



University of Findlay

Diagnostic Medical Sonography

Academic  
Student Handbook  
2025 – 2026

Updated January 2025

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## GENERAL INFORMATION

### Faculty and Staff

Dean of the College of Health Professions (COHP)	Dr. Richard B. States
Chair, Diagnostic Services (DIAG)	Dr. Susan Watters, RDMS, RVT
Program Director, Sonography	Dr. Susan Watters, RDMS, RVT
Clinical Coordinator, General	Cheryl Helmke, MOD, RDMS, RVT
Clinical Coordinator, Echo	Kimberly Shearn, BS, RDCS
Administrative Assistant	Amy Heflinger
Medical Director	Dr. Carter Genson

### Important Phone Numbers and Email Addresses

(The preferred method of contacting a faculty member is via email.)

Dr. Richard States	(419) 434-4677	<a href="mailto:states@findlay.edu">states@findlay.edu</a>
Dr. Susan Watters	(419) 434-5888	<a href="mailto:susan.watters@findlay.edu">susan.watters@findlay.edu</a>
Cheryl Helmke	(419) 434-5887	<a href="mailto:cheryl.helmke@findlay.edu">cheryl.helmke@findlay.edu</a>
Kimberly Shearn	(419) 434-5914	<a href="mailto:kimberly.shearn@findlay.edu">kimberly.shearn@findlay.edu</a>
Amy Heflinger	(419) 434-4708	<a href="mailto:heflinger@findlay.edu">heflinger@findlay.edu</a>
		<a href="mailto:dms@findlay.edu">dms@findlay.edu</a>
Trajecsys	(800) 741-7964 OR	<a href="https://www.trajecsystech.com/ContactUs.aspx">https://www.trajecsystech.com/ContactUs.aspx</a>

Channel of Communication: Faculty → Program Director → Chair → Dean
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## **Introduction**

The faculty and staff of the Sonography Programs would like to welcome you to the Programs and the University of Findlay. We are happy that you have chosen us to complete your career goals in Sonography and we look forward to sharing an exciting, rewarding, and challenging time.

This Academic Student Handbook was developed to provide you with information about the University, the Programs, and services available. Additional information regarding student life and the University of Findlay policies and procedures can be found in the University of Findlay Undergraduate Catalog available online at [www.findlay.edu](http://www.findlay.edu).

If you have any questions, please call the Program Office at (419) 434-4708. Normal office hours are 8:00 am to 4:00 pm Monday through Friday. Please leave a message on the voicemail should someone be unavailable to take your call. You can also email [dms@findlay.edu](mailto:dms@findlay.edu).

While every effort is made to ensure the accuracy of the information available, the University of Findlay and the Sonography Programs reserve the right to make changes at any time without prior notice.

## **Program Accreditation**

The University of Findlay Sonography Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

### **CAAHEP**

Commission on Accreditation of Allied Health Education Programs

9355 113<sup>th</sup> St N #7709

Seminole, FL 33775

727-210-2350

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

### **JRC-DMS**

Joint Review Committee on Education in Diagnostic Medical Sonography

6021 University Blvd Ste 500

Ellicott City, MD 21043

443-973-3251

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

## UNIVERSITY RESOURCES

### **Cosiano Health Center**

The Cosiano Health Center provides first aid and referrals for all students enrolled at the University of Findlay. The center is staffed by registered nurses and physicians. A call system is in place for weekends and holidays.

<https://www.findlay.edu/offices/student-affairs/health-services/>

### **Cosiano Health Center**

120 W. Foulke Avenue

(419) 434-4550

[cosiano@findlay.edu](mailto:cosiano@findlay.edu)

### **Counseling Services**

The University of Findlay's Office of Counseling Services is committed to fulfilling the University's overall mission of equipping students for meaningful lives and productive careers through the provision of professional services, including individual, group, and couples psychotherapy; psychopharmacology; crisis prevention; drug and alcohol programs; outreach; and consultation. Services are free to currently enrolled students.

<https://www.findlay.edu/offices/student-affairs/counseling/>

### **UF Counseling Services Bucher Center**

307 Frazer Street

(419) 434-4526

[counselingservices@findlay.edu](mailto:counselingservices@findlay.edu)

### **Office of Accommodation and Inclusion**

The Office of Accommodation and Inclusion provides accommodations and services for students with:

- Anxiety
- Attention Deficit Disorder
- Attention Deficit with Hyperactivity Disorder
- Blind or visual impairments
- Cognitive Disorders
- Depression
- Deaf or hard of hearing
- Health-related Impairments
- Learning Disabilities
- Physical Disabilities
- Temporary conditions (i.e. sprains or broken bones, surgeries, etc.)

If you are a student with a disability, it is your responsibility to inform your instructor and register with the Office of Accommodation and Inclusion ([oai@findlay.edu](mailto:oai@findlay.edu)) at least one week prior to a needed service so reasonable accommodations can be made.

<https://www.findlay.edu/offices/student-affairs/accommodation-and-inclusion/>

### **Center for Career & Professional Development**

The University's Center for Career & Professional Development is available to all program students, assisting in career planning; resume writing, interviewing, and other aspects of seeking potential employment upon graduation.

<https://www.findlay.edu/offices/student-affairs/internships/>

### **Campus Police/Security**

The University of Findlay campus is patrolled 24 hours a day in order to provide for safety on campus. Security officers will escort students and faculty who may need to walk through campus alone. To contact a security officer, dial extension 4799 from any campus phone or (419) 434-4799. Emergency response boxes are available at various locations. One is located on the Diagnostic Services Building next to the main entrance.

<https://www.findlay.edu/offices/student-affairs/safety-security/>

### **Community Resources:**

#### **AA Help Line Health Services**

(800) 429-7690

#### **24 hour Crisis Hot Line**

(888) 936-7116

#### **Family Resource Center**

2515 North Main Street

(419) 422-3711

<https://www.frcohio.com/>

### **Tuition and Fees; Withdrawal and Refunds for Tuition and Fees**

The sonography curriculum is all-inclusive. For this reason, withdrawal from one course requires withdrawal from the entire program. The student will have to reapply to the program the following year. Readmission is not guaranteed.

Contact the Business Office for information regarding payment options.

<https://www.findlay.edu/offices/business-affairs/student-accounts/>

<https://findlay.smartcatalogiq.com/current/Undergraduate-Catalog/Expenses/Withdrawal-Policy>

<https://findlay.smartcatalogiq.com/current/Undergraduate-Catalog/Expenses/Withdrawal-Policy/Tuition-Adjustments-and-Refund-Schedule>

### **Financial Aid**

Information and applications concerning financial assistance may be obtained by contacting the Financial Aid Office at the University of Findlay.

Degree-seeking students at UF need to be aware that any institutional merit scholarship, need-based scholarship, or grant **will not** be awarded or renewed during this professional program. Other sources, such as student loans, may still be available.

Questions regarding Financial Aid forms should be directed to the Financial Aid Office at the University (419-434-4791).

### **Dean's List**

Students who achieve a grade point average of at least 3.50 during the academic session may be named to the Dean's List for that semester.

## PROGRAM POLICIES AND STANDARDS

### University Policies

The Sonography Programs abide by the policies of the University of Findlay.

Academic Integrity:

<https://findlay.smartcatalogiq.com/current/Undergraduate-Catalog/Student-Rights-and-Responsibilities-Statement/VIII-Academic-Integrity>

Academic Grievances / Grade Challenge:

<https://findlay.smartcatalogiq.com/current/Undergraduate-Catalog/Academic-Standards-Progress-and-Appeals/Grade-Challenge>

Alcohol:

<https://findlay.smartcatalogiq.com/current/Undergraduate-Catalog/Copy-of-University-Policies/Alcohol-Policy-for-Students-and-Student-Organizations>

Drug Policy:

<https://findlay.smartcatalogiq.com/current/Undergraduate-Catalog/Copy-of-University-Policies/Drugs>

FERPA / Family Education Rights and Privacy Act Information:

<https://findlay.smartcatalogiq.com/current/Undergraduate-Catalog/Copy-of-University-Policies/FERPA-Family-Educational-Rights-and-Privacy-Act-Information>

Student Rights and Responsibilities Statement:

<https://findlay.smartcatalogiq.com/current/Undergraduate-Catalog/Student-Rights-and-Responsibilities-Statement>

### **Notice of Non-Discrimination, Anti-Harassment, and Hostile Campus Environment Policy**

The University of Findlay strives for an environment in which all individuals are treated with respect and dignity. Each individual has the right to study and work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, race, ethnicity, national origin, color, religion, sex, gender identity, handicap, sexual orientation, genetic information, veteran or military status, and physical or mental disabilities. Harassment of any kind, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

As required by state and federal law, the University does not engage in discrimination in its programs, activities and policies against students, prospective students, employees or prospective employees. The University prohibits and will not tolerate any such discrimination or harassment at its facilities, programs, and activities. Inquiries about sex discrimination, sexual harassment, and other questions about the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator, the U.S. Department of Education's Office of Civil Rights' Assistant Secretary, or both.

The University's Non-Discrimination, Anti-Harassment and Hostile Campus Environment Policy can be found here:

<https://www.findlay.edu/offices/student-affairs/title-ix/non-discrimination>

The following individuals have been designated to handle inquiries regarding the University's Non-Discrimination, Anti-Harassment and Hostile Campus Environment Policy:

Kate Legee  
Civil Rights/Title IX Coordinator  
Director for Equity and Title IX  
(419) 434-4038  
[kate.legee@findlay.edu](mailto:kate.legee@findlay.edu)  
Office Location: Old Main Office #45

Heather Ward  
Deputy Civil Rights Coordinator  
Interim Director of Human Resources  
(419) 434-4804  
[heather.ward@findlay.edu](mailto:heather.ward@findlay.edu)  
Office Location: Old Main Office #304

University of Findlay Harassment Hotline  
(419) 434-6777

U.S. Department of Education's Office for Civil Rights  
1-800-421-3481  
[ocr@ed.gov](mailto:ocr@ed.gov)

Inquiries regarding non-discrimination in employment may be directed to:  
U.S. Equal Employment Opportunity Commission  
800-669-4000

Ohio Civil Rights Commission  
888-278-7101

**Sex Discrimination, Sexual Harassment, and Other Forms of Sexual Misconduct;  
Designation of Title IX Coordinator**

Title IX prohibits the University from discrimination on the basis of sex in the education programs or activities that it operates. This prohibition extends to admission and employment. The University has adopted a policy that provides for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX and explains the process that the University will use for doing so. A copy of this policy is available on the University's website at: <https://www.findlay.edu/offices/student-affairs/title-ix/title-ix-policy>.

The Title IX Coordinator has been designated and authorized to coordinate the University's efforts to address concerns relating to discrimination and harassment on the basis of sex, gender, gender identity, and sexual orientation. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person who experienced the conduct that could constitute sex discrimination or sexual harassment), at any time including non-business hours by contacting the Title IX Coordinator as follows:

Kate Legee  
Civil Rights/Title IX Coordinator  
Director for Equity & Title IX

Old Main Office #45  
1000 N. Main Street  
Findlay, Ohio 45840  
Telephone: (419) 434-4038  
Email: [kate.legee@findlay.edu](mailto:kate.legee@findlay.edu)

Inquiries about Title IX may also be directed to the U.S. Department of Education's Office for Civil Rights by contacting 1-800-421-3481 or emailing [ocr@ed.gov](mailto:ocr@ed.gov).

### **Society of Diagnostic Medical Sonography: Scope of Practice and Clinical Practice Standards**

Students are required to review and adhere to the Scope of Practice and Clinical Practice Standards established by the Society of Diagnostic Medical Sonography (SDMS).

These standards define the expected professional behavior and performance levels in clinical practice for diagnostic ultrasound professionals. They provide a foundation for all specialties within the field of sonography, while allowing individual specialties or subspecialties to extend or refine these guidelines based on specific practice requirements.

Certification is considered the standard of practice in ultrasound. Individuals who are not yet certified are encouraged to reference these standards to ensure they uphold best practices in patient care. More information can be found at:

[SDMS Scope of Practice](#)

### **Commitment to Quality**

The faculty and staff at the University of Findlay are dedicated to the continuous improvement of academic programs and services. This commitment is upheld through an ongoing process of data collection and evaluation to enhance institutional performance. Active collaboration among faculty, students, and administrators ensures that the University provides a high-quality educational experience for students pursuing undergraduate and graduate degrees.

### **Lawful and Non-Discriminatory Practices**

All program activities—including student and faculty recruitment, admissions, and employment practices—are conducted in a non-discriminatory manner, fully aligned with federal and state statutes, rules, and regulations. The program is committed to fostering an inclusive and equitable learning environment.

### **Student Records**

Comprehensive records are maintained for student admission, advisement, counseling, and evaluation. Course grades and credits are permanently recorded on student transcripts and maintained by the University.

Student records related to program performance are securely stored and accessible for a minimum of five years to ensure compliance with academic and accreditation standards.

### **Student Responsibility for Learning**

Students are expected to take an active role in their learning by committing substantial time to coursework, both inside and outside the classroom. Successful academic progress requires

meaningful engagement with faculty and staff, as well as participation in discussions, assignments, and hands-on learning experiences.

### **Email Etiquette**

Students should follow professional email etiquette when corresponding with faculty and staff. Emails should include:

- A clear and relevant subject line
- A proper greeting (e.g., "Dear Professor [Last Name]" or "Hello Dr. [Last Name]")
- A concise and professional body message
- A signature that includes the student's name and any relevant details

Students should allow 48 to 72 business hours for a response and are expected to regularly check their University of Findlay email, as instructors will use this as the primary means of communicating important course information

### **Program Goals**

“The Program’s goal is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in the following concentrations. Abdominal Sonography-Extended Obstetrics and Gynecology Sonography Adult Cardiac Sonography”

Graduates of the University of Findlay Sonography Programs will be able to perform, at minimum, the following objectives:

#### **Cognitive:**

Obtain, review and integrate pertinent patient data to facilitate optimum diagnostic results.

Demonstrate critical thinking skills during the performance of sonographic procedures to provide optimum diagnostic images.

Demonstrate the ability to discern sonographic images as they relate to cross-sectional anatomy.

#### **Psychomotor:**

Perform sonographic procedures appropriately and accurately record all anatomic and physiologic information for interpretation by a physician.

Document and present complete and accurate sonographic findings to the interpreting physician in order to facilitate patient diagnosis.

Operate the sonography equipment to produce diagnostic images.

#### **Affective:**

Demonstrate effective communication skills with patients and all members of the healthcare team.

Provide compassionate patient care and education to promote overall well-being.

Act in a professional manner within recognized ethical and legal standards.

Demonstrate a commitment to lifelong learning.

Upon graduation, students will have completed all clinical and academic competencies required for eligibility to take the American Registry of Diagnostic Medical Sonography (ARDMS) certification exams in the area(s) of study. Echocardiography students will also be eligible to take the Cardiovascular Credentialing International Exam (CCI). General students will also be eligible to take the American Registry of Radiologic Technologists Exam (ARRT).

### **Technical Standards**

The following criteria define the technical standards applicants are expected to meet to participate and function in the laboratory, classroom, and clinical settings. These technical standards are necessary and essential to provide for the health and safety of students and of the patients receiving care.

All students in the Sonography Programs must possess the intellectual ability to learn, integrate, analyze, and synthesize data. Students must have functional use of the senses of vision, hearing, and motor function capabilities to meet the demands of the profession.

Students must:

1. Observe patients, manipulate equipment, and evaluate image quality.
  - A. Observe changes in patient condition
  - B. Utilize equipment, including computers, for maximum diagnostic results
  - C. Differentiate primary colors, shades of gray, and real-time images, as well as delineate spatial relationships, borders, visual comparisons, and pathological entities in two- and three-dimensional planes
2. Demonstrate sufficient hearing to assess patient needs and communicate verbally with other health care providers.
  - A. Acquire information
  - B. Perceive nonverbal communication
  - C. Differentiate Doppler signals
  - D. Hear audible alarms
3. Demonstrate sufficient verbal and written skills to communicate needs promptly and efficiently in English.
  - A. Must verbally instruct patients
  - B. Speak in a way that is clearly understood by the average person at close range
  - C. Foster mature, sensitive, and effective relationships with patients, colleagues, and other health care professionals
  - D. Demonstrate patient confidentiality and medical ethics
4. Demonstrate sufficient gross and fine motor coordination to respond promptly and ensure patient safety.
  - A. Safely perform imaging procedures
  - B. Assess and comprehend the condition of the patient
  - C. Ability to lift 50 pounds
  - D. Ability to stand and walk up to 8 hours a day
  - E. Ability to exercise a full range of body motions with intermittent lifting, bending/stooping, squatting, kneeling, pushing/pulling, and rotation/twisting

- F. Ability to reach above shoulder level
  - G. Use hands repetitively including carrying, using a firm grasp, and/or manual dexterity
5. Demonstrate satisfactory intellectual and emotional functions to exercise independent judgment and discretion in the safe technical performance of sonographic imaging procedures.
- A. Function effectively under stress
  - B. Adapt to changing environments and exhibit independent judgment and critical thinking
  - C. Demonstrate professionalism, compassion, altruism, empathy, integrity, concern for others, interest, and motivation
6. Intellectual and Communication Skills
- A. Ability to work in a noisy environment with many interruptions
  - B. Ability to explain procedures and patient preparations clearly, verbally or written
  - C. Ability to apply critical thinking skills when obtaining a clinical history from the patient and accurately correlate that information with exam findings
  - D. Demonstrate respect for a diverse patient population
7. Maintain CPR/BLS certification

## **ACADEMIC POLICIES AND REQUIREMENTS**

### **Academic Grade Requirements**

To remain in good academic standing and progress through the Sonography Program, students must achieve a minimum grade of 73% in every course within the program curriculum.

Final grades are determined based on the components outlined in each individual course syllabus. The Sonography Program maintains a strict no extra credit policy, ensuring that all students meet the required competencies through standard coursework and assessments.

The University uses the traditional letter grade system (A, A-, B+, B, B-, C+, C, C- D+, D, D-, and F). Other symbols which may be recorded on the University academic record include: "X" - incomplete, "W" - withdrawal, "S" - satisfactory ("C" or better), "U" - unsatisfactory ("D+" or poorer), "EC" - extended course, and "NR" - no grade received.

### **Academic Status**

Credit hour designations are as follows: 24 credit hours for the academic semesters (12 credits per semester), 25 credit hours for the clinical education semesters (12.5 credits per semester) and one credit hour for the capstone course. All courses must be taken in accordance with the program schedule.

### **Part-Time Academic Status**

Students may not enroll in the academic portion of the program on a part-time basis. Students may request part-time enrollment during the clinical portion as needed per physician order (such as returning from a major medical illness or injury or other life-altering event). Clinical education centers are not required to accept students on a part-time basis should it interfere with normal department function.

### **Academic Commitment and Employment Policy**

Students enrolled in the program are encouraged to avoid outside employment during the 52-week program due to the rigorous academic load and time commitment required for successful completion. It is recommended that students plan ahead and make necessary financial arrangements to minimize the need for outside work.

At no time during the program may a student function as a replacement for a diagnostic medical sonographer at their clinical site. Accreditation requirements explicitly prohibit students from being paid as staff diagnostic medical sonographers at any point during their 40-hour clinical week.

If a student is employed at their designated clinical site, they must adhere to the proper chain of command within the institution. Students are not permitted to use employer superiors to address educational concerns. In these cases, a signed Conduct Agreement must be maintained in the student's file before the start of the program. Any violation of this policy will initiate the disciplinary process and may result in dismissal from the program.

### **Attendance Policy**

During the Sonography Program, students are required to attend class at the scheduled times. If a student is unable to be present for a scheduled class, they must follow the mandatory procedure:

1. Call the Program Office at (419) 434-4708 at least 30 minutes before the scheduled class time. If there is no answer, leave a detailed message including your name and reason for the absence.
2. Email the instructor with the same information.

Failure to follow these guidelines will result in the student being classified as a **no call/no show**. After one occurrence of missing class without notifying the program, the student will be placed into the disciplinary process.

If an absence occurs on the date of a test or final examination, the student will be required to take the exam on the day they return, according to the instructor's schedule. The make-up test may be a different version than the one given to the rest of the class and may be more rigorous.

It is the student's responsibility to obtain any information missed due to an absence. Instructors are not required to provide missed lecture notes, handouts, or content.

Recognizing that emergent and unforeseen situations may arise, the following options may be considered depending on the circumstances:

- Delayed testing
- Remediation
- Course repetition

If the absence is due to a medical situation, medical documentation is required for any requests related to testing or coursework adjustments.

### **Leave of Absence During (LOA)**

A Leave of Absence (LOA) may only be in effect during the time of the scheduled clinical training session. Should the student need to leave the program during the academic session, the procedure for program and University withdrawal should be followed.

If the student will be withdrawn from the program and wishes to return the following year, he or she will need to follow the normal application process as a new student and, if accepted, repeat the academic semesters of the Sonography Programs.

### **Weather / Snow Emergency**

Students are not expected to travel to academic classes when the University of Findlay is officially closed or in instances when roads are closed due to poor weather conditions (i.e. Level III emergency).

All University weather closings are announced on local radio and television stations. Students may also check the University's website for weather closures. The web address is <https://www.findlay.edu/offices/student-affairs/safety-security/Campus-Alerts>

When classes are in session, students who are unable to travel to class due to closed roads and/or weather conditions are to call and notify the Sonography Program Office at (419) 434-4708. The student should leave a message on the voicemail system if no one is available to take the call.

## **Course Withdrawal**

Any Sonography student who receives a grade of a C- or less in any sonography course will not be permitted to continue to be enrolled in any sonography course.

## **Graduation Requirements**

It is the student's responsibility to ensure that they have met all degree requirements. Students are required to review a degree audit at the beginning of the academic semester.

## **Program Disciplinary Policy**

Violation of any academic or professional standard will initiate the disciplinary process and may lead to dismissal from the Sonography Programs. These circumstances may include, but are not limited to:

- Insubordination
- Disruptive behavior
- Violation of safety rules
- Unauthorized use of equipment
- Obstructing the learning of others
- Inappropriate dress or appearance
- Inappropriate or abusive language
- Participating in unauthorized procedures

The instructor reserves the right to immediately dismiss the student from the learning environment.

The disciplinary process can be escalated at any time and is not dependent on a student going through lower levels.

**Level One—Verbal Warning:** A verbal notice will be used to call a student's attention to non-compliance with program policies, procedures, and/or program standards as well as those established by the learning site. The verbal notice will be documented in the student's record. If there is a breach in maintaining expectations, one or more of the following levels of actions may occur in any order.

**Level Two—Probation:** A formal, written document will be composed and delivered to a student regarding the incident of continued non-compliance to the issue prompting a level one action. The student is considered to be on probation and will be closely monitored for academic and/or professional misconduct. The student should closely examine his/her behavior and follow a program-prescribed resolution plan to correct the behavior and/or academic performance.

**Level Three—Dismissal:** Dismissal of a student terminates a student's status in the Program and ends all participation in learning activities. The student does not have the opportunity for readmission to the Program.

The student has the right to due process and can complete the University grievance process using the link below:

<https://www.findlay.edu/offices/academic/registrar/advising-information>

Certain circumstances may result in immediate dismissal from the program. These circumstances may include, but are not limited to:

- Failure to meet minimum academic standards.

- Plagiarism or cheating.
- Academic or professional misconduct.
- Misrepresentation of student status.
- Discussion of medical treatment options with patients.
- Disclosing confidential information about patients, students, employees, clinical affiliates, or the school.
- Misuse, falsification, or removal of patient, student, clinical affiliate, or school records without proper authorization.
- Inappropriate behavior during a special procedure where the patient may be under any form of medication or sedation or if the patient is impaired mentally or physically. This also applies while participating in the cadaver lab.
- Assault, threat, abuse, or negligent treatment of any individual.
- Obtaining, possessing, selling, or using any illegal drug or alcohol, or reporting to class or clinical education under the influence of any of these substances.
- Theft, abuse, or destruction of property or equipment of any patient, visitor, student, employee, clinical affiliate, and school.
- Possession or use of weapons.
- Engaging in any form of unprofessional conduct on any social media platform.

### **Program Readmission Policy**

A student who has voluntarily withdrawn from a Sonography Program, or a student who has been dismissed from a Sonography Program due to academic difficulties, may reapply. The student will need to reapply following the normal application process.

A student with an academic dishonesty or disciplinary charge will not be considered for readmission.

## **CLINICAL AND PROFESSIONAL REQUIREMENTS**

### **CPR / BLS Provider**

All students must provide proof of current CPR certification to the Sonography Office prior to the start of clinical education. CPR training must be completed through the American Heart Association and must include AED training. The certification must cover all three age groups: adult, child, and infant, and must include hands-on instruction.

CPR certification must remain valid throughout the entire clinical education period. If renewal is required during clinical education, students must submit a copy of their updated certification to the Sonography Office upon course completion.

Students will not be permitted to begin or continue clinical education without current CPR certification.

### **Community Service**

All students are required to complete 16 hours of community service prior to graduation. To ensure the event meets program requirements, students must follow these steps:

1. Seek approval from a Sonography faculty member before participating in the event.
2. Have their attendance and involvement verified on-site during the event.
3. Submit documentation of completed community service to the program office within one week of the event.

If the student chooses to complete the community service requirement during clinical education, the Clinical Supervisor must grant permission for the student to be excused from clinical responsibilities. The student's attendance for the community service event will be logged in their records. Students are not required to make up the clinical time missed for approved community service.

### **Insurance Requirements**

All students must maintain health insurance coverage throughout their enrollment in the Sonography Program. Students are responsible for obtaining their own health insurance and providing proof of coverage before the start of the didactic component of the program.

The University of Findlay does not provide insurance to cover students' personal belongings. It is recommended that students consider extending their own insurance policy to cover personal items. The University of Findlay is not liable for damage to or theft of personal property.

### **Professional Societies**

Students are required to apply for and pay dues for membership in professional societies relevant to their field of concentration. Membership applications and fees will be submitted to the appropriate professional society as a group by the program office.

Society of Diagnostic Medical Sonography (SDMS) –

Current membership benefits and dues can be found at:

<http://www.sdms.org/membership/join-sdms/member-benefits/student-benefits>

American Society of Echocardiography (ASE) –

Current information concerning applying for and the benefits can be found at:  
<https://www.asecho.org/membership-benefits/>

## **Credentialing Exam Requirements**

Students are required to sit for two credentialing exams through the American Registry of Diagnostic Medical Sonography (ARDMS). It is the student's responsibility to complete the necessary forms, provide required documentation, adhere to deadlines, and cover the costs of these exams.

The first step in the credentialing process is the successful completion of the ARDMS Sonography Principles and Instrumentation (SPI) Exam. This exam can be taken during the program after successful completion of DMSA 415 Physics and Instrumentation.

The second step is the successful completion of a specialty exam, which depends on the student's specific sonography program. Echocardiography students will take the echocardiography exam, while general sonography students will take the abdomen/small parts and/or obstetrics/gynecology exams. Specialty exams can be taken up to 60 days before graduation; however, credentials will not be awarded until all degree requirements are met.

The Program Director will submit the required electronic application to the ARDMS to authorize the student to sit for their specialty exams.

Information regarding the registry examinations can be found on the ARDMS website at:  
[www.ardms.org](http://www.ardms.org)

## **Pre-Application Determination of Eligibility for ARDMS Certification: Criminal Matters**

Students enrolled in the program should also be aware of the eligibility requirements of the national registry exams. ARDMS conducts a "pre-application review" for individuals who wish to determine the impact of a previous criminal matter on their eligibility to apply for ARDMS certification. The pre-application review process is recommended for individuals who have not yet applied for examination and are contemplating employment in the field of sonography and/or enrollment in a sonography program.

Students feeling this is applicable are strongly encouraged to complete the pre-application review process with the ARDMS. This information can be found on the following ARDMS document:  
<https://www.ardms.org/compliance-predetermination-application/>

## **Pregnancy Policy**

Sonography Program faculty and staff will make every effort to accommodate any pregnant student in the classroom, laboratory, and clinical settings.

Students are not required to inform program officials of a pregnancy; disclosure of this information is voluntary. If a student chooses to disclose a pregnancy, they must submit a Pregnancy Release Form completed by their physician. The student may continue in the program as long as their physician states there are no restrictions. A copy of the release form will be kept in the program office and may need to be shared with the Clinical Supervisor.

Due to the structure of the program, any absence may interfere with the student's ability to meet course objectives. A student will not be permitted to attend clinical education if pregnancy-related restrictions prevent them from meeting course objectives or technical standards. While

pregnancy status does not change program requirements, it may delay their completion, thereby extending the clinical education portion. Clinical time extensions may require the student to change clinical sites, and all clinical time must be completed within twelve months of the delivery date.

Any student returning to clinical education following a pregnancy must submit a completed return-to-work release form from their physician indicating that they can resume clinical education without restrictions.

Students who become pregnant during the Sonography Program are not permitted to be scanned in laboratory or clinical settings at any time. Any student found in violation of this policy will be dismissed from the program.

## STUDENT EXPECTATIONS AND CONDUCT

### Professionalism and Classroom Behavior

The Sonography Program values a respectful and professional learning environment where both instructors and students can engage effectively. Classroom behavior that disrupts the instructor's ability to teach or interferes with students' learning will not be tolerated. These expectations are in place to ensure appropriate conduct, maintain personal safety, and foster an environment conducive to learning.

While enrolled in the Sonography Program, students are expected to:

- Demonstrate a commitment to the mission and philosophy of the University and the Sonography Program.
- Arrive on time and well-prepared for class.
- Maintain a professional demeanor in all interactions.
- Be actively engaged in class discussions and activities.
- Check their university email and learning management system account at least once every 24 hours.
- Keep cell phones and other electronic devices turned off and put away during class. If expecting an emergency call, the student must notify the instructor before class and set the device to vibrate. Laptops may be used for educational purposes only.
- Respect public spaces and maintain a quiet, focused learning environment.
- Demonstrate honesty and integrity in all academic and professional activities.
- Retain and apply course material effectively.
- Accept constructive criticism with a positive attitude.
- Follow through on advice and directions provided by instructors and mentors.
- Refrain from making comments or engaging in behavior that could be perceived as sexist, discriminatory, or racist.
- Avoid conducting any for-profit sales activities within the program.
- Adhere to the University Honor Code at all times.

These guidelines support a productive learning environment and uphold the standards of professionalism required in the sonography profession.

### Social Media

Employees and students have the right to participate in social media using personal equipment on their own time. However, they are expected to conduct themselves professionally and avoid posting or creating content that could be embarrassing, offensive, or harmful to the reputation of the University of Findlay. If mentioning the university in any capacity, students must ensure that their comments and posts are appropriate and respectful. Personal social media activity must be

clearly identified as the individual's own and should not be misrepresented as an official stance of the university or the Sonography Program.

While enrolled in the Sonography Program, students are expected to:

- Maintain a professional social media presence. To support this, students should use proper grammar and spelling, review past posts for unprofessional or inappropriate content, adjust privacy settings to the strictest level, avoid keeping accounts public, and consider modifying or omitting their last name for privacy. Students should also be aware that engaging with public posts can make their comments and interactions visible to a wider audience.
- Refrain from friending or accepting friend requests from or sending requests to program faculty or staff, clinical education instructors, or clinical staff until after completing the program.
- Avoid any form of social media activity that implies illegal conduct, violates patient privacy, suggests or threatens violence, breaches confidentiality, or includes derogatory or defamatory remarks about any patient, hospital staff, university employee, student, or clinical facility. Objectionable content of any kind is strictly prohibited.

Students are reminded that social media activity can have professional and academic consequences. Employers, clinical sites, and professional organizations may review public content, and inappropriate use of social media could impact future career opportunities.

### **Dress Code for Classroom and Lab Activities**

Students in the Sonography Program are expected to maintain a high standard of personal appearance, as it reflects professionalism and aligns with infection control, communication, and cultural sensitivity standards. This dress code ensures that students are prepared to assume the role of a professional healthcare worker.

Students who fail to adhere to the dress code may be asked to leave the classroom or lab until appropriate changes are made.

The following items are not permitted for classroom and lab activities:

1. Clothing that allows undergarments to be visible in any position.
2. Tops or bottoms with visible cleavage.
3. Midriff or halter tops, sheer, mesh, or netted shirts, tube tops, or cut-off t-shirts.
4. Attire with obscene, profane, lewd, illegal, or offensive content.
5. Artificial nails or nail polish.

Students are expected to present themselves professionally at all times, as their appearance reflects both the standards of the Sonography Program and the expectations of the healthcare profession.

## **Donor Lab Participation Policy**

Sonography students will receive instruction in the University of Findlay Donor Lab. Participation in donor lab activities is only permitted when a designated donor lab faculty member is present. Students are required to follow all policies and procedures established for the Donor Lab and must demonstrate respectful and ethical care of the donors at all times.

Unethical and disrespectful behavior includes, but is not limited to:

- Taking personal photos, recording videos, or posting any related content on social media.
- Engaging in any form of physical or sexual abuse.
- Dismemberment, disfigurement, or mutilation of donors.
- Removal of any specimens from the lab.

Non-compliance with these policies will result in immediate dismissal from the course associated with donor lab participation, with a failing grade. The student will also be dismissed from the Sonography Program with no opportunity for re-admission, as per program policy. If applicable, the student may also face criminal charges.

## LABORATORY AND COMPETENCY REQUIREMENTS

### Use of Human Subjects for Educational Purposes

Student and non-program volunteers provide valuable experience by simulating a mock patient setting for educational purposes. This policy ensures that the use of human subjects in educational scanning opportunities is entirely voluntary and conducted responsibly. These experiences allow students to develop essential scanning skills in an environment that closely mirrors clinical practice, ultimately benefiting future patients.

All volunteers must complete and sign a Voluntary Live Scanning Consent Form before participating in any scanning activities. Volunteers are informed about potential biological effects, the As Low As Reasonably Achievable (ALARA) principle, safety considerations, and the process for handling incidental findings.

### Communicable Diseases and Bloodborne Pathogens

All healthcare professionals are responsible for protecting patients and the community from the spread of communicable diseases by adhering to standard precautions. These precautions require healthcare professionals to assume that all bodily fluids are potentially infectious and to use appropriate personal protective equipment (PPE) when providing patient care.

- **Communicable disease:** A disease that can be transmitted from one person to another through direct contact, airborne transmission, ingestion, injection, or through animals or insects.
- **Bloodborne pathogens:** Microorganisms carried in human blood that can cause disease when transmitted through contact with infected blood.

Students receive instruction on OSHA guidelines and infection control during the didactic semesters, prior to entering clinical education, to ensure compliance with safety protocols in healthcare settings.

### Lab Scanning Guidelines

- Students may scan mock patients only if a completed and signed Voluntary Live Scanning Consent Form is on file in the program office.
- Participation in live scanning is entirely voluntary and is not a program requirement. Students who choose not to participate will not be penalized in any way, and their decision will not affect grades or evaluations. Students who opt out must indicate their decision on the Voluntary Live Scanning Consent Form.
- Students may bring their own scanning models or volunteer patients. Volunteer patients must complete the Voluntary Live Scanning Consent Form and be at least 18 years of age unless parental or guardian consent is provided.
- In cases where incidental findings are observed, the volunteer patient will be advised to follow up with their primary care physician.
- Current program students may not scan themselves or others for any purpose other than educational training.

## **Lab and Equipment Use**

- Students may use the lab and equipment for practice as long as a faculty or staff member is present in the Diagnostic Services Building.
- Students are encouraged to practice scanning frequently.
- Students requiring instructor assistance during practice sessions must schedule an appointment in advance to ensure instructor availability.
- Misuse of lab facilities or equipment will be considered a breach of program procedures and will result in disciplinary action for all students involved.

## **Laboratory Scanning Competency Requirements**

Students are required to demonstrate their scanning abilities within program courses through scanning competencies. These competencies assess a student's ability to acquire specific diagnostic images within a predetermined time frame while applying appropriate technical settings.

Sonography faculty will establish the parameters for each scanning competency, including the required images, technical adjustments, and evaluation criteria. Successful completion of scanning competencies is essential for progression in the program and ensures students develop the necessary skills for clinical practice.

While every effort is made to ensure the accuracy of the information contained herein, the University of Findlay and the Sonography Programs reserve the right to make changes at any time without prior notice.