanning each other under the direct supervision and direction of their lab instructor.

The ultrasound lab is a simulated work environment. Students must learn and follow best practices for a medical environment while they are in the lab. Food and drink are never allowed in the ultrasound lab.

#### **Students in the ultrasound lab are expected to:**

- Understand the objectives and requirements for each lab and/or scanning session
- Ask questions at appropriate times whenever necessary
- Follow directions given by the instructor during lab
- Set up the scanning station prior to beginning scanning, including making sure the transducer and scanning bed are clean
- Wash hands before and after scanning
- Wear a disposable glove on the scanning hand
- Make sure the lab partner being scanned is comfortable, provided privacy, and correctly draped
- Clean the transducer and scanning station when finished scanning
- Straighten up the lab before leaving; including straightening up chairs, tables, and other areas used during the lab

- Respect fellow classmates' privacy and confidentiality regarding any personal information disclosed during lab
- Treat students and instructors with courtesy and respect
- Wear the required personal protective equipment (PPE)

### **Student Scanning in the Lab**

A student has the right to refuse to be scanned in the lab for any reason. Instructors may also decide if it is not appropriate for a particular student to be scanned for specific labs, depending on the educational objectives. Ultrasound program students who refuse or may not be scanned must make arrangements for a substitute live model or models to be scanned in their place. The substitute live model will be scanned by the refusing student's lab partner.

### **Substitute live models**

- Maybe friends or family members.
- Must not be pregnant.
- Must be 18 years or older. Children are never scanned in the lab.
- Are subject to approval by the lab instructor.
- Must sign a consent form prior to being scanned. This consent form is kept on file; and must clearly state that the scan is being performed for educational purposes only, and not for medical information or diagnosis.
- Non EIC student live models may participate in a maximum of two lab classes.
- EIC students enrolled in other programs at the school on a volunteer basis may be scanned only once during their enrollment and their participation as a live student model volunteer must not interfere with their classes or other program responsibilities.

Students who refuse or may not be scanned are still responsible for participating in the lab and meeting all requirements for successful completion of the course as described in the course syllabus.

### **COMPLIANCE WITH PRINCIPLES OF ALARA (AS LOW AS REASONABLY ACHIEVABLE) IN THE LAB**

The medical ultrasound community endorses compliance with the principles of ALARA. Principles of ALARA in the ultrasound lab include

- Keeping scanning time to a minimum
- Keeping energy outputs as low as possible while scanning
- Keeping ultrasound exposure to the fetus to an absolute minimum

### **Principles of ALARA are incorporated into lab activities through the following required procedures:**

- Students are responsible for setting and monitoring machine controls (i.e. power, intensity, mechanical index, thermal index) to make sure they are keeping energy outputs as low as possible while scanning.
- Students may only use Doppler controls when instructed to do so by the lab instructor.
- Students are expected to comply with the policy and accompanying procedures to maintain a safe and effective lab learning environment.

## **DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY RESOURCES**

Listed below are resources that you will find helpful in the Diagnostic Medical Sonography field as a student and graduate. These organizations provide information about the Diagnostic Medical Sonography field and opportunities to network with other Diagnostic Medical Sonography at conferences and seminars. Continuing education opportunities are important for Diagnostic Medical Sonography, and information about them can be found through the organizations listed below. Some organizations have fees that apply to membership and their services and this information can be found on their individual websites. Please review their websites for specific details about each organization's mission and what they provide to the Cardiovascular Technology field. This list is just a small sample of the different professional organizations and informational websites that are available in the field. If you have questions about any of these organizations, please speak with your Dean of Academic Affairs or faculty members.

### **State and National Organizations**

- ARDMS - American Registry for Diagnostic Medical Sonography ([www.ardms.org](http://www.ardms.org))
- ASE – American Society of Echocardiography ([www.asecho.org](http://www.asecho.org))
- CCI – Cardiovascular Credentialing International ([www.cci-online.org](http://www.cci-online.org))
- SDMS – Society of Diagnostic Medical Sonography ([www.sdms.org](http://www.sdms.org))
- AIUM – American Institute of Ultrasound in Medicine ([www.aium.org](http://www.aium.org))
- SVU – The Society for Vascular Ultrasound ([www.svunet.org](http://www.svunet.org))

## **AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, require Eastern International College to provide appropriate academic and employment accommodations to employees and students with disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the College community, or fundamentally alter the nature of the College's employment or academic mission.

Eastern International is committed to providing reasonable accommodations for qualified individuals with disabilities, including chronic illness, fairly and equitably and in accordance with applicable federal and state law. All personnel responsible for implementing the College's mission are mandated to support this policy.

The Office for Civil Rights (OCR) enforces Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), which prohibit discrimination based on disability. The ADA ensures equal access and opportunity and protects individuals with disabilities from discrimination. Eastern International College is committed to providing equal access to educational opportunities and prohibits any form of discrimination based on race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students and in the operation of all of its programs, activities, and services.

## **The Disability Coordinator**

The designated Disability Coordinator (DC) is the Dean of Academic Affairs. The responsibilities of the DC include the following: make sure the policies and procedures for academic adjustments or any disability-related requests for accommodations are appropriately followed; answer questions from students regarding academic adjustments and other disability-related accommodations; receive letters of request for academic adjustments and reviews completeness of required documentations; coordinate with the Disability Committee; communicate with students who request for academic adjustments; and provide specific faculty members completed Academic Adjustment Forms for students whose requests for academic adjustments have been approved.

The Disability Coordinator does not directly provide educational services, tutoring, counseling, or help students plan/manage their schedules. Students with disabilities are generally expected to be responsible for their own academic programs and progress in the same ways that nondisabled students are responsible for them (U.S. Department of Education, Office of Civil Rights, 2011).

## **Identification and Disclosure of Students with Disabilities**

EIC does not have a duty to identify students with disabilities. Students are responsible for notifying designated institutional staff (College Dean/Disability Coordinator) of their disability should they need an academic adjustment.

The disclosure of one's disability is voluntary. A student has no obligation to inform the College that they have a disability; however, if a student wants EIC to provide an academic adjustment, or wants other disability-related services, the student must identify themselves as having a disability.

## **Request for Academic Adjustment**

A student who requests academic adjustment must follow EIC's Policy and Procedure for Academic Adjustment. All requests are made in writing. The same procedure should be followed for all other disability-related accommodation requests. Questions and inquiries may be directed to the College Dean, the Disability Coordinator.

## **Academic Adjustments, Auxiliary Aids, and Services**

The U.S. Department of Education, Office of Civil Rights (2011) defines academic adjustments, auxiliary aids, and services as:

“Such modifications to the academic requirements necessary to ensure that such requirements do not discriminate or have the effect of discriminating based on disability against a qualified applicant or student with a disability. Academic requirements that the recipient can demonstrate are essential to the instruction being pursued by such students or to any directly related licensing requirement and will not be regarded as discriminatory within the meaning of this section. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Academic adjustments also may include a reduced course load, extended time on tests, and the provision of auxiliary aids and services. Auxiliary aids and services are defined in the Section 504 regulations and Title II regulations. They include note-takers, readers, recording devices, sign language interpreters, screen-readers, voice recognition and other adaptive software or hardware for computers, and other devices designed to ensure the participation of students with impaired sensory, manual or speaking skills in an institution's programs and activities. Institutions are not required to provide personal devices and services such as attendants, individually prescribed devices, such as eyeglasses, readers for personal use or study, or other services of a personal nature,

such as tutoring. If institutions offer tutoring to the general student population, however, they must ensure that tutoring services also are available to students with disabilities. In some instances, a state VR agency may provide auxiliary aids and services to support an individual's postsecondary education and training once that individuals have been determined eligible to receive services under the VR program."

EIC has designated a committee to review and decide on all requests for academic adjustments and other disability-related accommodations. An academic adjustment or disability-related accommodation should not alter or waive essential academic requirements. It should not fundamentally alter the nature of a service, program, or activity or result in undue financial or administrative burdens considering the College's resources (U.S. Department of Education, Office of Civil Rights, 2011).

A student who wants to request academic adjustment should notify the Disability Coordinator in writing as early as possible to ensure that the College has enough time to review their request and provide the appropriate academic adjustment.

If the academic adjustments provided are not meeting the student's needs, it is the responsibility of the student to notify the Disability Coordinator in writing as soon as possible.

EIC does not provide specialized tutors or individual assistants/aides for students.

### **The Individualized Education Program (IEP)/ 504 Plan**

The IEP/ 504 plan, no matter how recent, is not sufficient documentation to support the existence of a current disability and need for an academic adjustment. However, an IEP plan may help identify services that have been used by the student in the past (U.S. Department of Education, Office of Civil Rights, 2011). It is, therefore, important for a student to understand that an IEP (or 504 Plan) does not suffice as adequate documentation for a request for academic adjustment. Students requesting academic adjustment must provide the required documentation stipulated in EIC's Policy and Procedure for Academic Adjustment.

### **Policy and Procedure for Academic Adjustment**

A student who requests academic adjustments must complete the following:

- A request for academic adjustment must be made in writing, outlining in detail the adjustment/s being requested. The letter is addressed and submitted to the Dean of the College (email is acceptable).
- The letter must be accompanied by documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or a qualified diagnostician, and include the following: diagnosis of a current disability and supporting information that includes the date of diagnosis; how the diagnosis was reached; the credentials of the diagnosing professional; and information on how the disability may affect academic performance and major life activities. The student is responsible for all evaluation and documentation of their disability.
- A committee created by the College reviews the request in light of the essential requirements for the relevant program. EIC does not waive or lower essential program requirements to accommodate an academic adjustment. The same policy and procedure are applied to all disability-related requests.

### **Students with Disabilities**

Students who have a disability-related grievance are to follow the procedures outlined in the College catalog "Grievance/Complaint Protocol". All grievance communication must be sent to the Dean of Academic Affairs.

## **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) requires that Eastern International College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. FERPA rights belong to students who attend postsecondary institutions in person, through correspondence, or electronic “distance learning.” Pertaining to:

- The right to inspect and review the student’s education records within 45 days of the date the College receives access requests.
- The right to request the amendment of a student’s education records that the student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information in the student’s education records, except that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The College reserves the right to make public, without the student’s consent, “directory information,” in particular, the student’s name, address, age, sex, registration dates, major, and degree. Students who wish not to have directory information released must notify the Registrar’s Office in writing each year.

## **SKILLS VALIDATION**

### **DMS-BS Program Skills Validation Policy**

Any DMS student who has been out for one semester or more for any reason must undergo a mandatory scanning competency test for Abdomen, OB-GYNE, Vascular, and Echocardiography before being allowed to register for externship. A student who does not successfully demonstrate the basic scanning skills for any of these areas will be required to audit (with no fee) the course/s. The student will agree to the scanning lab schedules and must attend the classes regularly for the duration of the semester, or until the student successfully demonstrates minimum scanning skills as evaluated by the instructor or a designated faculty. A student who was dropped from the program and refuses to comply with this policy will not be allowed back into the program.

## **EXTERNSHIP POLICIES, RULES, AND REGULATIONS**

### **Clinical Externship Policies and Procedures for DMS Students**

Eastern International College will place DMS students in clinical externships upon completion of their prerequisite didactic coursework. In cases where extenuating circumstances (leave of absence, illness, financial hardship, etc.) prevent the student from starting the clinical externship immediately after their didactic coursework, Eastern International College will help the student complete the clinical externship as soon as possible. Eastern International College will continue to track students individually as to their start and completion dates for clinical externships.

The Clinical Externship Orientation is required for all DMS students. Prior to starting the clinical externship, all students must participate in the College’s comprehensive clinical externship orientation, which includes student/College rights and responsibilities, clinical externship policies and procedures, and requisite attendance policies. This orientation is conducted by the Clinical Coordinator, Clinical Externship Administrator, Campus Director, or designee.

Clinical Externships will be provided to all students in programs requiring clinical externships. Students enrolled in the DMS programs, that contain an externship component, must agree as part of their enrollment agreement that they will accept the externship site offered by the College. Students that refuse the site offered by the College must sign a refusal waiver and then become responsible for finding their own externship site to complete the externship requirement. No student is allowed to switch externship sites without permission from the College.

All preparatory documentation for the externship must be completed prior to the site placement. Students should be prepared to reschedule their employment prior to their final semester. Any student who fails to complete all of the clinical externship administrative requirements prior to their final semester will not be allowed to enroll until all requirements are fulfilled.

All students must accurately document their hours worked on a timesheet supplied by Eastern International College. Students are responsible for tracking their hours and getting the timesheet signed by the defined Site Manager. They must then submit the completed sheet to the Clinical Coordinator assigned to their program or the Campus Registrar.

All students must pass the required courses, maintain Satisfactory Academic Progress (SAP) with regard to their academic standing, and submit records of required immunizations before beginning each clinical externship. Some externship sites may require additional requirements that must be met prior to the start of clinical externship.

### **DMS-BS Externship Competency Grading Scale**

*(Please refer to the syllabus for a complete description of the grading scale)*

Meets Expectations (ME)- The student demonstrates expected performance in a particular category/item(s) (skills/professionalism). ME score in this item indicates the student is performing at the expected level of achievement

Does Not Meet Expectations (DE) - the student fails to meet the expectations in a particular category/item(s). Item(s) that receive a DE rating need remediation

Not Applicable (NA)- The category/item(s) has not been evaluated.

### **General Procedures for Externship Remediation**

1. Upon midterm and final evaluations during clinical externship, if a student receives (DE) in any required skill(s), the preceptor informs the student and clinical coordinator in writing. A copy of the written correspondence is sent to the Dean of Academic Affairs
2. The clinical coordinator, in coordination with the preceptor, schedules midterm and final remediation sessions within one week. The student is informed of the remediation schedule in writing.
3. A student who obtains a Does not Meet Expectations (DE) in the midterm evaluation will be required to attend a midterm remediation. If the DE rating is obtained in the scanning part, the student must attend an on-campus remediation (to be scheduled by the Department Chair)

4. The student must comply with all the remediation hours. If the student does not comply, they are subject to repeat the course.
5. The preceptor reevaluates the student's skill competency after the student finishes the midterm remediation requirement. If the student fails the skill(s), they are subject to another round of remediation sessions. The student continues the remediation until they demonstrate a Meets Expectation (ME) rating in the required competencies.
6. If a student fails one or more skills after remediation, the preceptor in coordination with the clinical coordinator, schedules additional training. A student who obtains a Does not Meet Expectations (DE) rating in the final evaluation will be required to attend final remediation. If the DE rating is obtained in the scanning part, the student must attend an on-campus remediation (to be scheduled by the Department Chair). To successfully complete the externship course, a student must obtain a rating of Meets Expectations ME in each of the items in the competency evaluation form.
7. An additional evaluation by a designated faculty or the Department Chair is performed to determine whether or not the student has to repeat the course.
8. The clinical coordinator provides comprehensive orientation to the clinical preceptors prior to clinical externship. Orientation includes the clinical externship rules and regulations, attendance policy, professionalism, misconduct, dismissal policy, the use of the evaluation tools and their application to the evaluation of student performance, and remediation procedures.

### **General Clinical Externship Rules and Regulations**

1. All students must attend the clinical externship site assigned to them by Eastern International College.
2. Students in programs that contain a clinical externship component must be prepared to attend externships sites whenever and wherever the externship sites are available. Evening students must be prepared for the possibility that clinical externship sites may only be available during daytime working hours.
3. Students are required to adhere to any schedule issued by the clinical externship site manager, and any changes in scheduling must be authorized by the assigned site and Eastern International College. Any student not in compliance with this rule will receive a failing grade (F).
4. Students must be punctual and remain at the facility for the required length of time that was assigned; tardiness will not be tolerated and may result in dismissal from the externship site and failure. However, if students are going to be late, they must contact the clinical externship site manager and Eastern International College's Clinical Coordinator at 201- 216-9901 or 973-751-9051.
5. All students who have in excess of (3) absences will fail the course for the semester and be required to retake the course next semester in order to graduate.
6. Students who are dropped from externships for excessive absences are required to find their own clinical externship site that meets the College and Program's criteria to complete the Program.
7. Students must strictly adhere to the dress code of the assigned clinical externship site.
8. Students are expected to minimize, if not completely eradicate, any personal habits, such as cigarette



smoking, or the use of cell phones, gossiping, or chattiness, and pay close attention to personal hygiene and appearance. Cellular phones must remain off while on the clinical externship site. However, if students need to utilize their cell phone, they must only do so during breaks and/or lunch, and keep all calls short.

9. Students are required to complete the entirety of their clinical externship hours. Students who are missing hours will not be approved to graduate. Switching of externship sites without the permission of the College is not allowed. Any hours completed in an unauthorized site will not be counted toward completed hours, and the student will be subject to disciplinary measures.
10. Students are required to perform clinical externship tasks to the best of their ability. Students are required to immediately report errors or problems in completing tasks to the clinical externship site manager.
11. Timesheets and daily logs should be sent every Friday to the Clinical Coordinator or designee. Students must also keep an accurate record of hours, should keep copies of timesheets, and are required to maintain their progression of hours toward completion.
12. If students encounter any issues that could prohibit them from completing their clinical externship, they must contact Eastern International College's Clinical Coordinator immediately.
13. COVID-19 Vaccination. All students must comply with the Covid-19 vaccination policy of the externship sites. A student with a medical and/or religious exemption may not be able to complete the externship requirement if the externship site rejects the student's religious or medical exemption. The student may be asked to drop or withdraw the course. EIC does not provide on campus externships for DMS, and CVT students.
14. A positive criminal background or drug screen test may prevent a student from being placed on a clinical rotation site/agency which will result in non-completion of degree. The student will be asked to drop or withdraw from the course. EIC requires that the student utilizes Castle Branch to complete background check, drug screening, and other requirements.
15. Any student who blatantly and consistently violates the rules set forth by Eastern International College and/or the clinical externship site will immediately be dismissed from the site, the Program and the College.
16. If dismissed from the clinical externship site for negative conduct, refusal of the externship site, or working less than the hours assigned by the clinical externship site manager, the student will be solely responsible to secure his/her own externship site, and complete the required number of clinical hours per the student's program requirements. Failure to secure a site within 14 consecutive days (calendar days) after dismissal will result in the student being terminated from his degree program.

### **Externship Agreement**

A student who registers for externship must sign the Externship Agreement Form indicating the following:

- Acceptance of the clinical externship site that EIC offers
- Commitment to work all clinical hours assigned by the clinical externship site manager
- Solely responsible for transportation to and from the clinical externship site
- If dismissed from the clinical externship site for negative conduct, refusal of the externship site, or working less than the hours assigned by the clinical externship site manager, the student will be solely responsible for securing his/her externship site and completing the required number of clinical hours per the student's program requirements. Failure to secure a site within 14 consecutive days (calendar days) after dismissal will result in the student being terminated from their degree program.

## **COVID-19 Vaccination, Criminal Background Check, Drug Testing, and Castle Branch**

All students must comply with the Covid-19 vaccination policy of the clinical rotation agencies/sites. A student with a medical and/or religious exemption may not be able to complete the clinical requirement if the rotation agency/ site rejects the student's religious or medical exemption. The student may be asked to drop out or withdraw from the course. EIC does not provide externships or clinical rotations on campus.

A positive criminal background or drug screen test may prevent a student from being placed on a clinical rotation site/agency which will result in non-completion of degree. The student will be asked to drop out or withdraw from the course. EIC requires that the student utilizes Castle Branch to complete background check, drug screening, and other requirements.

## **Externship-Related Injuries**

Whenever an illness or injury occurs at a clinical externship site, the student must immediately notify the site supervisor so that appropriate measures are taken. The student shall be provided with emergency medical care at the clinical externship site whenever necessary. If the facility does not cover necessary expenses, the student shall be responsible for expenses incurred.

If a student is accidentally injured or exposed to a patient's body fluids, the patient with whom the student has contact may need to be tested to assess the risk to the student. These injuries might include testing the patient for hepatitis, HIV, or other infectious diseases. In situations where the externship facility does not cover the cost of these tests, the student is held responsible for the expense.

It is the responsibility of the clinical externship supervisor to notify Eastern International College of the details of the injury/exposure.

*It is the student's responsibility to adhere to all rules and regulations set forth by Eastern International College. The College reserves the right to make changes in any area of the College, and all changes are effective thirty (30) days after the announcement, circulation, and posting.*

## **Clinical Verification (CV) Form for the American Registry for Diagnostic Medical Sonography (ARDMS)**

A student, who intends to take any of the certification exams offered by the American Registry for Diagnostic Medical Sonography (ARDMS), is responsible to access and print the CV form from the ARDMS website and have it completed and signed by the externship supervisor or preceptor (if applicable) immediately following the completion of the rotation. The CV is valid for one (1) year from the date of signature (This may change depending on rules by the ARDMS). Since the CV validates core clinical skills, it can only be signed by the externship supervisor, a sponsor sonographer, or reporting physician. The CV form is not required for the Sonography Principles and Instrumentation (SPI) examination. Students should check the specifications of the ARDMS for any changes in their policy regarding examinations.

More information on ARDMS resources is available at:

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

[ARDMS CV Forms](#)

[ARDMS Get Certified](#)

### Graduates of the EIC DMS Ultrasound Diploma Program

Graduates of EIC’s Ultrasound Diploma Program must pass a skills validation for Echocardiography, Vascular, Abdominal, and Obstetric and Gynecology as a requirement for credit transfer for the BS-DMS Program. The skills validation requirement will be waived if the student can show proof of a current national certification (e.g., RDMS, RVT, RDCS-AE) from the ARDMS or CCI for each of the modalities.

### Graduation Requirements

The requirements for graduation are:

1. Pass each course, including externship, in accordance to each program’s guidelines
2. Earn a cumulative GPA of at least C (2.0) for Diagnostic Medical Sonography
3. Fulfill all financial obligations to the College.
4. Complete a student loan exit interview.

Table 8 DMS-BS Competencies

MODALITY	COMPETENCIES
<b>Abdomen</b>	<ul style="list-style-type: none"> <li>-Pancreas</li> <li>-Liver-left lobe: Sag/TRV</li> <li>-Liver- Right: Sag/TRV</li> <li>-Hepatic Veins</li> <li>-Main Portal Vein</li> <li>-Common Bile Duct</li> <li>-Gall Bladder: Sag/TRV</li> <li>-Right kidney: Sag/TRV</li> <li>-Left kidney: Sag/TRV</li> <li>-Spleen: Sag/TRV</li> <li>-Thyroid isthmus/measurement</li> <li>-Thyroid right lobe: Sag/TRV</li> <li>-Thyroid left lobe: Sag/TRV</li> </ul>
<b>OB/GYNE</b>	<ul style="list-style-type: none"> <li>-Uterus (measurement) Sag</li> <li>-Endometrium (measurement) Sag</li> <li>-Uterus TRV: three levels: Cervix, body, and fundus</li> <li>-Adnexa Left &amp; Right (Sag &amp; TRV)</li> <li>-Ovaries Left and Right (measurements) Sag &amp; TRV</li> <li>-Uterine and Ovarian Doppler (optional)</li> <li>-Determination of fetal presentation</li> <li>-Estimation of Gestational Age in First Trimester</li> <li>-Estimation of Gestational Age and Biometric Measurement 2nd and 3rd Trimester</li> </ul>

	<ul style="list-style-type: none"> <li>-Evaluation of Chromosomal abnormality: Nuchal -Translucency (Down syndrome)</li> <li>-Evaluation of Fetal Biophysical Profile</li> <li>-Localization of the placenta</li> <li>-Amniotic fluid measurement</li> <li>-Detection of any congenital abnormality</li> <li>-Detection of multiple pregnancy</li> </ul>
<p><b>Vascular</b></p>	<ul style="list-style-type: none"> <li>-Obtain sagittal view with color Doppler and PW Doppler of the following: -Extracranial Cerebrovascular Scanning</li> <li>-Proximal, Mid and Distal common carotid artery (CCA)</li> <li>-Proximal, Mid and Distal Internal carotid artery (ICA)</li> <li>-External carotid artery (ECA)</li> <li>-Vertebral artery</li> <li>-Innominate &amp; Subclavian artery</li> <li>-Abdominal Vascular Scanning</li> <li>-Abdominal aorta proximal, Mid, Distal measurements (Sagittal &amp; TRV) -Hepatic veins: 2 D, Flow direction and Waveform</li> <li>-Main portal vein: Measurement, Flow direction and Waveform -Renal Arteries left &amp; right proximal, Mid &amp; Distal (waveform) -Lower Extremity Arterial Scanning</li> <li>-Common, Superficial &amp; Deep Femoral Arteries</li> <li>-Popliteal &amp; Tibio-Peroneal Arteries</li> <li>-Lower Extremity Venous Scanning</li> <li>-TRV Views with compressions on Femoral, Popliteal and Tibio-peroneal veins</li> <li>-Sagittal Waveforms on with Valsalva's Maneuver, Proximal Compression and Distal Augmentation</li> </ul>

<b>Echocardiography</b>	<ul style="list-style-type: none"> <li>-2-D, M-mode, Color Doppler, Pulsed/Continuous Wave --Doppler (Digital Clips &amp; Measurements)</li> <li>-Parasternal Long axis view LVOT, RVIT, RVOT</li> <li>-M-mode and 2 D measurements at Mitral valve, Aortic valve and Left ventricle</li> <li>-Parasternal Short axis views, Aortic valve, Mitral valve level &amp; Papillary muscle level</li> <li>-Any Pathology detected</li> <li>-Apical 4 chamber, Apical 5 chamber, Apical 2 chamber, 3 Chambers view -Subcostal 4 chamber View</li> <li>-IVC measurements with and without sniff</li> <li>-Suprasternal View Descending aorta</li> </ul>
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**TECHNICAL STANDARDS FOR DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)**

*Table 9 DMS students must comply with the following technical standards*

<b>Technical Standard</b>	<b>Description</b>
Speech	<ul style="list-style-type: none"> <li>● Be able to communicate effectively, both verbally and in writing, with patients, physicians and other members of the healthcare team</li> </ul>
	<ul style="list-style-type: none"> <li>● Be able to communicate effectively with patients, physicians and other members of the healthcare team</li> </ul>
Vision	<ul style="list-style-type: none"> <li>● Be able to read and accurately complete relevant reports</li> <li>● Be able to accurately see and analyze images</li> <li>● Be able to differentiate varying shades of gray and color</li> <li>● Possesses sufficient vision to differentiate and identify ill-defined structures, borders, anatomical structures and pathological abnormalities correctly</li> </ul>
Hearing	<ul style="list-style-type: none"> <li>● Possesses sufficient hearing to differentiate Doppler signals</li> <li>● Possesses sufficient hearing to interact with patients, physicians, and other healthcare professionals</li> </ul>

<p>Physical Requirements</p> <ul style="list-style-type: none"> <li>● Performance of sonography procedures involves standing, walking, and moving of heavy ultrasound equipment</li> </ul>	<ul style="list-style-type: none"> <li>● Be able to participate in all demonstrations, laboratory activities, and the clinical externship</li> <li>● Possesses physical coordination to perform scanning with manipulation of the probe and knobs</li> <li>● Possesses the ability to correctly operate ultrasound and EKG machines, properly place and position electrodes</li> <li>● Be able to handle, lift and transfer patients utilizing proper body mechanics</li> <li>● Possesses manual dexterity in performing noninvasive adult echocardiography procedures and troubleshooting equipment malfunctions</li> <li>● Ability to sit and stand for extended periods of time</li> </ul>
<p>Mental Requirements</p>	<ul style="list-style-type: none"> <li>● Possesses flexibility, independent judgment and critical thinking</li> <li>● Ability to manage stress properly and maintain composure</li> </ul>

## USE OF THIS HANDBOOK

This Handbook is intended as a guide to provide information regarding common areas of concern; however, it cannot anticipate and answer every question or problem that might arise. As a result, amendments or supplements to the Handbook can be made by the College as it deems necessary, with or without direct notice to students. Suppose you are unclear about your obligations or rights as a student in a clinical activity. In that case, you should discuss your questions with the faculty member leading the activity or the Dean of Academic Affairs of your school. We believe these rules will promote a fair and effective learning environment for students. Additional policies and procedures applicable to the DMS-BS students can be found in the college catalog.

*The faculty and staff of the clinical programs wish you every success in your activities*