



PARKERTM

UNIVERSITY

College of Health Sciences
Diagnostic Cardiovascular Sonography

Diagnostic Cardiovascular Sonography

Student Handbook

Revised May 2026

Purpose of this handbook:

This handbook provides, in one document, pertinent data/information, policies and procedures for students enrolled in the Diagnostic Cardiovascular Sonography program. It is essential that students understand the information presented in this handbook to facilitate their progression through the Diagnostic Cardiovascular Sonography program. This handbook has been designed to be used in conjunction with the Parker University catalog and does not constitute a contract between Parker University and any student.

NOTE: Any changes in Parker University's rules, regulations, and policies may supersede information in this handbook.

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Parker University Information

Mission

Parker University is a nationally accredited private university that offers certificate, undergraduate, and graduate degree programs in healthcare and business-related fields through multiple delivery formats and learning environments. The university espouses a culture of lifelong learning, research, and service.

Parker University provides its diverse population with support services and learning opportunities to develop the necessary skills for successful employment and career advancement.

Vision

Parker University leads the way in patient-centric collaborative and conservative healthcare education, clinical practice, research, and service.

Parker Principles

- Develop a compassion to serve that is greater than the compulsion to survive.
- Love is the magic bullet of healing. I can optimize my Mission, Talent, and Destiny (MTD) and attract the “naturally right” patients, people, places, things, events, and situations for me when I love each person as a mother, father, brother, sister, or child.
- If it is to be, it is up to me.
- Success is predetermined by my faith, confidence, and belief in my products, services, and ideas.
- I cannot communicate successfully and efficiently what I do not own.
- Do not let the negative few overrule the positive many.
- To be in harmony with my success, health, and happiness goals, I must act with love based upon free will and react with faith based upon God’s will.
- I will anticipate the good – even during the bad.
- To attract my Success, Health, and Happiness, I will eliminate fear of the future, worry over the past, and anxiety for the present.
- To eliminate fear, worry, and anxiety, I must live in the present and let go and let God.
- My ultimate purpose is to live in harmony with the universe. I can do so only when my mission is accomplished, my talents are developed, and my destiny is fulfilled.
- We see things as we are, not necessarily as they are.
- There is no philosophy by which I can do a thing if I think I cannot.
- Thought plus action equals feeling.
- My feelings attract my life to me.
- To heal remove “doubt” in both doctor and patient and instill “belief” in both doctor and patient.
- Seeing is not believing...believing is seeing.
- Loving service is my first technique.
- What I see in the universe sees me.
- Nature will give me what I act like I already have.

Diagnostic Cardiovascular Sonography Program Information

Mission

The Diagnostic Cardiovascular Sonography Program at Parker University provides students with the academic and clinical cardiovascular knowledge to prepare them for a career in the healthcare industry.

Vision

The Diagnostic Cardiovascular Sonography program will provide a progressive curriculum which will enable them to approach their career with confidence, passion, and commitment.

Program Goals and Objectives

The goal of the Diagnostic Cardiovascular Sonography is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Adult Cardiac and Vascular concentrations. The goals reaffirm the program's commitment to meet the diverse needs of students, the college, and the community.

By graduation the sonographer will be able to perform the following:

- Utilize patient history and relevant clinical information to obtain optimal diagnostic results (C) (clinical comps) (JRC-DMS graduate survey) (Employer Survey)
- Demonstrate the knowledge and the skills to perform, obtain and analyze anatomic, pathologic and/or physiologic observations made during procedures to present to the interpreting physician (C, P) (clinical comp, JRC-DMS graduate survey and JRC-DMS employer survey)
- Demonstrate the use of strong clinical judgement when performing sonographic exams (P) (clinical site mid rotation evaluation, clinical site exit evaluations)
- Utilize skills to act in a professional and ethical manner while communication with patients, professional peers, and physicians (A) (clinical site mid rotation evaluation) (clinical site exit evaluation) (JRC-DMS employer survey)

Learning Domains: C=Cognitive; P=Psychomotor; A=Affective

Profession Description

Ultrasound examinations of the heart chambers, valves, and vessels are performed by specialized technologists known as cardiovascular sonographers or echocardiogram technologists. They use diagnostic sonography equipment to provide high-quality patient care and to produce cardiac and vascular images that assist physicians in evaluating heart and vascular conditions. These examinations may be conducted while the patient is at rest or following physical activity, depending on the clinical need. The profession requires sound judgment, critical thinking, and the ability to deliver appropriate patient care.

Sonographers are highly skilled healthcare professionals who are qualified through formal education and training to provide diagnostic services under the supervision of a licensed Doctor of Medicine or Doctor of Osteopathy. They play a key role in the diagnostic process by gathering accurate data that physicians use to make informed diagnostic and therapeutic decisions. Cardiovascular sonographers may provide these services in a variety of medical settings, all of which operate under physician oversight, with the physician responsible for the interpretation and clinical application of the diagnostic findings.

Admission Requirements

Application for admission to Parker University is a separate process which must be completed prior to applying to the Diagnostic Cardiovascular Sonography program. Please see the Parker University website (<http://www.parker.edu>) for the Parker University admission process.

All applicants applying for admission into the DCS program must complete and meet the following requirements:

- Students are required to successfully complete all prerequisite classes for the Associate of Science in Diagnostic Cardiovascular Sonography.
- A grade of “C” or better in all courses and a minimum cumulative GPA of 3.0 (on a 4.0 scale) must be earned to be eligible to progress to the professional phase of the program.
- An acceptable level -3 criminal background screening will be required for all beginning the program. Students with criminal charges and /or convictions may not be eligible for admission.
- If an applicant has been convicted of a misdemeanor or felony, the applicant may be denied acceptance to the university without further reason. If the applicant should be granted acceptance, the applicant acknowledges that he/she may not be able to obtain clinical experience, licensure in a/any state upon graduation based on his/her criminal record. The applicant will agree that the university will not be held liable in the case of failure to progress in clinical rotation and /or achieve licensure. Failure to disclose a misdemeanor or felony to the university is grounds for dismissal.
- A drug and alcohol screening will be required for all students beginning the program.
- If a student submits any healthcare degree which requires licensure (RT. RN. LPN/LVN. PA. DC. MD.), the student must also submit proof of good standing.
- Each DCS applicant is asked to write a personal essay in APA format regarding the following prompt: Why did you choose a career in Diagnostic Cardiovascular Sonography, outline your specific career goals in medical imaging and what can you tell us about sonography? Using the criteria above, the essay will be examined by all committee members. AI submissions will be automatically denied.

Step 1

Enroll in Parker University and begin to take relevant DCS pre-professional phase requirements.

Admissions to Parker University does not guarantee admission to the DCS program.

- The DCS program considers applicants on their eligibility and completion of admission requirements.
- Students must have completed all the required 25 pre-diagnostic sonography credit hours (general course work) with a grade of “C” or better and have a minimum cumulative GPA of 3.0 (on a 4.0 scale) at the time of submission to the DCS program.
- Prerequisite Anatomy & Physiology courses must have been taken within five years prior to admission.

Please note: Students who do not meet the coursework requirements will not be allowed to progress to the DCS curriculum. Students must earn a grade of a “C” or better in all required pre-professional courses. If a student earns a grade of a “D” or “F”, he/she must repeat the course to be eligible for admission. If the student wishes to repeat the course to continue his/her program of study, he/she will be required to go through the re-entry process as outlined in the Parker University catalog.

Step 2 - Required Documentation

Immunizations:

- Students must have proof of all immunization requirements before applying to the DCS program. Students without proof of completed immunizations will not be considered for entrance into the program. NO EXEMPTIONS!
 - Completed Hepatitis B Series
 - Please note: The Texas Department of State Health Services requires that all students enrolled in health profession programs that are exposed to blood and body fluid must have completed the Hepatitis B Series prior to direct patient care. The Hepatitis B Series includes three injections. Hepatitis B is a 3-stage series that will take at least 6 months to administer. There is also a two-stage series that can be administered in place.
 - Meningitis (MV)
 - Please note: Texas Legislature approved Senate Bill 1107 requiring all entering university students under the aged of 22 to submit evidence of being immunized against meningococcal meningitis.
 - Mumps, Measles, Rubella (MMR)
 - Varicella
 - Tetanus and Diphtheria
 - Tuberculosis test, within the last 12 months: (If the TB test comes back positive, then results from a current annual chest x-ray will need to be provided.)
 - Influenza
 - Please note: Clinical sites have the right to refuse students who have asked for exemptions from immunization. For that reason, we are unable to offer immunization exemptions for students.

CPR Certification:

- Basic Life Support (BLS training from the American Heart Association CPR required
 - Please note: Students must possess a current BLS CPR healthcare provider card. The student's card must not expire while participating in the DS program. If your BLS CPR healthcare provider card expires during your time in the program, you may be pulled from your clinical site education.

Step 3

Write a one-page minimum personal essay in APA format explaining: Why did you choose a career in Diagnostic Cardiovascular Sonography, outline your specific career goals in medical imaging and what can you tell us about sonography?

Please adhere to the following guidelines:

- APA format
- AI use is prohibited
- Proper grammar, spelling, and formatting are all expected

Step 4

Complete and submit the online DCS program application which can be found on https://my.parker.edu/ICS/Future_Students/.

The following video will walk you through the application process:

[How to Apply to RT, DS, or DCS.mp4](#)

Include all supporting documents required from Step 1, Step 2, and Step 3. All documents not uploaded during the application should be emailed to the Program Support Specialist.

Note: Volunteer, observation in sonography, and reference letters are not required, nor will they incur any extra consideration. Nonetheless, they may be submitted to the Program Support Specialist as supplemental to a student's portfolio. A student without these components will not be penalized.

Diagnostic Cardiovascular Sonography program online application and all required documents must be submitted by the designated due date. Incomplete applications and/or requirements, in addition to applications received after the application due date will NOT be accepted. NO EXCEPTIONS. Submission of application does not guarantee an interview. Interviews will be determined by the number of applicants each year.

Application Due Date – July 1st

Diagnostic Cardiovascular Sonography Start – September

Step 5

Complete and submit the online DCS program application which can be found on www.parker.edu. Include all supporting documents required from Step 1, Step 2, Step 3 and Step 4.

Selection

The DCS program will accept 15 students a year. The number of students accepted may vary from year to year based upon the number of appropriate clinical sites available for clinical placements throughout the length of the program.

- Application to the program does not constitute admission.
- Completion and academic strength, past failures and withdrawals in all prerequisite courses may impact consideration for admission.
- Evaluation of all academic experience, past failure and withdrawals in other sonography programs will impact consideration for admission.
- It should be noted that not all applicants who meet minimum selection criteria will be invited to a personal interview.
- The Selection Committee reserves the right to request additional interviews before the final report is generated.

Acceptance

Students will be notified of acceptance with an acceptance letter by email from the Program Support Specialist. It is the student's responsibility to keep up with their email and notify Parker University if they have any change of address. Once accepted into the program, it is the students' responsibility to notify the DCS program director in writing immediately of any subsequent changes in criminal history that occur after the admission background check has been completed.

Failure to disclose changes in criminal history will result in dismissal from the program.

Drug Screening

Students are required to complete a drug screening prior to admission to the program to meet clinical affiliate requirements. Additional or random drug screening may be required during the program at the discretion of clinical sites or the University. A positive drug screen may result in denial of admission or dismissal from the program.

Drug screening is performed as a condition of acceptance into the DCS program.

Please note: Students will need to sign a waiver acknowledging that they may be dismissed from the program if they fail to meet the requirements to be placed in a clinical setting.

Background Checks

Criminal background checks are required prior to admission to the DCS program and may be required again during enrollment. Felony or misdemeanor convictions involving theft, drugs, violence, or other offenses deemed incompatible with healthcare practice may prevent placement at clinical education sites and will result in denial of admission or dismissal from the program. Please see the Criminal Background Checks and Drug Screening Policy and the Policy on Felony Convictions for additional information.

Accreditation

Parker University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Parker University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Parker University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The DCS program is currently seeking CAAHEP accreditation in adult cardiac and vascular sonography concentrations. More information regarding this process can be found by visiting the [CAAHEP](#) and [JRC-DMS](#) websites.

Accreditation and Registries

Registration with American Registry for Diagnostic Medical Sonography (ARDMS) requires passing the Sonography Principles & Instrumentation (SPI) Examination in addition to passing a specialty examination such as Adult Echocardiography (AE) or Vascular Technology (VT). Upon successful completion of DMSO 1302 and DMSO 1342 courses at Parker University, students will be eligible to sit for the SPI examination.

Students enrolled in the Diagnostic Cardiovascular Sonography (DCS) program must successfully pass the Sonography Principles and Instrumentation (SPI) examination no later than May 31 of each academic year and prior to the start of clinical education. Additionally, once the DCS program becomes accredited, and prior to graduation, students will be required to attempt both the Adult Echocardiography and Vascular Technology examinations administered through the American Registry for Diagnostic Medical Sonography (ARDMS). If a student does not pass one of their credentialing exams, they may become eligible to attempt through the Cardiovascular Credentialing International (CCI). Please see the [ARDMS](#) and [CCI](#) webpages for additional information on eligibility requirements.

DCS: I have read and understand Parker University is SACSCOC accredited, and the Diagnostic Cardiovascular Sonography program is currently seeking CAAHEP accreditation in adult cardiac and vascular sonography concentrations. In addition, all questions regarding the above disclosure have been answered. I hereby acknowledge the consequence of the above disclosure.

Student Name (Print)

Date

Student Signature

Technical Standards

In addition to academic and performance standards, students must be able to meet and maintain the following technical standards for the purpose of admission and continuation in the program:

- **Communicate Effectively:** Ability to interact with patients and healthcare professionals in both written and verbal form. Be able to articulate in a clear and distinct manner procedures, instructions and oral reports.
- **Cognitive:** Ability to execute complex mental processes. Obtain and retain didactic knowledge including many procedures and protocols with the ability to apply this knowledge for the purpose of collecting, interpreting, and integrating information to make examination related decisions. Utilize problem-solving skills while performing sonographic procedures to establish the best diagnostic information possible.
- **Coordination:** Gross body coordination such as maintain balance, hand-eye coordination, arm-hand steadiness and precision. Dexterity to operate control panel while manipulating transducer simultaneously.
- **Visual and Hearing:** Ability to distinguish color on Doppler procedures as well as various shades of graph while performing sonograms. Hearing must be adequate to perceive and interpret equipment signals, monitor alarms, and calls for help.
- **Stamina:** Ability to push/pull objects in excess of fifty (50) pounds. Ability to stand during examinations and long procedures. Lift and transfer patients from wheelchair or stretcher to and from examination table. Assist patients into proper position for examination.
- **Emotional Stability:** Ability to adapt and function under stress. Deal with the unexpected and adapt to change. Perform multiple tasks and responsibilities concurrently. Possess a strong work ethic, compassion, and integrity.

Please note: Student is subject to dismissal if after admission to the Diagnostic Cardiovascular Sonography Program it is discovered that a student cannot meet the technical standards.

Physical Requirements and Accommodations

The Diagnostic Cardiovascular Sonography (DCS) program requires students to meet certain essential functions necessary for successful completion of academic, laboratory, and clinical components of the curriculum. These essential functions reflect the physical, cognitive, and behavioral requirements of professional practice in diagnostic cardiovascular sonography.

Essential Physical and Technical Functions

Students must be able to perform the following functions with or without reasonable accommodation:

- Participate in classroom, laboratory, and clinical activities that may require the ability to stand and/or sit for extended periods (up to eight hours per day).
- Safely assist with patient positioning, which may include lifting, pulling, bending, squatting, and supporting patients and equipment, up to approximately 50 pounds, individually or with assistance.
- Operate and manipulate sonographic equipment requiring manual dexterity, hand-eye coordination, and fine motor skills.
- Accurately interpret visual information, including images, waveforms, and color-based diagnostic indicators, whether through direct vision or assistive technologies.
- Perceive and respond to auditory information necessary for patient assessment, equipment operation, and clinical communication, with or without assistive devices.
- Demonstrate clinical reasoning, attention to detail, efficiency, professionalism, and compassion in patient care settings.
- Perform duties involving direct patient contact, which may include exposure to bodily fluids and participation in invasive or semi-invasive procedures, in accordance with infection control standards.

Disability Accommodations

Persons with disabilities are eligible for admission and continuation in the Diagnostic Cardiovascular Sonography program provided they can, with or without reasonable accommodation, perform the essential functions of the program and:

- Complete classroom, laboratory, and clinical assignments
- Perform patient intake, assessment, and sonographic techniques or approved equivalents
- Pass written, oral, and practical examinations
- Meet all academic, technical, and professional requirements of the program

Parker University is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Students and applicants are encouraged to voluntarily disclose any documented disabilities and engage in an interactive process to determine appropriate accommodations that do not compromise program outcomes, patient safety, or accreditation standards.

When a disability is disclosed, the University may engage in an interactive review process to assess whether the individual can meet program requirements with reasonable accommodation. This process is coordinated through the Office of Student Services, which can provide additional information regarding available accommodations and required documentation.

Standard of Ethics

Professional behaviors are expected at all times in any education-related setting or activity. Professional standards and ethics define behavior that applies values and moral principles to activities within a profession. One of the roles of the Diagnostic Cardiovascular Sonography (DCS) program faculty is to assist students in becoming safe, professional, and ethical clinicians. This role is fulfilled by holding students accountable for safe behaviors and by establishing a code of ethics, a code of conduct, and professional standards of behavior that support the expectations of the profession.

Professionalism is reinforced through program policies and practices, ethics education, classroom discussions, advisement, and faculty role modeling. Students who fail to demonstrate appropriate professional behaviors may compromise their own educational experience or that of their peers. In such situations, the student will work collaboratively with faculty to address identified concerns.

The Diagnostic Cardiovascular Sonography program curriculum integrates didactic, laboratory, and clinical experiences, each of which plays a vital role in student education. The Society of Diagnostic Medical Sonography (SDMS) Code of Ethics is foundational to the curriculum, and the program adheres to the [SDMS Code of Ethics for the Profession of Diagnostic Medical Sonography](#). **This code of ethics is included in the DCS handbook below.**

Code of Ethics for the Profession of Diagnostic Medical Sonography

Approved by SDMS Board of Directors, Effective 09/24/2024

Preamble

This Code of Ethics aims to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers, thereby maintaining and elevating the integrity of the profession. It serves as a guide and framework for addressing ethical issues in clinical settings, business practices, education, and research.

Objectives

Foster and encourage an environment where ethical issues are discussed, evaluated, and addressed.

Help the individual diagnostic medical sonographer identify ethical issues.

Provide ethical behavior guidelines for individual diagnostic medical sonographers and their employers.

Principles

Principle I: To promote patient well-being, diagnostic medical sonographers shall:

- A. Provide information to the patient about role, credentials, and expertise.
- B. Provide information to the patient about the purpose of the sonography examination, procedure, or associated task within the scope of practice.
- C. Respond to the patient's questions, concerns, and expectations about the sonography examination, procedure, or associated task according to the scope of practice.
- D. Ensure patient safety when the patient is in the sonographer's care.
- E. Respect the patient's autonomy and the right to refuse the examination, procedure, or associated task.
- F. Recognize the patient's individuality and provide care in a non-judgmental, non-discriminatory, and equitable manner.
- G. Promote the patient's privacy, dignity, and well-being to ensure the highest level of patient care.
- H. Maintain confidentiality of acquired patient information per national patient privacy regulations and facility protocols and policies.

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

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty-specific sonography certifications/credentials. Sonography certifications/credentials must be awarded by a national sonography certifications/credentialing body that is accredited by a national organization that accredits certifications/credentialing bodies (i.e., Institute for Credentialing Excellence (ICE)/National Commission for Certifying Agencies (NCCA) or the American National Standards Institute (ANSI)/ANSI National Accreditation Board (ANAB)).

- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review and institutional research.
- D. Maintain continued competence through lifelong learning, which includes ongoing education and acquisition of specialty-specific credentials.
- E. Perform medically indicated sonography examinations, procedures, and associated tasks ordered by a licensed physician or their designated healthcare professional per the supervising physician, facility policies and protocols, or other requirements of the jurisdiction where performed.
- F. Protect patients and study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- G. Maintain professional accountability and standards by committing to self-regulation through adherence to professional conduct, self-assessment, and peer review, ensuring the highest patient care and safety standards.
- H. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for actions.
- I. Be accountable and participate in regular assessments of sonography protocols, equipment, examinations, procedures, and results. Note: This may be accomplished through facility accreditation.

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

- A. Be truthful and promote appropriate communications with patients, colleagues, healthcare professionals, and students.
- B. Respect the rights of patients, colleagues, students, and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent experience, education, and credentialing.
- E. Promote equitable access to care for the patient.
- F. Communicate and collaborate with fellow sonographers and healthcare professionals to create an environment that promotes communication, respect, and ethical practice.
- G. Understand and adhere to ethical billing and coding practices, if applicable.
- H. Conduct all activities and agreements legally and transparently in compliance with federal and state laws and rules/regulations, as well as facility policies and protocols.
- I. Report deviations from the Code of Ethics per facility policies and protocols, and if necessary, to the appropriate credentialing organization for compliance evaluation and possible disciplinary action.

The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

([SDMS Code of Ethics for the Profession of Diagnostic Medical Sonography](#)).

Professional Organizations

Credentialing

ARDMS - American Registry of Diagnostic Medical Sonographers

National organization formed to provide credentialing to sonographers, creating a standard of professionalism within the career of sonography.

www.ARDMS.org

CCI – Cardiovascular Credentialing International

Not-for-profit corporation with the purpose of administering credentialing examinations and certification of cardiovascular professionals.

www.cci-online.org

ARRT – American Registry of Radiologic Technologists

Credentialing organization for medical imaging, interventional procedures, and radiation therapy professionals

www.arrt.org

Professional Societies

SDMS - Society of Diagnostic Medical Sonographers

Organization to provide support to sonographers, providing continuing education opportunities and to promote-represent the sonography profession. The society's purpose is to "promote, advance, and educate its members and the medical community in the science of Diagnostic Medical Sonography, and as a consequence, contribute to the enhancement of patient care.

www.sdms.org

SVU - Society of Vascular Ultrasound

Organization dedicated to the advancement of noninvasive vascular technology. It offers educational programs, publications, networking opportunities, and government representation.

www.svu_net.org

ASE - American Society of Echocardiography

ASE is the Society for Cardiovascular Ultrasound Professionals™ serving physicians, sonographers, nurses, veterinarians, and scientists as the leader and advocate, setting practice standards and guidelines for the field.

www.asecho.org

AIUM - American Institute of Ultrasound in Medicine

Provides educational opportunities to participate in the growing field of diagnostic ultrasound. It is a multi-disciplinary organization dedicated to advancing the art and science of ultrasound in medicine and research through its educational, scientific and professional activities.

www.aium.org

Accreditation Organizations

JRC-DMS - Joint Review Committee on Education in Diagnostic Medical Sonography

This organization develops standards for ultrasound schools, performs inspections of those schools through accreditation site visits and review of Accreditation Self Studies and reports its recommendations to CAAHEP.

www.jrcdms.org

CAAHEP - Commission on Accreditation of Allied Health Education Programs

Accredits programs representing 18 allied health professions recognizing over 1800 allied health education programs in more than 1000 institutions. These institutions include universities and colleges, academic health centers junior and community colleges, vocational technical schools, hospitals, clinics, proprietary institutions, and government institutions and agencies.

www.caahep.org

Leadership Roles and Flow of Communication in the DCS Program

Leadership Roles

Assistant Dean of the College of Health Sciences

The Assistant Dean of the College of Health Sciences provides leadership and administrative oversight for the Diagnostic Medical Sonography and Medical Assisting programs, ensuring that each program is implemented and administered in compliance with institutional policies as well as all applicable regulatory and accrediting bodies. This role supports the integrity, quality, and continuous improvement of academic and clinical education programs within the College.

The Assistant Dean is responsible for oversight of program operations, including student and faculty recruitment and retention, curriculum development, instructional quality, resource allocation, and program growth. Accreditation standards and criteria established by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) are continuously monitored, reviewed, and maintained to ensure ongoing compliance and readiness for accreditation review.

In collaboration with program leadership, the Assistant Dean supports accreditation management activities, including documentation, outcomes assessment, and continuous quality improvement processes. The Assistant Dean provides daily operational leadership in the execution of goals, objectives, and strategic initiatives for the College of Health Sciences, under the direction of the Dean, to ensure the effective delivery and sustainability of accredited academic programs.

Program Director

The Program Director is responsible for the overall organization, administration, and continuous effectiveness of the Diagnostic Cardiovascular Sonography program. This includes oversight of the program's structure, daily operations, outreach events, student concerns / issues, curriculum design, implementation, periodic review, and evaluation to ensure ongoing compliance with accreditation standards and educational objectives. Responsibilities include, but are not limited to: faculty oversight, course scheduling, program development and continuous improvement, management of student concerns, and participation in recruitment and community outreach activities.

The Program Director is also responsible for ensuring the quality and effectiveness of all clinical education experiences and affiliated clinical sites. This responsibility is fulfilled through ongoing oversight, evaluation, and communication with the Clinical Coordinator regarding student clinical rotations, adequacy of case volumes, supervision, and the completion of required clinical competencies by all students.

Clinical Coordinator / Concentration Coordinator

The Clinical Coordinator is responsible for supporting the coordination, implementation, and supervision of the clinical education component of the Diagnostic Cardiovascular Sonography program. This role supports students in achieving established program learning outcomes, clinical competencies, and professional career goals.

The Clinical Coordinator is responsible for identifying, securing, and maintaining eligible clinical education sites for student placement. Responsibilities include coordinating student clinical assignments, managing clinical rotation schedules, and ensuring appropriate supervision and learning

experiences within the clinical setting. To fulfill these responsibilities, the Clinical Coordinator serves as the primary liaison among the program, clinical affiliates, clinical instructors, and the Program Director. Ongoing duties include the development of new clinical partnerships and the maintenance of effective, collaborative relationships with current clinical affiliates.

Concentration Coordinator(s) report to the Program Director and are designated to coordinate specific concentration(s) when the Program Director does not hold the appropriate credential(s) for that concentration. The Clinical Coordinator may also serve as the Concentration Coordinator for any concentration(s) for which the Program Director does not possess the required credential(s), in accordance with accreditation standards.

In collaboration with the Program Director, the Clinical Coordinator/Concentration Coordinator assists with the administration, planning, implementation, continuous development, supervision, and evaluation of the program. This includes supporting compliance with accreditation requirements, monitoring student clinical progress and competency attainment, and contributing to the ongoing quality and effectiveness of the clinical education component of the program.

Faculty Instructor

The Diagnostic Cardiovascular Sonography Instructor is responsible for providing didactic, laboratory, and clinical instruction that supports student achievement of established course objectives, learning outcomes, and required competencies within the Diagnostic Cardiovascular Sonography program.

Clinical Preceptors

Clinical preceptors are not employees of Parker University. Clinical Preceptors/Clinical Instructors (CI) provide instruction and supervision to students during assigned clinical rotations, supporting the achievement of established clinical learning outcomes and required competencies. Responsibilities include providing appropriate supervision, being available to students assigned to the clinical facility, and participating in the evaluation of student clinical performance.

Clinical Preceptors maintain ongoing communication with the Clinical Coordinator regarding student progress, performance, and completion of clinical competencies. Clinical Preceptors must hold the appropriate credential(s) for the concentration(s) in which they supervise and evaluate students, including participation in student evaluations and competency assessments, in accordance with program requirements and accreditation standards.

Medical Advisor

The Medical Advisor provides professional guidance to ensure that the medical components of the didactic and clinical curriculum meet current standards of practice and acceptable performance expectations within the profession. The Medical Advisor supports the program in maintaining clinical relevance, accuracy, and alignment with industry and accreditation standards.

The Medical Advisor participates in program governance by attending at least one Advisory Board meeting annually, either in person or virtually, to review program effectiveness and provide recommendations related to curriculum content, clinical education, and program improvement. The Medical Advisor contributes to program goal determination, curriculum development, and outcomes assessment to support continuous quality improvement. As needed, the Medical Advisor may assist with instructional activities or provide subject-matter expertise in support of student learning and program objectives.

Flow of Communication and Student Grievance Policy

In the event that a student has a concern or issue, students are expected to follow the established chain of communication within the Diagnostic Cardiovascular Sonography program and Parker University.

Students should first address any concern directly with the course instructor. If the issue remains unresolved, the student may escalate the concern to the Program Director. For additional steps and guidance, students should refer to the [Problem Resolution Chain of Communication](#) outlined in the Parker University Student Handbook.

The [Hearing and Appeals Procedure](#) will be followed for any student grievance.

Program Curriculum and Course Descriptions

Diagnostic Cardiovascular Sonography Curriculum

Associate of Applied Science Diagnostic Cardiovascular Sonography		
General Education Courses		25 Semester Credit Hours
Major Requirements		51 Semester Credit Hours
DCS Core Courses		34 Semester Credit Hours
DCS Clinical Courses		17 Semester Credit Hours
Total		76 Semester Credit Hours
Course ID	Credit Hours	Course Title
General Education Courses		25 Semester Credit Hours
BIOL 2401	4	Anatomy and Physiology I - no substitutions
BIOL 2402	4	Anatomy and Physiology II - no substitutions
ENGL 1301	3	English Composition I - no substitutions
Creative Arts / Humanities	3	Choose from: Fine Art Appreciation, Literature, or equivalent
HPRS 1106	1	Essentials of Medical Terminology
Mathematics	3	Choose from: College Algebra, Calculus, or Statistics
PHYS 1401	4	College Physics - no substitutions
PSYC 2301	3	General Psychology - no substitutions
Major Requirements		51 Semester Credit Hours
DMSO 1310	3	Introduction to Sonography
DMSO 1302	3	Basic Ultrasound Physics
DMSO 1342	3	Intermediate Ultrasound Physics
DSAE 1322	3	Cardiovascular Concepts
DSAE 1303	3	Introduction to Echocardiographic Techniques
DSAE 2341	3	Echocardiographic Evaluation of Pathology I
DSAE 2352	3	Echocardiographic Evaluation of Pathology II
DSAE 2364	3	Advanced Echocardiography
DSVT 1311	3	Introduction to Vascular Technology
DSVT 1322	3	Principles of Vascular Technology
DSVT 1333	3	Advanced Vascular Technology
DSAE 2155	0.5	Adult Echocardiography Advanced Review I
DSAE 2156	0.5	Adult Echocardiography Advanced Review II
DSAE 2371	3	Clinical I
DSAE 2272	2	Clinical II
DSAE 2273	2	Clinical III
DSAE 2274	2	Clinical IV
DSAE 2275	2	Clinical V
DSAE 2376	3	Clinical VI
DSAE 2377	3	Clinical VII

Course order, content, and credit hours are subject to change.

Diagnostic Cardiovascular Sonography Course Descriptions

DMSO 1310 – Introduction to Sonography

An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations, and history of the profession. Prerequisite: Entrance to the DS / DCS program and successful completion of all required general education courses.

DMSO 1302 – Basic Ultrasound Physics

Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. Prerequisite: DMSO 1310

DMSO 1342 – Intermediate Ultrasound Physics

Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bio effects and image artifacts. May introduce methods of Doppler flow analysis. Prerequisite: DMSO 1302

DSAE 1322 – Cardiovascular Concepts

This course will associate the cardiovascular systems of anatomy, physiology, and pathophysiology. Students will contrast the cardiac and vascular structural anatomy and relationships, differentiating electrical innervation, embryology, and hemodynamics of the heart and vascular system. This includes pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of cardiovascular diseases. Prerequisite: DMSO 1342

DSAE 1303 – Introduction to Echocardiographic Techniques

An introduction to scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic evaluation of the normal adult heart. Prerequisite: DSAE 1322

DSAE 2341 – Echocardiographic Evaluation of Pathology I

This course will focus on adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode, and Doppler. Recognition of the sonography appears of cardiovascular disease is stressed. Prerequisite: DSAE 1303

DSAE 2352 – Echocardiographic Evaluation of Pathology II

This course is a continuation of Echocardiographic Evaluation of Pathology I emphasis on cardiac disease. Course emphasis is placed on quantitative measurements, application of 2-D, M-Mode, Doppler, and recognition of the sonographic appearances of cardiac disease. Prerequisite: DSAE 2341

DSAE 2364 – Advanced Echocardiography

This course will investigate and analyze advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing. Prerequisite: DSAE 2352

DSVT 1311 – Introduction to Vascular Technology

Introduction to basic non-invasive vascular theories. Emphasizes image orientation, transducer handling, and identification of anatomic structures. Prerequisite: DMSO 2342 or DSAE 2364

DSVT 1322 – Principles of Vascular Technology

Introduction to non-invasive vascular technology modalities. Includes 2D imaging, Doppler, Plethysmography, and segmental pressure. Emphasis on performing basic venous and arterial imaging and non-imaging exams. Prerequisite: DSVT 1311

DSVT 1333 – Advanced Principles of Vascular Technology

A study of advanced vascular concepts such as digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions, and research. Emphasizes case studies, technical reporting, and preliminary interpretation. Prerequisite: DSVT 1322

DSAE 2155 – Adult Echocardiography Advanced Review I

Students will formulate knowledge, skills and professional values within legal and ethical context addressing emerging technologies and professional development, as it is related to the field of echocardiography. Ergonomic techniques and equipment applications associated with technological advances in the field of echocardiography will be integrated. Registry review techniques and preparedness will be integrated in this course. Prerequisite: DSVT 1333

DSAE 2156 – Adult Echocardiography Advanced Review II

Students will formulate knowledge, skills and professional values within legal and ethical context addressing emerging technologies and professional development, as it is related to the field of echocardiography. Ergonomic techniques and equipment applications associated with technological advances in the field of echocardiography will be integrated. Registry review techniques and preparedness will be integrated in this course. Prerequisite: DSAE 2155

DCS CLINICAL COURSE DESCRIPTIONS

DSAE 2371 – Clinical I

Students will recognize, generalize, examine, investigate, validate, and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: DSVT 1333

DSAE 2272 – Clinical II

Students will recognize, generalize, examine, investigate, validate, and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: DSAE 2371

DSAE 2273 – Clinical III

Students will recognize, generalize, examine, investigate, validate, and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: DSAE 2272

DSAE 2274 – Clinical IV

Students will recognize, generalize, examine, investigate, validate, and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: DSAE 2273

DSAE 2275 – Clinical V

Students will recognize, generalize, examine, investigate, validate, and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: DSAE 2274

DSAE 2376 – Clinical VI

Students will recognize, generalize, examine, investigate, validate, and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: DSAE 2275

DSAE 2377 – Clinical VII

Students will recognize, generalize, examine, investigate, validate, and incorporate specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: DSAE 2376

Please see course syllabi for additional information.

SCANS Competencies

The Secretary's Commission on Achieving Necessary Skills (SCANS) was established by the Secretary of Labor to evaluate the skills of young professionals to be able to succeed in the workplace. SCANS are made up of a three-part foundation and five workplace competencies that are in high demand for academic and job performance. Listed in the following chart below are some examples of the SCANS competencies that are pertinent to the DCS program:

SCANS	COMPETENCIES	EXAMPLES
1.0 Basic Skills	1.1 Reading 1.2 Writing 1.3 Mathematics 1.4 Listening 1.5 Speaking	- Ability to complete reading and class assignments - Ability to execute proper formulas for basic and intermediate physics - Ability to converse with a patient to obtain pertinent clinical history - Ability to communicate with physicians in regard to ultrasound findings
2.0 Thinking Skills	2.2 Decision making 2.3 Problem solving 2.4 Mental imagery 2.5 Learning techniques 2.6 Reasoning	- Ability to correlate pertinent patient history, labs, surgical history with exam ordered to determine if correct exam has been ordered - Ability to distinguish between normal tissue and pathology while using critical thinking to provide a complete scan - Ability to evaluate and execute efficient workflow - Ability to compare ultrasound findings with prior modalities
3.0 Personal Qualities	3.1 Responsibility 3.2 Self-esteem 3.3 Sociability 3.4 Self-management 3.5 Integrity/honesty	- Ability to maintain positive attitude during didactic and clinical hours - Ability to comply with HIPAA regulations - Maintains integrity for the duration of the DCS program
4.0 Resources	4.1 Time 4.2 Money 4.3 Material and facilities	- Ability to maintain time efficiently for studying, completion of assignments and completion of ultrasound exam - Ability to set personal goals and utilize resource to obtain those goals - Have the financial responsibility to maintain good standing with Parker University and to not let work have a negative impact on the program
5.0 Interpersonal	5.1 Teamwork 5.2 Instructs others 5.3 Patient service	- Ability to work well within an ultrasound department - Ability to assist other students with shortcomings - Ability to maintain proper decorum with patients before during and after exam or procedure
6.0 Information	6.1 Acquires and evaluates information 6.2 Organizes and maintains information 6.3 Communicates information	- Ability to obtain and correlate patient's history, labs, surgical history, and prior exams to ensure patient is getting appropriate and thorough exam - Ability to produce a sonographer report and communicate those findings with physician
7.0 Systems	7.1 Understand facility systems 7.2 Monitors and corrects performance	- Ability to familiarize and have a working knowledge of different ultrasound machines - Being able to recognize when the machine is not functioning properly - Become proficient in a clinical site's PACS and RIS systems
8.0 Technology	8.1 Selects technology 8.2 Applies technology to task 8.3 Maintains/troubleshoots	- Ability to select proper transducer and machine settings with any given exam - Become familiar with preventative maintenance protocols and proper care for the ultrasound machines

Tuition and Fees

All charges, including tuition and fees, are due and payable on or before the date of the term's first class. Payment plans must be signed by the second Friday after the term start date for students enrolling in the full term of first attendance date for students enrolling after the start of the term.

For detailed information about tuition fees, and the total cost of attendance, visit: www.parker.edu/tuition

Application Fee (non-refundable, one-time charge)	\$50
Tuition Deposit (non-refundable, but transferrable – to be applied towards tuition)	\$50
Tuition (per credit hour)	\$754
Orientation Fee (one-time fee)	\$45
Activity Fee (per term)	\$30
Parking Fee (per term)	\$10
Campus Technology Fee (per term)	\$87
Student Health Fee (per term)	\$64
Graduation Fee (one-time fee)	\$60
Audit Fee (per credit hour)	\$50
Material Fee (SDMS membership; clinical tracking fee; background/drug screening)	\$350
Malpractice Insurance (\$22 per clinical course for 7 clinical courses)	\$154
Exam Fee (SPI and ARDMS / CCI)	SPI: \$275 and RDCS (AE): \$300 RVT (VT): \$300 or RCS: \$365 RVS: \$365
Additional Expenses (see below)	Varies

Tuition, fees, and other expenses are subject to change.

Please see the Parker catalog for the most up-to-date information.

Additional expenses

In addition to the above expenses, DCS students should expect to have the following expenses:

- Immunizations
- Textbooks: see textbook list for more details
- School supplies
- Computer with internet access (for accessing Parker LMS, online course materials, and assignments)
- Costs of attending clinical experiences including meals, travel, parking, scrubs, room and board (if necessary), and any other costs incurred with clinical education courses.
- Uniform:
 - Clinical: plain-colored (program specific - black) scrubs with the Parker University logo
 - On-Campus: blue, black, or grey scrubs
 - Plain, solid-colored, close-toed shoes (black or blue)
 - White or black lab coat (optional)
- Students must provide proof of the following prior to attending clinical experiences:
 - CPR/BLS certification (class offered at Parker University or show proof of completion)
 - Please note: personal health insurance will be required for all students two months prior to clinical education and required the entire 7 months of clinical education

Student personal health insurance

Two months prior to clinical education, students are required to provide proof of current personal health insurance to the clinical coordinator and Castle Branch. It is the responsibility of the student to obtain and purchase health insurance. It is their responsibility to provide an updated copy of their insurance to the clinical coordinator and Castle Branch if insurance changes are made when enrolled in the program.

Professional liability insurance

All Health Science students are required to carry professional liability insurance. This type of insurance is automatically purchased through Parker University's registration fees. Liability coverage for the students' clinical education (i.e., working as a student sonographer) does not apply outside scheduled clinical affiliation time.

Student Health and Medical Responsibility

Students are responsible for their own medical care. Parker University, the Diagnostic Cardiovascular Sonography (DCS) program, and affiliated clinical facilities/instructors are not responsible for any injury or illness a student may incur during participation in program activities.

Students must notify the appropriate clinical preceptor(s) and program faculty if they have any of the following conditions:

- Acute or chronic health conditions
- Use of prescription or non-prescription medications
- Pregnancy

Parker University and the DCS program reserve the right to require a physician's release or medical clearance before a student is permitted to return to clinical activities following certain health conditions or medical events.

Student Resources

Financial Aid

Parker University students who wish to seek financial aid assistance should contact:

Parker University Office of Financial Aid

Parker Plaza South Building, Suite 100

Email: askfinancialaid@parker.edu

Phone: 972-438-6932 or 800-438-6932

One Stop

Parker One Stop serves as a single point of contact for all students seeking information on their financial aid status, queries pertaining to the registrar, and business office information. It provides a single location for all students to receive information regarding transcripts, veteran education benefits, financial aid awards, advance requests, balance inquiries, and refund status. The One Stop Guides will support you and collaborate with specific departments as necessary to provide a comprehensive answer to your inquiry.

Parker University One Stop

South Building – Enrollment Services Welcome Center

Email: Ask1stop@parker.edu

Phone: (214) 902-2424

Research Center

The mission of the Parker University Research Center is to “conduct and promote high-quality, innovative research in human science.” Our research focuses on critical areas, including patient safety, specialty populations (such as pediatrics, pregnant and postpartum individuals, and those living with chronic pain), and the broader role of chiropractic care within the healthcare system. The Parker Research Center actively collaborates on numerous multidisciplinary, international studies with partners in the United Kingdom, Australia, and Canada. These global partnerships position the Center as one of the most impactful international research institutions in the United States.

Library and Resource Center

Parker University Library supports teaching, learning, research, and healthcare by providing quality resources, resource sharing, and instruction. The library is now housed in the renovated South building on the second floor and provides a team of librarians and support staff to assist students and faculty with how to find and use learning resources. The library provides computer, laptop connections for students with their own devices, study rooms, and printing services.

Parker Library resources are accessed through the web-based online catalog, the Parker University Library mobile app, and the library website (<https://library.parker.edu>). The library offers a mix of electronic resources to support Parker's academic programs. These include EBSCO, Gale, TexShare, and ProQuest databases, evidence-based materials, full-text journal collections, and nearly 600,000 electronic books. Availability to resources requires a Parker login both on-campus and remotely.

Librarians are available to support student's education by providing bibliographic instruction, research assistance, interlibrary loan, and research materials. Interlibrary Loan service is available when resources are not available through Parker's collection.

Library support is available 24 hours a day, 7 days a week through online Chat on library.parker.edu or during business hours through email at AskLibrary@parker.edu. Technical support is available through the Information Technology Service Desk at ServiceDesk@parker.edu.

Center for Teaching and Learning

The Center for Teaching and Learning provides faculty development, learning resources, innovation, and service to empower Parker University to advance its mission. The CTL promotes this mission by supporting innovation in teaching and learning, facilitating improvements in teaching, developing the learning experience, providing service to the institution, and managing the Quality Enhancement Plan (QEP).

Tutoring Services provides online and face-to-face resources to Parker University students seeking additional support outside of the classroom to promote the institutional mission and vision. Peer and Professional tutoring are offered in a range of subjects to provide content-related assistance. Additionally, Parker University has partnered with Tutor.com to provide online professional tutoring to all students. Information about accessing Tutor.com is provided to all students through Brightspace and provides access through single sign-on. For more information, visit our website.

Counseling Services

The objective of counseling is to help students improve their well-being, alleviate their distress, resolve their crises, and increase their ability to solve problems and make decisions. Counselors enable and facilitate psychological growth and development by helping students better use existing resources and skills or by guiding them in developing new ways to help themselves.

The counseling staff consists of a licensed counselor who is available to counsel students concerning personal, social, marriage and family, and academic problems. There is no fee for students to utilize counseling services. In addition, information regarding referrals and other counseling options is available. Counseling is scheduled by appointment only.

Counseling services are available through various delivery methods Monday through Friday, 8:00 a.m. to 5:00 p.m. The Office of Counseling Services follows the University Calendar for closings/delays.

All information revealed by the student to the counselor will be kept strictly confidential and will not be revealed to any other person or agency without the student's written permission except for those situations which by law a counselor is required to report. These include:

1. If one threatens bodily harm or death to themselves or another person
2. If one reports the physical or sexual abuse of a minor child
3. If one reports the physical or sexual abuse of an elderly person
4. If one reports sexual abuse or exploitation by a mental health provider

To schedule an appointment, fill out a Counseling Request Form available online. Students can call the counselor with any questions concerning counseling at 972-438-6932 x7155.

Counseling and guidance are also available 24 hours a day seven days a week via internet TimelyCare or via the TimelyCare app. Through our TimelyCare telehealth plan, all students have access to counseling services free of charge with licensed clinicians. All students are automatically enrolled in the TimelyCare plan upon admission to the University.

Parker University's policies can supersede any of the Diagnostic Cardiovascular Sonography program policies.

Progression and Completion

Grading Policy

The Diagnostic Cardiovascular Sonography program has set a program and course grading policy that will measure the students' knowledge and skill outcomes as outlined for that core course.

The grade for any course examination, quiz, homework, lab exercise, and course final grade will follow the following scale:

Program Grading Scale

The following grading scale will apply in all DCS courses.

GRADE	NUMERICAL VALUE	GRADE POINT AVERAGE
A	90 – 100	4.0
B	80 – 89.99	3.0
C	75 – 79.99	2.0
F	74.99 or below	0.0

Students must earn a grade of “C” or better in all required pre-professional courses.

Students must achieve an overall weighted score of at least 75% to move forward in the program.

If a student scores below a weighted total of less than 75%, they will be dismissed from the program.

The percentage of the course examinations, quizzes, homework, laboratory, exercises, attendance, etc. that apply toward the course final grade is determined by the program and faculty for each course and are reflected in the course syllabus. These areas and percentages can change as deemed necessary by the program and faculty to improve the course(s) for the student.

Clinical experience grades are factored into the student's cumulative GPA. Students must submit required clinical paperwork, associated assignments as outlined for each clinical experience. Failure to meet course requirement deadlines will result in a failing grade for the course. Student clinical performance will be evaluated by the program director and clinical coordinator.

Parker University Grading Designations

Administrative designations that may be used in appropriate circumstances include:

I: Incomplete Grade

Not computed in completion rate or GPA calculations. Incomplete grades may be given only in the following circumstances:

- The student's work to date is sufficient to complete the course with a passing grade;
- Attendance has been satisfactory through at least 70% of the term or course, whichever is shorter;
- When warranted and at the discretion of the faculty member, the student must provide third-party documentation demonstrating that an illness, military service, or other extenuating circumstance legitimately prevents completion of required work by the end of the course;
- Required work may reasonably be completed in an agreed-upon time frame that is within 14 calendar days from the last date of the course in which the Incomplete is earned and does not require the student to re-take any portion of the course; this is exclusive of school holidays and scheduled laboratory time.
- The incomplete is not given as a substitute for a failing grade;
- An incomplete grade cannot be granted in the final course with the exception of clinicals;
- And the incomplete is not based solely on a student's failure to complete work or as a means of raising their grade by doing additional work after the grade reporting time.

Appropriate grades must be assigned in all other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider withdrawing from the course with the understanding that this may impact their eligibility for Financial Aid under the Satisfactory Academic Progress policy.

W: Withdrawal

Withdrawal. Grade received as a result of withdrawing from a course(s) or the university.

“W” is not computed in GPA calculations; however, it is computed in completion rate.

Note: When a student receives a W, that course may be used for financial aid determinations, but only once.

Report of Academic Progress

Grades are assigned and recorded at the end of each course. Grades are available on Parker intranet ([MyParker](#)).

Assignments

All assignments must be submitted by the stated due date and time. Assignments may be submitted in hard copy, by email, or via Brightspace, as specified by the instructor. Any assignment received after the designated due date and time will be considered late.

Late assignments submitted within two (2) days after the due date and time will incur a 10-point deduction per day. Assignments submitted on the third day or later will still be required if necessary to meet graduation or course completion requirements; however, they will receive a score of zero.

The DCS Program requires the use of the American Psychological Association (APA) style for all written assignments. Students are responsible for obtaining the APA style guide and adhering to its guidelines for formatting, citations, and references. Failure to follow APA guidelines may result in point deductions as outlined in the assignment grading criteria.

Required reference: American Psychological Association. (2019). Publication manual of the American Psychological Association (7th ed.). Washington, DC: American Psychological Association.

Examinations

Students are expected to attend class in person for all scheduled exams and quizzes as outlined in the course schedule. If a student misses an exam or quiz, official documentation must be submitted to the course instructor, program director, and Student Affairs. Please see attendance policy within the DCS student handbook and course syllabi for additional information.

Acceptable documentation must be from an official source, such as a physician's note, police report, or other approved documentation. The approval of make-up exams and/or quizzes is at the discretion of the course instructor and program director. Failure to provide official documentation may result in a zero (0) for the missed exam or quiz. Make-up exams will differ in format from the original exam.

If a student fails an exam, the student is responsible for scheduling an appointment with the instructor to review the exam and discuss strategies for academic success.

Remediation

Students experiencing academic difficulty in a course should make an appointment to meet with the course instructor to address the difficulty and possible courses of action. If a student is failing the course by mid-term, then they will be required to go on remediation, which will be determined by the instructor and program director.

The instructor or student may request an evaluation conference at any time. An evaluation of academic achievement and progress in the lab-clinical area will be provided for each student by the faculty each term.

Progression

Students must maintain a passing score of at least 75% in each didactic course, clinical, and lab to remain and progress in the DCS program. Student academic support services, such as tutoring, studying and examination skills, reading and math assessments can be provided upon request. Students are expected to attend class in person for all scheduled exams and quizzes as outlined in the course schedule. If a student misses an exam or quiz, official documentation must be submitted to the course instructor, program director, and Student Affairs ([Student Affairs Excused Absence Form](#)). Please see attendance policy below for additional information.

Acceptable documentation must be from an official source, such as a physician's note, police report, or other approved documentation. The approval of make-up exams and/or quizzes is at the discretion of the course instructor and program director. Failure to provide official documentation may result in a zero (0) for the missed exam or quiz. Make-up exams will differ in format from the original exam. **Make-up exams will be completed on the day the student returns.**

If a student fails an exam, the student is responsible for scheduling an appointment with the instructor to review the exam and discuss strategies for academic success.

To remain in good standing and continue in the Diagnostic Cardiovascular Sonography (DCS) program, students must maintain a minimum cumulative GPA of 2.75. After completion of the first major trimester, a student who has not achieved the required 2.75 cumulative GPA will be placed on a Programmatic Dismissal Action Plan, developed by the Program Director and/or designated program faculty. The Programmatic Dismissal Action Plan will remain in effect for one additional major trimester, defined as four consecutive major courses. If the student fails to achieve a 2.75 cumulative GPA by the end of this probationary trimester, the student will be dismissed from the program.

Course Performance Requirements

Students must earn a weighted total of 75% or higher in each didactic and laboratory course to progress to the next course.

A student who does not meet the 75% minimum in any didactic or laboratory course will not be permitted to advance in the program.

If a student is placed on probation during a clinical rotation but continues to earn a 75% or higher weighted total, continuation in the program may be permitted at the discretion of the Program Director.

A student who is meeting the 75% course requirement but remains on probation at the time of graduation may graduate at the discretion of the Program Director and the Dean of the College of Health Sciences.

Trimester Structure and Evaluation

The Diagnostic Cardiovascular Sonography major follows a program specific trimester structure, which may differ from the established university trimester calendar.

Grades of W (Withdraw) is not recognized in DCS major GPA calculations.

Student progress within the DCS program is evaluated using qualitative and quantitative measures and is assessed every fourth major course, upon completion of each major trimester.

Course Failure, Reentry, and Resequencing

A student who fails a course within a major trimester may request reentry into the program when the course re sequences, contingent upon program capacity limitations. A failing grade will be replaced only if and when the student successfully completes the course with a passing grade.

The student must continue to meet the minimum 2.75 cumulative GPA requirement upon reentry. If a student elects not to return to the program when the course re sequences, the Program Director will determine whether the student must re apply to the program and restart the major sequence.

Reentry may require the student to be tested both didactically and in the simulation laboratory, with a minimum score of 78% in each area. Reentry is granted only at the discretion of the Program Director, based on demonstrated readiness to safely and successfully progress in the program.

Auditing Courses

Students may be required to audit courses as part of a reentry or remediation plan. Auditing a course does not replace an existing grade. Students auditing courses must earn a weighted total of 75% or higher in didactic and laboratory components to be permitted to progress. Students must maintain the equivalent of a 2.75 GPA while auditing courses. Failure of an audited course will result in non-progression in the program.

Professional Course Repeat Policy

If a student fails or receives a “C” in a professional course, the student can choose to repeat the course with the permission of the Program Director, provided the program does not exceed maximum class capacity.

- If a student needs to repeat a professional course the student will have to wait until the course re-sequences. Courses are only offered in their normal sequence. If a class is full, a student may have to wait an additional time period to re-enter the program.
- Should a student choose not to return to the DCS program upon re-sequencing then it will be determined by the program director if the student will be required to re-apply to the program and start the major from the beginning or test back in.
- A student can only repeat the same major course once. If the student fails the same course a second time, the student will be dismissed from the program.
- When a student takes the same course more than once, all grades received remain on the student’s transcript but only the best grade is used in calculating GPA. If a student repeats a course for a third time, only one attempt is forgiven. However, all courses count towards Maximum Time Frame (MTF). Students will be charged for repeat courses.
- Repeat of course may not be covered by Financial Aid.

Readmission Requirements

Students who withdraw or are dismissed from the program must apply for readmission according to university policy. No preferential consideration is given to prior students for readmission. Students will be readmitted one time only if the cumulative GPA and programmatic requirements are met in addition to the program not exceeding maximum class capacity.

Foundations for Student Success

Students are expected to read and regularly refer to both the DCS Program Handbook and Parker University Undergraduate Catalog. These manuals describe important School and Program Policies and Procedures.

1. Students are expected to attend all scheduled class sessions and remain in the class for the entire session. The only excuse for missing class is illness or family emergency. It is expected that students will notify the instructor in advance regarding a pending absence. Class attendance and participation contribute to the final grade in each course.
2. Students are expected to prepare for each class by completing all readings and assignments. Students are expected to take notes during class. Class notes and assigned readings must be reviewed and studied following each class session.
3. Students are expected to engage in classroom discussions and lab activities. Conversations between class members are distracting to the course instructor and other students.
4. Students are expected to organize materials from each class into a notebook or binder.
5. Students are expected to maintain and regularly update a calendar including due dates for assignments, meetings, clinical obligations, and appointments with faculty.
6. Students are expected to proofread/read aloud all written assignments before turning the assignment in to the instructor.
7. Students are expected to respond to faculty e-mail within **24 hours** during the regular semester.
8. Students are expected to discuss any issue of concern directly with the course instructor first, followed by the program director.
9. Students are expected to maintain the cleanliness and organization of the classrooms and laboratory spaces.
10. All students must follow directions completely when attempting a didactic or lab assessments. If a student fails to follow directions (such as not scanning the chosen anatomy that is selected for testing purposes), they will receive a grade of 0 on the assessment.
11. Students may be offered a bonus opportunity at the instructor's discretion.

Technology and Computer Requirements

Cardiovascular Sonography students are required to demonstrate competency in computer and information technology skills necessary to meet program objectives and learning outcomes. Students must be able to effectively access and utilize Parker University's official learning management system, Brightspace, which is used for course instruction, assignment submission, and dissemination of program information.

Some sonography courses may be delivered using a hybrid format, with a portion of the curriculum completed online and the remainder delivered in an on-ground instructional setting.

Upon admission to Parker University, students are assigned a University email address, which serves as the primary and official means of communication. Students are responsible for regularly reviewing their Parker University email and Brightspace accounts for assignments, announcements, and other program-related communications.

Students may use on-campus library computers to access Brightspace and University email accounts. In addition, students are required to have access to a personal computer capable of operating required instructional software, including assigned simulation programs (e.g., SonoSim), to successfully meet course and program requirements.

Student Conduct and Visitor Guidelines

Students are expected to adhere to the following guidelines:

- A. Family members and visitors are not permitted in the classroom or clinical areas.
- B. Children are not permitted in the classroom or at clinical sites.
- C. Students are not permitted to visit friends or relatives who are patients at a clinical site while on school time or while wearing the student uniform.
- D. Personal phone calls, including incoming and outgoing calls, are not permitted during class, clinical hours, or while on campus.

Change of Names, Address, Telephone Number

Students must promptly notify both the Program Director and the Clinical Coordinator, in writing via email, of any changes to their name, address, or telephone number.

Fraternization Policy

Friendships and peer relationships may develop naturally among students due to shared interests, proximity, and common academic goals. The Diagnostic Cardiovascular Sonography (DCS) program recognizes that such relationships can contribute positively to teamwork, collaboration, and a sense of camaraderie among students. However, personal relationships must not interfere with the learning process, academic performance, or the classroom environment at any time.

Student–faculty relationships are strictly prohibited. Communication between students and faculty is limited to official Parker University communication methods, including Parker University email accounts and the Parker University telephone system.

While participating in clinical rotations, students are protected from sexual harassment and are expected to report any concerns immediately to the Clinical Preceptor, Clinical Coordinator, and Program Director. Students must maintain professional boundaries at all clinical sites and are not permitted to initiate or engage in non-professional or personal relationships with clinical preceptors or other clinical staff.

Gift Giving Policy

To maintain professional boundaries, students are not permitted to accept money, gifts, or gratuities in any form from patients.

To maintain professional boundaries, fairness, and the integrity of the academic evaluation process, students are discouraged from giving gifts to instructors, clinical faculty, or program staff during active coursework or clinical rotations.

Policy Statement

Students may not give personal, monetary, or substantive gifts to instructors or program personnel at any time when grades, evaluations, clinical assessments, or progression decisions are pending.

The exchange of gifts during instructional periods may create the appearance of favoritism or influence on grading, evaluation, or advancement decisions and is therefore not permitted.

Appropriate Recognition of Faculty

Students who wish to recognize or celebrate faculty contributions are encouraged to do so at program completion or graduation, when all grades, evaluations, and progression decisions have been finalized.

Appropriate expressions of appreciation may include:

- Group cards or thank-you notes
- Verbal acknowledgments
- Program-approved recognition activities coordinated through administration

Unacceptable Practices

Individual gifts, gift cards, cash, or items of significant value are not permitted at any time.

Gifts given privately or outside approved recognition events are strongly discouraged and may be subject to review by program administration.

Faculty Responsibility

Faculty members are expected to decline inappropriate gifts and notify the Program Director if concerns arise related to gift-giving or perceived influence.

This policy is intended to protect students and faculty while upholding ethical standards, academic integrity, and fairness within the Diagnostic Cardiovascular Sonography program.

Smoking Policy

Parker University is a smoke-free campus. Smoking in any form, including but not limited to cigarettes and vaping devices, is prohibited while in uniform.

Damages and Losses

Students who use equipment belonging to the health programs are responsible for its proper care and use. When damage to or loss of equipment results from a student's carelessness or neglect, the student will be financially responsible for repair or replacement costs. A student's graduation may be delayed until full payment has been made.

Cell Phone Use Policy

To maintain a professional learning environment and ensure patient safety, cell phone and/or personal electronic device use is strictly regulated in all academic and clinical settings.

Students may use cell phones for personal calls or messages only during scheduled breaks or lunch periods and only in designated break areas. Outside of these times, cell phones must be turned off or placed on silent and stored out of sight.

Cell phone use is not permitted during classroom instruction, laboratory activities, or clinical assignments. Use of cell phones in these settings is considered disruptive to the learning environment and patient care and will not be tolerated.

Classroom, Lab, and Clinical Settings

Cell phones must be stored with other personal belongings while in the classroom, lab, or clinical site. Phones must remain off or on silent unless the student is on an approved break or lunch. Cell phone use of any kind during instructional or clinical time is prohibited.

Examination Policy

During examinations, cell phones must be removed from the classroom entirely. Any cell phone that is visible, removed from a purse or pocket, or used in any way during exam time will be considered a form of academic dishonesty. Violations of this policy will result in an automatic zero (0) for the examination.

Disciplinary Action

Cell phone usage in any form during class, lab, or clinical instruction will result in disciplinary action as follows:

- First offense: Written warning placed in the student's file
- Second offense: Student sent home from class or clinical and counted absent
- Third offense: Dismissal from the program
 - Student retains the right to follow the appeals process via the Office of Student Affairs

Note: If a student is already subject to disciplinary probation or action, the next appropriate disciplinary step will be enforced immediately.

Pregnancy Policy

Students are expected to follow the institution's attendance and tardiness policies as outlined in the college catalog.

Absences due to pregnancy, childbirth, or related medical conditions will be excused for as long as medically necessary, as determined by the student's healthcare provider. The student will be allowed to return to the same academic and clinical status held before the leave began and will be given the opportunity to make up any missed coursework and/or clinical hours, consistent with program requirements and Title IX regulations.

Students should notify the Program Director and the Title IX Coordinator as soon as possible to arrange for any necessary accommodations or leave. Makeup work and clinical time will be scheduled on an individual basis. If coursework or clinical requirements cannot reasonably be completed within the current semester, the student may receive a grade of "I" (Incomplete) and will be permitted to complete the requirements upon return, in accordance with institutional policy.

Each situation will be reviewed individually to ensure compliance with Title IX and to support the student's academic progression while maintaining program standards.

Note: Clinical facilities may require students to fill out pregnancy information for the safety of the mother/child during clinical rotations.

Social Media / Internet Policy

Students are advised to be aware that the information they post/share online or is posted/shared online by others becomes public information that may be viewed by their relatives, faculty, future employers, etc. Students are expected to conduct themselves in a professional and ethical manner if they choose to have an online presence. Any communication that involves threats, intimidation, harassment, coercion, electronic bullying, or harassment and/or other conduct which threatens or endangers the health or safety of any other person is prohibited. Use of foul unprofessional, inappropriate, prejudice or bigoted language online and via social media is also prohibited. This includes but is not limited to pictures, videos, posts, or statements. Parker University reserves the right to investigate any electronic communication or social media engagement which might have an adverse effect on the university, its faculty, staff, and students or on the educational process. If the University receives information that any content or postings online or on social media violates the Student Code of Conduct such allegations will be investigated through the student conduct process. Students may be held accountable for any violations that are revealed through the investigative process. Posts that demonstrate a need for support or mental health assistance may also be addressed to offer support and resources as needed.

Artificial Intelligence Policy

Parker University recognizes that AI technologies, such as language models, generative content tools, and data analysis platforms, can enhance teaching, learning, and research. However, the use of AI must align with the University's core values of integrity, accountability, and respect for intellectual property. Students are expected to use AI tools responsibly, transparently, and in accordance with course-specific guidelines.

Acceptable Use:

Students may use AI tools when:

- The instructor or course syllabus explicitly identifies acceptable use of AI-assisted work.
- AI is used as a supplemental learning aid (e.g., for grammar checking, brainstorming, or concept clarification).
- The student clearly acknowledges and cites the use of AI tools in their work, as directed by the instructor.
- AI tools are used for approved research or data analysis within ethical and legal boundaries.

All university data, including personal student information, must be anonymized and held in the strictest confidence according to HIPAA and FERPA regulations.

Prohibited Use / Academic Misconduct:

Use of AI constitutes academic misconduct when a student:

- Submits AI-generated content as their own original work without proper disclosure or permission.
- Uses AI to complete assignments, exams, or assessments that are meant to evaluate individual understanding or skill.
- Employs AI tools to fabricate data, references, or research results.
- Uses AI to impersonate another person, falsify identity, or produce misleading academic submissions.

- Fails to follow course-specific AI policies or instructor directives regarding AI use.
- The release of university data is not permitted.

Violations of this policy will be addressed through the University's academic and professional standards procedures and may result in disciplinary action.

Faculty Responsibilities:

- Clearly communicate course-specific expectations regarding AI use in syllabi.
- Design assessments that promote authentic learning and critical thinking.
- Provide guidance on appropriate AI tools and citation methods when applicable.

Student Responsibilities:

- Understanding and adhering to this policy and any course-level AI guidelines.
- Disclosing AI use transparently when required.
- Exercising academic honesty in all interactions involving AI tools.

Responsible Use of Artificial Intelligence (AI)

The use of Artificial Intelligence tools by students is subject to academic integrity and responsible technology use policies. Students are expected to:

1. Use AI tools only when explicitly permitted by faculty or course guidelines.
2. Properly attribute AI-generated content when used as part of coursework or assignments.
3. Avoid using AI to fabricate data, plagiarize, impersonate others, or otherwise mislead or misrepresent original work.
4. Understand that unauthorized or deceptive use of AI in academic submissions may constitute academic misconduct.
5. Respect privacy and security standards when using AI tools involving personal or university data. Faculty reserve the right to define acceptable uses of AI in their courses. Any misuse of AI tools may result in disciplinary action under the university's academic or behavioral misconduct policies.

Acceptable AI use is determined by the Diagnostic Cardiovascular Sonography Program.

Student Learning in a Lab Setting

The Diagnostic Cardiovascular Sonography (DCS) program utilizes human subjects for educational purposes during laboratory instruction. These subjects may include fellow students as well as external volunteers.

Students are required to complete the “Consent and Waiver for Participation as a Sonography Student in Lab” form prior to participation. This form allows students to request to be scanned only by another student of the same sex, if desired. In addition, students may elect to opt out of being scanned without risk to their academic standing, overall grade, or program evaluations.

Incidental Findings Policy

Parker University’s volunteer consent form clearly states that the Diagnostic Cardiovascular Sonography program does not interpret sonographic images or provide diagnostic results. When incidental findings occur during educational scanning, images and relevant information will be forwarded to the medical office or healthcare facility designated by the volunteer.

Typically, both the volunteer and the Parker University student will receive electronic copies of the images obtained. Volunteers are encouraged to consult their personal healthcare provider for interpretation, evaluation, and follow-up as needed.

Pathology Scan Day Policy

Pathology Scan Days are structured educational activities designed to enhance student learning by allowing supervised scanning of volunteers with known or suspected pathology. These activities are conducted to support academic objectives while maintaining ethical standards, patient safety, privacy, and regulatory compliance.

Volunteer Participation and Consent

All volunteers participating in Pathology Scan Days must sign an approved Volunteer Consent and Liability Waiver prior to any scanning activity. The consent form must clearly state that:

- The scanning is performed for educational purposes only.
- Students and faculty do not provide diagnostic interpretations.
- Images obtained will not be used to diagnose, treat, or manage medical conditions.
- Volunteers are encouraged to seeking medical advice from their personal healthcare provider.

No scanning may occur until a signed consent form is obtained and verified by program faculty.

Scope and Limitations of Scanning

Only non-invasive, non-sensitive examinations approved by the program may be performed during Pathology Scan Days.

- Sensitive or invasive examinations (e.g., transvaginal, transrectal, scrotal, pelvic, or genital scans) are strictly prohibited.
- Scanning is limited to anatomical regions and protocols approved by course instructors.
- Volunteers may decline or stop participation at any time without penalty or explanation.

Faculty Supervision and Image Review

- A qualified instructor must be present during all Pathology Scan Day activities.
- Students must operate under direct supervision, consistent with their level of training.
- All acquired images must be reviewed by an instructor prior to being saved, shared, or released.
- Instructors will provide educational feedback but will not offer diagnostic interpretation.
- Images deemed inappropriate, incomplete, or outside the approved scope will be discarded.

Handling of Images and Confidentiality

- All images must be handled in accordance with HIPAA regulations, University policies, and program confidentiality standards.
- Identifying information must be excluded from stored or shared images unless approved for educational documentation.
- Images may be released only to the volunteer or forwarded to a designated medical provider, as outlined in the signed consent.
- Students are prohibited from retaining copies of images on personal devices or sharing images through unauthorized platforms.

Student Responsibilities and Professional Conduct

Students participating in Pathology Scan Days are expected to:

- Maintain professionalism, respect, and appropriate boundaries at all times.
- Follow all faculty instructions and scanning protocols.
- Immediately report any concerns, unexpected findings, or issues to the supervising instructor.
- Refrain from discussing findings or speculating about diagnoses with volunteers.

Failure to adhere to program policies, confidentiality standards, or faculty instructions may result in disciplinary action, up to and including dismissal from the program.

Incident and HIPAA Reporting

Any incident occurring during a Pathology Scan Day, including volunteer injury, equipment malfunction, or suspected breach of confidentiality, must be reported immediately to the supervising instructor and follow the program's Clinical Site Incident Reporting Policy. Suspected HIPAA violations must also be reported promptly to the Program Director and Clinical Coordinator.

Prohibited Sensitive Examinations in the Laboratory Setting

To ensure student safety, privacy, dignity, and ethical conduct, the Diagnostic Cardiovascular Sonography (DCS) program prohibits the performance of certain sensitive or invasive ultrasound examinations in the laboratory or classroom setting.

Prohibited Examinations

Students are not permitted to perform or practice the following examinations on peers, volunteers, or simulated patients in the laboratory setting:

- Transvaginal ultrasound
- Transrectal ultrasound
- Scrotal/testicular ultrasound
- Penile ultrasound
- Breast ultrasound
- Any other intimate, invasive, or sensitive examinations involving genital, pelvic, or rectal anatomy

These examinations may only be observed or performed during clinical education at approved clinical sites and only under appropriate supervision, in accordance with clinical facility policies, patient consent, and scope-of-practice guidelines.

Educational Alternatives

Instruction for sensitive or invasive procedures will be provided through appropriate educational methods, which may include:

- Simulation technology
- Instructional videos or case studies
- Faculty demonstration using models or task trainers
- Clinical observation and supervised participation at approved clinical education sites

Professional Conduct and Compliance

Students are expected to maintain professionalism and respect personal boundaries at all times. Any attempt to perform or solicit prohibited examinations in the laboratory setting will be considered a violation of program policy and may result in disciplinary action, up to and including dismissal from the program.

This policy is intended to support ethical educational practices, comply with professional standards, and ensure the physical and emotional well-being of all students and participants.

On-Campus Incident Reports

Incident reports must be completed immediately in the event of an accident, injury, or other unusual occurrence during any on-campus activity, regardless of how minor the incident may appear.

If the incident does not involve injury, the student must notify the course instructor as soon as possible. If the incident does involve injury, the Diagnostic Cardiovascular Sonography (DCS) Program Director must be contacted immediately.

Any medical evaluation, treatment, or follow-up care resulting from an incident is the financial responsibility of the student and is not considered or reported as a work-related injury.

Fire

An individual who discovers smoke must follow the **RACE** procedure:

1. **R**escue/remove anyone in immediate danger (if possible).
2. **A**ctivate fire alarm and alert others in the area.
3. **C**lose doors to contain smoke and fire.
4. **E**vacuate the building using the nearest exit and report to the rear parking lot, stepping away from the building.

Parker University Safety Office must be notified immediately (214-902-3440), and a fire alarm should be located and activated.

Evacuation

When there is danger in remaining inside the Parker University campus building because of fire, smoke, or other conditions, faculty will direct the evacuation of students by taking personal belongings, closing the door, and proceeding to the nearest exist, using stairs instead of evaluator. All Diagnostic Cardiovascular Sonography students should report to the rear parking lot, stepping away from the building.

Lockdown

The following instructions must be followed for when there is a potential or imminent threat of violence and it is too dangerous to evacuate.

1. Notify Parker Safety Officer, immediately.
2. Notify others in the Department.
3. Secure yourself and others in the nearest office, classroom, or other space that has a door and can be closed.
4. Lock or barricade the door to the room, if possible.
5. Close windows, pull shades, or close blinds, if possible.
6. Turn off lights and remain quiet to give the appearance of an unoccupied space.
7. Crouch down near the floor away from windows and doors.
8. Remain in lockdown until a law enforcement office or other first responder comes to get you.
9. Do not attempt to evacuate the building; be prepared to ignore the firm alarm unless you have firsthand knowledge that there is a fire in the building, you are in imminent danger, or you have been advised to evacuate by a Parker Safety Officer or another person in authority.

Security Officers are available at all times for student assistance with security issues or concerns by contacting the Security Operations Center at:

Parker Security Operations Center

Dispatch: (214)-902-3440

Email security@parker.edu.

First Aid

A first aid kit is in the DCS Laboratory to assist in provide first aid for minor skin abrasions and cuts.

DCS Attendance Policy

Attendance Expectations

Students are required to attend all scheduled clinical rotations, classes, and laboratory sessions at the assigned dates and times. Attendance is mandatory and directly impacts program progression.

Students must be present in the lab / classroom for the full scheduled class or at the clinical site for the full scheduled shift.

Mandatory Procedure for Calling Off

Failure to follow the procedures below will result in the student being considered a No Call/No Show and may lead to disciplinary action, including dismissal from the program.

Classroom/Lab Call-Off Procedure

If a student is unable to attend a scheduled class or lab session:

1. The student must email the Program Director and the course instructor notifying them of the absence.
2. A phone call or text message may be used as supplemental communication; however, email documentation is required for the student file.
3. Submits an excused absence request form with documentation (i.e., doctor's note) via the link below. Student Affairs will review and verify the authenticity and validity of the documentation.

https://forms.office.com/Pages/ResponsePage.aspx?id=Lp_WaASQNUa-DBFH5IK9ho4KH68NCPNJnDOUfxOe6RUNDE3S1JBVIVEQ1BWTkQyTkZKV0pEM0FEVS4u&sid=b17072b1-9a60-4260-bab6-88bfcf8b07a7

No Call/No Show and Tardiness

Students will be considered a no call/no show if required notification guidelines are not followed.

After one (1) occurrence of a no call/no show, the student will receive a written warning and be placed on probation. After a second occurrence of a no call/no show, the student will be subject to dismissal from the DCS program.

Absences and Program Limits

Students are allowed a maximum of four (4) total absence days per program year, consecutive or intermittent, regardless of reason.

All absences must be reported through the Office of Student Affairs excused absence reporting system ([Student Affairs link](#)). Notification to faculty or clinical sites does not replace this requirement.

Absence Limits

The following are considered excessive absences.

- Missing more than two (2) clinical days per rotation or
- Missing more than four (4) didactic and/or laboratory days

Program Consequences

All absences count toward the absence limit, regardless of whether the absence is reported or approved through Student Affairs. Students who exceed the allowable number of absences will be subject to disciplinary action, which may include dismissal from the program.

Due to the sequential, competency-based nature of the curriculum and required clinical hour minimums, excessive absences may prevent students from meeting program outcomes and accreditation requirements.

Tardiness Policy

If a student anticipates being tardy, they must notify the Program Director and Instructor as soon as possible, but no later than one (1) hour prior to the scheduled start time.

Students who arrive late to class must enter discreetly in order to minimize disruption to instruction.

Two (2) instances of tardiness of fifteen (15) minutes or more are equivalent to one (1) day of absence. An instance of tardiness is defined as missing more than fifteen (15) minutes of a scheduled class.

Habitual tardiness will not be tolerated. Frequent tardiness will result in a formal written warning. Continued or excessive tardiness may result in dismissal from the DCS program.

Responsibility for Missed Content

Students are responsible for all coursework, clinical competencies, and laboratory material missed during any absence, regardless of the duration.

It is the student's responsibility to contact the instructor to arrange review of any missed laboratory material or assignments.

Appointments

Students should schedule personal appointments (including medical and dental appointments) outside of scheduled school and clinical hours whenever possible. If it becomes necessary to attend an appointment during scheduled school or clinical time, the absence will be counted unless prior approval is obtained from the Program Director.

Appointments required by funding agencies should also be scheduled outside of school hours whenever possible. Students are responsible for informing those agencies of the program's attendance policies.

Pro-Rated Attendance

Students who re-enter the program at any point during the curriculum will be assigned a pro-rated allowable absence for both classroom and clinical attendance. Re-entering students will not receive the full number of allowable absence hours granted to students beginning the program at its start.

The assigned pro-rated absence allowance will be reviewed and discussed with the student at the time of re-entry. Re-entering students who exceed their allotted absence hours will be subject to dismissal from the program.

Illness During Class / Lab

To protect the health and safety of others, students suspected of having a communicable illness will be sent home from class or laboratory activities. Any **time** missed will be deducted in accordance with program attendance requirements.

Holidays and Time Off

Students will follow the College of Health Science academic calendar for all major holidays and scheduled breaks during the didactic portion of the DCS program. Refer to the Clinical Holidays and Time Off Policy for information regarding clinical rotations.

Inclement Weather Policy

The Diagnostic Cardiovascular Sonography (DCS) Program operates in accordance with Parker University policies to promote and protect student safety. Students are strongly encouraged to respond appropriately to inclement weather conditions and to place their personal safety and the safety of their families above all other concerns.

During the didactic portion of the curriculum, when classes are held on campus, students are required to follow University decisions regarding campus closures, delayed openings, or class cancellations. Parker University actively monitors weather conditions and will communicate updates as needed.

When students are away from campus, they are advised to monitor local media for weather advisories, school closures, delayed openings, and announcements regarding the resumption of classes. Once the University has resumed classes, students are expected to return to their scheduled coursework.

If classes are not cancelled and a student does not attend, the absence will be counted in accordance with the attendance policy. Any extenuating circumstances related to weather or safety concerns should be communicated to the Program Director as soon as possible. The Brightspace Connect notification system will send alerts via e-mail, voice mail, call, and/or text message with details regarding class cancellation. The Parker University main phone line will also have a pre-recorded message to inform students with school opening, class cancellations, and delays. If the University closes for inclement weather, it will be broadcasted on the major four television stations, ABC - Channel 8 (WFAA), Fox - Channel 4 (KDFW), NBC - Channel 5 (KXAS) and CBS - Channel 11 (KTXA) by 5:00 AM. Students may also visit www.parker.edu or social media (Facebook) where additional information will be posted.

DCS Clinical Attendance Policy

Students are required to be in clinical at their scheduled times. Students who miss more than two (2) clinical days during a single rotation will be subject to dismissal from the program. If the student is unable to be present for the scheduled clinical day/time, the student must follow the “Clinical Site Call-Off Procedure” as stated below:

Clinical Site Call-Off Procedure

If a student is unable to attend a scheduled clinical shift, the following steps must be completed at least one (1) hour prior to the scheduled start time:

1. Call clinical site at least one (1) hour prior to scheduled clinical shift.
2. Send electronic message (email) to clinical coordinator and program director at least 1 hour prior to scheduled clinical shift. Report absence by giving your name, time, and reason for reporting off.
3. Submits an excused absence request form with documentation (i.e., doctor's note) via the link below. Student Affairs will review and verify the authenticity and validity of the documentation.

https://forms.office.com/Pages/ResponsePage.aspx?id=Lp_WaASQNUa-DBFH5IK9ho4KH68NCPNJnDOUfxOe6RUNDE3S1JBVIVEQ1BWTKqYTkZKV0pEM0FEVS4u&sid=b17072b1-9a60-4260-bab6-88bfcf8b07a7

If this procedure is not followed in its entirety, the student will be written up and may be subject to termination from DCS program.

Missing more than two (2) clinical days per rotation will result in dismissal from the program.

No Call / No Show Policy

Students will be considered a no call/no show if required notification guidelines are not followed.

After one (1) occurrence of a no call/no show, the student will receive a written warning and be placed on probation. After a second occurrence of a no call/no show, the student will be subject to dismissal from the DCS program.

Tardiness Policy

If a student anticipates being tardy, they must notify the Program Director, Clinical Coordinator, and Clinical Preceptor as soon as possible, but no later than one (1) hour prior to the scheduled start time.

Students who arrive late to a clinical assignment must clock in immediately upon arrival to the department, with the time verified by the clinical preceptor.

Two (2) instances of tardiness of fifteen (15) minutes or more are equivalent to one (1) day of absence. An instance of tardiness is defined as missing more than fifteen (15) minutes of a scheduled shift or class.

Habitual tardiness will not be tolerated. Frequent tardiness will result in a formal written warning. Continued or excessive tardiness may result in dismissal from the DCS program.

Clinical Hours and Make-Up Policy

Students are required to make every reasonable effort to make up any missed clinical hours within the same week the absence occurs. If the missed time cannot be made up during that week, the student may

be required to complete the missed clinical hours on a non-scheduled day or during a holiday break, as assigned by the program.

If clinical hours are not made up in a timely manner, the student may be required to extend their final clinical rotation. Any costs associated with extending a clinical rotation will be the financial responsibility of the student.

Inclement Weather Policy

In the event of a school closure due to inclement weather, the Program Director, in coordination with the Clinical Coordinator, may determine that clinical instruction will transition to online activities. Approved online activities completed during this time will count toward required clinical hours, up to the equivalent of one clinical day.

Any additional clinical hours missed due to inclement weather or school closure that are not otherwise approved must be made up in accordance with the program's clinical attendance and make-up policy. Students are expected to use their best judgment when determining whether to travel to their clinical site based on weather conditions between their residence and the facility. Students must contact their clinical preceptor to confirm whether the site is operating under normal conditions. If a clinical site is closed, students are required to notify the Clinical Coordinator and Program Director for further instructions. Hospitals and outpatient facilities may go into "lock-down" up to 24 hours prior to a storm event. The clinical preceptor will inform the student of an eminent lock-down. In this event the student will contact the Clinical Coordinator and Program Director. The student is to leave the hospital and take all personal items with them. The student may NOT stay in the facility once the lock-down procedure has been instituted.

Parker University does not require students to attend clinical if the Parker University campus is closed due to inclement weather. Any absences due to inclement weather while the Parker University campus is closed do not count against the students' total absences allotted for clinical rotations. Students who choose to attend clinical during inclement weather should do so with caution and at their own risk. Clear communication is required for safety purposes; students must notify both their clinical site and the clinical coordinator/program director if they plan to attend or will be absent due to weather conditions.

Time missed due to weather-related absences is required to be made up prior to graduation. A make-up schedule will be provided as needed and may include holidays, extended daily hours, or weekends based on the availability of the clinical facility. A two-week extension at the end of rotations can be allowed, if necessary.

Student safety remains the top priority, and accommodations will be made to ensure required clinical hours are completed. The Brightspace Connect notification system will send alerts via e-mail, voice mail, call, and/or text message with details regarding class cancellation. The Parker University main phone line will also have a pre-recorded message to inform students with school opening, class cancellations, and delays. If the University closes for inclement weather, it will be broadcasted on the major four television stations, ABC - Channel 8 (WFAA), Fox - Channel 4 (KDFW), NBC - Channel 5 (KXAS) and CBS - Channel 11 (KTXA) by 5:00 AM. Students may also visit www.parker.edu or social media (Facebook) where additional information will be posted.

Illness During Clinical

To protect the health and safety of others, students suspected of having a communicable illness may be sent home from clinical rotations. Any time missed will be deducted in accordance with program attendance requirements and must be made up prior to graduation.

Holidays and Time Off – Clinical Rotations

Students are required to attend clinical assignments on all scheduled days, with the exception of the holidays and time off listed below.

- Summer Break
 - Please note that failure to attend during this week may result in students falling behind in concentration-specific clinical hours required to be eligible to sit for the CCI registry.
- Labor Day
- Thanksgiving Day
- Winter Break
 - Please note that if any previously missed hours have not been made up prior to this scheduled time off, students will be required to attend clinical to make up those hours. This should be communicated with your clinical facility, Clinical Coordinator, and Program Director.

Leave of Absence (LOA) Policy

A Leave of Absence (LOA) of up to three (3) consecutive days may be granted for the hospitalization of the student or the student's child. Requests for an LOA under these circumstances must be supported by hospital discharge documentation. A physician's note alone will not be accepted.

Only one (1) Leave of Absence may be granted per calendar year. Leave of absence requests for pregnancy or military deployment will be reviewed and addressed on an individual basis by the Program Director.

Leaves of Absence will not be granted for any other reason.

Extended Leave of Absence

If a student requires a leave of absence exceeding three (3) days, the student must withdraw from the program. Withdrawn students may be eligible to re-enter (phase back into) the program within one (1) year, provided there is a vacancy in the appropriate term required for progression. Re-entry is not guaranteed and may require completion of review or remediation work, as determined by the program.

Additional Conditions

- Approval of a Leave of Absence, including all related conditions, is at the discretion of the Program Director.
- Time missed due to a Leave of Absence must comply with attendance and progression requirements.
- Students who take a Leave of Absence will not be eligible for attendance-based recognition or awards.

Employment Policy

Each student must set their own priorities regarding work. It is the position of the DCS program at Parker University that if students elect to be employed while going to school, they do so with the full understanding that they must meet and maintain the academic, clinical, and attendance standards of the program, and that no allowances will be made for the students who elect to work.

Student uniforms and name badges must never be worn, while working outside of the school setting.

It is the responsibility of the student to arrange work schedules with the employing agency so that it does not conflict with hours spent in class or clinical areas.

Military Absence Policy

The Diagnostic Cardiovascular Sonography (DCS) program recognizes and supports students who have military obligations, including active-duty service, reserve service, National Guard duties, and required training. This policy is intended to support military-affiliated students while maintaining the academic integrity, clinical standards, and accreditation requirements of the Diagnostic Cardiovascular Sonography program.

Excused Military Absences

Absences related to documented military service or obligations will be considered excused when verified and approved through the Office of Student Affairs, in accordance with university policy.

Students are responsible for providing appropriate documentation to the Office of Student Affairs and for communicating in advance with program faculty when military obligations are known.

Attendance Expectations and Academic Progression

While military-related absences may be excused, they remain subject to the DCS program's attendance requirements.

Due to the sequential, competency-based nature of the curriculum and the required clinical hours, excessive absences—regardless of reason—may negatively impact a student's ability to meet academic, clinical, and professional requirements.

Students who accrue excessive absences may be subject to programmatic disciplinary action, up to and including dismissal from the program, if attendance deficiencies prevent achievement of required competencies or progression standards.

Student Responsibilities

Students are expected to actively coordinate with program faculty to address missed coursework, laboratory activities, or clinical hours resulting from military absences.

Make-up work, remediation, or reassignment of clinical experiences is not guaranteed and will be determined based on program feasibility, accreditation standards, and patient safety considerations.

Policy for Appearance and Hygiene

Classroom Dress Code

Each student is expected to maintain a neat, clean, and well-groomed appearance during school hours. Classroom attire must consist of the clinical uniform as described below.

Uniform Dress Code

Uniform and Appearance Policy

- A. Uniform Requirements
 - a. The regulation uniform designated by the school must be worn in all clinical settings. Plain program specific color (black) scrubs with the Parker University logo are required and must fit appropriately. Scrub tops may not have low necklines, and pants must be properly sized and worn at the natural waist.
 - b. Plain blue, gray, or black scrubs are required in the classroom and laboratory settings.
 - c. Name badges must be worn at all times.
 - d. Students will not be permitted to remain at a clinical site without the appropriate attire.
- B. Long-Sleeve Undershirt
 - a. White or black only long-sleeve shirts must be worn underneath the scrub tops.
- C. Uniform Condition
 - a. Uniforms must be freshly laundered, wrinkle-free, and neatly mended and worn daily in the clinical setting.
- D. Outerwear
 - a. Hoodies and sweaters may not be worn with the uniform at any time.
- E. Footwear
 - a. Plain black or blue closed-toed shoes are to be worn at all times; shoes must be clean and without odor.
- F. Fingernails
 - a. Fingernails must be kept short (not extending beyond the fingertips).
 - b. Only clear nail polish is permitted and must be intact (not chipped or peeling).
 - c. Artificial nails or nail tips are not permitted.
- G. Cosmetics and Fragrance
 - a. Cosmetics may be worn in moderation.
 - b. Harsh or artificial appearances should be avoided.
 - c. Perfume or scented products are not permitted.
 - d. Use of deodorant is required.
- H. Hair and Grooming
 - a. Hair must be clean and neatly groomed.
 - b. Hair must be arranged so it does not fall into the face, interfere with duties, or touch the patient.
 - c. Hair must be secured above shoulder level.
 - d. Extreme or distracting hairstyles and hair colors are not permitted.
 - e. Wigs or hairpieces may be worn if they comply with these regulations.
 - f. Facial hair must be kept short, neat, and well-trimmed.

- g. Hair accessories must be approved by instructors.
- I. Gum Chewing
 - a. Gum chewing is not permitted while in uniform.
- J. Jewelry and Accessories
 - a. Only the following items are permitted while in uniform:
 - i. Name badge
 - ii. Small post earrings (one per ear lobe). No jewelry may be worn in any other body piercing, including multiple ear piercings, lips, nose, eyebrows, tongue, or any visible body piercing.
 - iii. Pens worn on lanyards must be breakaway lanyards only.
 - iv. Medical alert jewelry is permitted as a reasonable accommodation but must align with safety and infection control standards.
 - v. Permanent jewelry is worn by students at their own risk. If a clinical affiliate requires the removal of permanent jewelry, the student must comply with the affiliate's policy. The Diagnostic Cardiovascular Sonography (DCS) program and Parker University are not responsible for injury or harm that may occur as a result of wearing permanent jewelry.
 - vi. No other jewelry is permitted.
- K. Cell Phones
 - a. Cell phone use, including texting, is not permitted in the classroom or clinical setting. Refer to the Cell Phone Policy for details.
- L. Tattoos
 - a. All tattoos must be fully covered while in uniform. Coverage methods will be determined on an individual basis.
- M. Uniform Fit and Coverage
 - a. No visible skin should be exposed while in uniform. Low-cut tops, junior-cut pants, or any garment that reveals undergarments are prohibited.
- N. Personal Hygiene
 - a. Personal hygiene is required at all times. Students must be clean and free of offensive odors.
 - i. A first offense will result in a written warning.
 - ii. A second offense may result in dismissal from the program.

Policy for Student Dismissal

The Parker University Diagnostic Cardiovascular Sonography Program reserves the right to terminate a student's enrollment at any time if it is determined that the student is unable to successfully complete the course of study due to the following:

1. A cumulative grade average below 75% in both didactic and laboratory coursework at the conclusion of a term.
2. Excessive absences (excused or unexcused).
3. Absenteeism in excess of four (4) clinical days per academic year, limited to two (2) days per clinical rotation.
4. Violation of Parker University policies and regulations.
5. Violation of policies and regulations of cooperating clinical agencies.
6. Unsafe clinical performance that may result in harm to a patient, coworker, or self.
7. Academic dishonesty, including cheating, plagiarism, or falsification of records (including clinical time sheets).
 - a. This includes the use of cell phones or personal electronic devices of any kind (including texting, internet searches, or similar activities) during an examination. Refer to the Cell Phone Use Policy for additional information.
8. Unauthorized use of cell phones or text messaging at a clinical site.
9. A positive drug screen or suspected use of alcohol while at school or during clinical assignments.
10. Breach of confidentiality or violation of HIPAA regulations.
11. Repeated disruption of the classroom or clinical learning environment, including but not limited to talking, laughing, cell phone use, or texting.
12. Documented complaints regarding performance from clinical sites.
13. Mishandling or unauthorized access to medical or clinical records.
14. Theft from the University or a clinical site.
15. Evidence of a felony conviction or a misdemeanor involving theft or drugs identified through a background check.
16. Breach of patient confidentiality by any means, including the use of social networking platforms (e.g., Facebook, X/Twitter, Instagram, etc.).
17. Posting negative or inappropriate content on social media that portrays a clinical facility, its staff, the DCS Program, or program faculty in a negative or unprofessional manner.

Review and Notification Process

The Program Director, Clinical Coordinator, and/or Instructor will investigate any alleged conduct or deficiency that may warrant dismissal. This process includes a careful review of relevant records, documentation, and reports. When appropriate, a recommendation for dismissal will be made.

The student may be required to meet with the Program Director and program faculty to discuss the circumstances of the situation. The student will be informed verbally and in writing of any action taken. Student Affairs may be involved as deemed necessary to assist in the review or resolution of the matter.

Code of Student Conduct

Disciplinary Actions

Parker University is a self-governing, private, nonprofit institution of higher education. The University attempts to provide for all students an environment that is conducive to academic endeavor, personal and social growth, and individual discipline. Acceptance to attend is a privilege extended to a selected group. Enrollment is considered an implicit acceptance of rules, regulations, procedures, and guidelines governing student behavior at this institution.

Each student is responsible for full knowledge of all published policies, rules, regulations, and guidelines of the university as well as any subsequent changes or updates. The university holds each student responsible for compliance with all policies, rules, regulations, and guidelines and obtaining any printed revisions. Students are also expected to comply with all federal state and local laws and to conduct themselves on-campus, off-campus and through electronic communication, in a manner that is ethical and professional. A student is not entitled to any greater immunities or privileges before the law than those enjoyed by other citizens generally.

Students have the right of free expression and advocacy; however, the time, place and manner of exercising speech and advocacy will be determined and regulated by the university in such a manner as to ensure orderly conduct, non-interference with university functions or activities and the safety of students, faculty, and staff. Any action that interrupts the scheduled activities or processes of education is classified as disruptive; thus, anyone who initiates any gathering leading to disruptive activity will be violating university regulations.

Authority and Jurisdiction

This Code applies to all conduct that occurs on university premises, at university-sponsored activities (on or off campus), and to off-campus conduct that adversely affects the university community or the pursuit of its objectives. The university reserves the right to address behavior regardless of the location if it impacts the safety, reputation, or functioning of the institution.

The basic standard of conduct and behavior requires a student to:

- Adhere to all university policies, rules, regulations, and guidelines;
- Not violate any municipal, state, or federal laws;
- Not exhibit any conduct or behavior on or off campus or through electronic communication and social media which might have an adverse effect on the university, its faculty, staff and students or on the educational process;
- Not interfere with or disrupt the orderly educational processes of the university; and
- Report any known violation of university policies and/or procedures.

Any student who violates the standard of conduct and behavior policies, regulations or procedures is subject to any of the following disciplinary actions, notwithstanding any action taken by civil or criminal authorities.

Written reprimand	A letter of reprimand is delivered to the student and placed in the student's official file.
Probation	The student is placed on notice that any future violation of policy or procedure could result in dismissal from the university.
Discretionary Sanctions	Including but not limited to: Failing grade on exam, lab practical, paper, project, or course. Work assignments, written apologies, written papers, service to the university or other related assignments. Exclusion from participation in extracurricular activities of the institution.
Suspension	Prohibits a student from attending a class or classes and/or clinic duties or from being on campus or attending any school activities or events, for a specified period of time. Participation in academic activities is prohibited during periods of suspension.
Dismissal	Permanent removal from Parker University.

Examples of actions that would violate the Student Code of Conduct include, but are not limited to, the following:

- A. Acts of Academic dishonesty. Academic dishonesty is directly counter to the goals and ideals of every academic institution and will not be tolerated at Parker University. A substantiated allegation of academic dishonesty brought against a student may result in dismissal from the institution. Appropriate designated individuals within the Institution will judge cases of alleged academic dishonesty according to the principles, policies and procedures outlined in the University Catalog and/or Handbook.

Students must read and sign the cover page (if applicable) present on all exams prior to taking the examination. The cover sheet contains a more inclusive list of what will be considered dishonest academic behavior. This cover sheet must be submitted when students turn in their exam or exam answer sheet.

Any writing, erasures, marks, etc. on a scantron sheet submitted by the student for any exam/lab practical/quiz, etc., other than those marks or erasures directly pertaining to the marking of the bubbles on the scantron sheet will be considered cheating and if discovered, the student will receive a grade of zero on that exam/lab practical/quiz and appropriate disciplinary action will be taken which could result in the student being suspended or dismissed from the Institution.

Acts of Academic Dishonesty/Academic Misconduct include, but are not limited to:

1. Copying, giving the appearance of copying, or attempting to copy from another student's test or other academic work either in person or during online assessments;
2. Taking into an exam, quiz, practical or other assessment and/or using during an exam, quiz, practical or other assessment, material, equipment, or electronic devices not authorized by the

instructor administering the test;

3. Collaboration with another person during a written, oral, or electronic exam/practical examination or in preparing academic work for credit;
4. Collusion – unauthorized collaboration with another person in preparing written work for credit or allowing another to use one’s work, copying from one’s research or test paper, providing answers and/or test materials and aiding or abetting another in any unethical or unprofessional manner.
5. Plagiarism – attempt to represent someone else’s words or ideas (whether published or unpublished) as one’s own. Examples of such activities include, but are not limited to, the following:
 - a. Using the words of a published source in a written exercise without appropriate documentation.
 - b. Presenting as one’s own original concepts, ideas, and/or arguments of another source.
 - c. Presenting as one’s own another’s scientific research, case studies, etc. without properly acknowledging the source of the material.
6. Knowingly accessing, using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
7. Substituting- using a proxy or acting as a proxy in an academic exercise. Examples include, but are not limited to the following:
 - a. Taking an examination for another student.
 - b. Doing homework assignments for another student.
 - c. Using someone else’s homework assignment and substituting it for their own original work.
 - d. Bribing another person to obtain confidential test material or information about confidential test material;
8. Alteration or falsification of records will not be tolerated. Examples include but are not limited to the following:
 - a. Signing another student’s name on the class roll sheet or any attendance taking platform.
 - b. Changing an answer on an already graded academic exercise (or scantron sheet) without appropriate authorization.
 - c. Altering entries in any way in any University record. Furnishing false information to any university office, staff, or faculty member or on an admissions application; and
 - d. Forgery, alteration, destruction or misuse of any university document, record, or identification form.
 - e. Submitting forged or falsified documentation to the university for the purposes of excused absence, accommodations requests, or any other university policy that requires documentation.
9. Sabotage will not be tolerated. Examples include but are not limited to the following:
 - a. Stealing another’s academic work
 - b. Destroying another’s academic work
 - c. Altering another’s academic work
- B. Obstruction or disruption of any educational process, whether online or in the classroom, laboratories, clinics or other university facilities/ to include, but not be limited to: being late for class, labs or clinic; conversations with other class members during the lecture; reading materials not related to the course or lab; feet on desks; speaking to faculty, staff or students in a disrespectful

aggressive manner, throwing paper or other items.

- C. Any violation of policy or misconduct in the Dallas or Irving Chiropractic Clinic, Community Based Internships, Massage Therapy Clinic, externship site for students in the Colleges of Health Science programs. (please see program specific handbooks for additional information)
- D. Failure to care adequately for clients/patients, a student who exposes a client/patient or other person to risk of harm may be dismissed from the institution. This include failure to conform to minimum standards of acceptable practice under the supervision of the faculty, university staff or official, or designee of a Parker University-affiliated facility;
- E. Unauthorized possession, duplication or use of keys or unauthorized entry to, or use of the university premises.
- F. Damaging, defacing, or destroying university property or the property of a student, faculty or staff member or a campus visitor.
- G. Attempted or actual theft and/or damage to the property of the university or property of any student, faculty, or staff member.
- H. Misconduct which adversely affects the university community, or which constitutes a violation of criminal laws of the federal, state or city governments.
- I. Misconduct relating to student obligations with the university or university employees, including but not limited to:
 - 1. Issuance of a check without sufficient funds;
 - 2. Failure to fulfill financial obligations to Parker University;
 - 3. Failure to comply with reasonable directives of faculty, staff, or administrators acting in the performance of their duties;
 - 4. Failure to heed an official notice or summons by faculty, staff, or administrators.
 - 5. Failure to maintain a current mailing address and phone number in the Office of the Registrar or giving a false or fictitious address to the university.
- J. Violation of federal copyright laws, including, but not limited to, downloading unauthorized copies, or copying textbooks, lab manuals or unauthorized computer programs.
- K. Violation of the Parker University Title IX Policy.
- L. Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion, electronic bullying, or harassment and/or other conduct which threatens or endangers the health or safety of any person.
- M. Hazing - any intentional, knowing or reckless act, occurring on or off the campus, by one person alone or acting with others, which endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at Parker University. Under the Texas Education Code, criminal penalties may be imposed against persons who engage in hazing or fail to report hazing to the Dean of Student Affairs.
- N. Use or possession of ammunition, firearms, guns, or other objects which are dangerous or flammable or which could cause damage by fire or explosion.
- O. Use or possession of a knife with a blade longer than 5 ½ inches, which is also prohibited by the State of Texas (Penal Code 46.016A).
- P. Unlawfully using, manufacturing, distributing, dispensing, possessing, selling, purchasing, and/or being under the influence of drugs; including narcotics, or hallucinogens.

- Q. Smoking (include e-cigarettes, vapors, and hookahs) and the use of smokeless chewing tobacco is prohibited on campus; in all campus buildings, parking lots and campus facilities.
- R. Unauthorized consumption of alcohol on the Parker University campus or at any university event or activity on campus or being under the influence or intoxicated at any on or off-campus university event or activity.
- S. Use of foul unprofessional, inappropriate, prejudice or bigoted language on campus or at a university-sponsored event either verbally and/or in written form, using a telephone or electronic device in an obscene, mischievous, harassing, or malicious manner, or the wearing of inappropriate or offensive clothing.
- T. Tampering with or vandalizing fire alarms or other safety devices or equipment.
- U. Unauthorized solicitation, advertising or selling merchandise on campus or on any university managed or branded virtual platform.
- V. Students acting as an agent for businesses or organizations or for faculty/staff who wish to give presentations, seminars, workshops, teach courses, etc., for entrepreneurial purposes.
- W. Abuse of computers, technology, or computer time, including but not limited to:
 - 1. Unauthorized entries into a file, to use, read or change the contents or for any other purpose including reading another person's e-mail.
 - 2. Unauthorized transfer of a file.
 - 3. Unauthorized use of another individual's identification and password.
 - 4. Unauthorized access into network files.
 - 5. Use of computer facilities to interfere with the work of another student, faculty, or staff member.
 - 6. Use of computing facilities to send, receive, or view obscene or abusive messages or information, including pornography.
 - 7. Use of computing facilities to interfere with the normal operation of the university computing system.
- X. Abuse of the judicial system, including but not limited to:
 - 1. Failure to comply with a directive or summons of a judicial committee or university official.
 - 2. Falsification, distortion, or misrepresentation of information before a judicial committee.
 - 3. Disruption or interference with the conduct of a judicial committee.
 - 4. Attempting to discourage an individual's participation in or use of the judicial procedures.
- Y. Performing any spinal adjustments or extra spinal manipulation on others without authorized supervision or violating any provision of the Texas Chiropractic Practice Act (students may practice the following without supervision: static palpation; motion palpation; leg checking procedures, i.e., Thompson and Activator; muscle testing and the setups of the nine separate chiropractic technique systems taught at Parker University).
- Z. Massage Therapy students will ensure clients will be properly draped during massage procedures. Full conservative draping is required at all times.
- AA. Abuse of any university policy or any attempt to misuse university policy in a way that is unethical and fails to meet professional standards.

Please see the Parker University Catalog for the most recent Student Code of Conduct policy.

Charges of Misconduct

Faculty upon becoming aware of possible misconduct:

1. Notify the student of the charge against him/her.
2. Determine whether, in the faculty member's view, the students are guilty of the infraction; if so faculty should determine if the infraction meets the criteria for adjudication at the instructor level. If so, disciplinary action should be reported to the Dean of Student Affairs for entry into the student record. If the student does not wish to accept the disciplinary action determined by the faculty, the case should be referred to the Dean of Student Affairs for adjudication through the APS Process.
3. Cases of more severe infractions should be referred to the Dean of Student Affairs and determination will be made regarding how the case should be handled according to the Student Code of Conduct.
4. Upon receiving this report, the Dean of Student Affairs will:
 - a. Contact the student to notify him/her of the reported misconduct
 - b. Meet with the student to collect a statement regarding the charges of misconduct
 - c. Determine if the report constitutes a violation of the Student Code of Conduct. The Dean of Student Affairs reserves the right to seek alternative resolution in cases where the determination of violation is unclear.
 - d. Advise the student of the Academic and Professional Standards hearing process
 - e. Schedule a hearing of the APS committee and notify the student of the scheduled hearing
 - f. Provide the APS committee with the student statement and all pertinent evidence related to the report of misconduct

Please see the Parker University Catalog for the most recent Student Code of Conduct policy.

Hearing and Appeal Procedures

Academic and Professional Standards Committee Hearing Process

The Dean of Student Affairs reserves the right to impose an immediate suspension to a student while the APS hearing and investigation process is being conducted if the Dean of Student Affairs perceives the student to be a risk to the campus community.

The Dean of Student Affairs conducts an investigation to determine if the charges constitute a violation of the Code of Conduct. In cases where the violation may be unclear, the Dean of Students reserves the right to impose administrative resolution, such disposition will be final and there will be no subsequent proceedings or appeals. If there is no administrative resolution, a hearing will be scheduled before the Academic and Professional Standards Committee within an appropriate time period from the date of the reported violation. If a report is filed during the last two weeks of the term, it may be necessary to postpone the hearing until no later than the Friday of the first week of the following term.

The Academic and Professional Standards hearing is an educational process and will be conducted according to the following guidelines.

1. The faculty members of the committee will be appointed by the Dean of Student Affairs. The student representatives on the committee will be recommended by the Student Body President and once approved will be appointed by the Dean of Student Affairs. The committee is chaired by the

Dean of Student Affairs. For cases involving chiropractic interns, Clinic faculty doctors will serve as the faculty representatives on the committee.

2. The student(s) will be notified in writing of the charges and directed to appear before the committee. Failure to appear before the committee does not hinder the hearing process. Should a student choose not to appear before the committee, the hearing will proceed as scheduled using the information gathered during the investigation.
3. Hearings are confidential, closed to the public and press, will be conducted in private and due process guidelines will be followed. Admission of any person to the hearing is at the discretion of the committee Chair. Legal or other representation during the hearing is prohibited. The student(s) will be a) advised of the charges, b) given the opportunity to respond to the charges, and c) present documentation and/or witnesses to support their response. Everyone appearing before the committee is subject to questioning by the committee. Patients are prohibited from appearing before the committee as witnesses; however, their written statement may be presented. Minutes are taken at the hearing. All documents, including minutes and other materials are disciplinary records and are confidential and not available to students or the public.
4. The committee will review all available and relevant information and documentation presented and after careful consideration of the preponderance of evidence, the committee will determine by a majority vote, what disciplinary action, if any, is warranted. The committee chair/Dean of Student Affairs will inform the student in writing within five business days of the committee's decision. If the committee's determination is delayed for any reason, the student will be notified and given an updated timeline for decision.

One or more of the following penalties may be imposed once the need for sanction has been substantiated:

1. A written record of the infraction will be included in the student's permanent file.
2. A failing grade on the exam, lab practical, paper or project.
3. A failing grade in the course.
4. Suspension from the Institution.
5. Permanent dismissal from the Institution.
6. Exclusion from participation in any extra-curricular activities of the Institution
7. Any appropriate sanctions designated by the Academic and Professional Standards Committee and validated by the Office of Student Rights and Responsibilities

The disciplinary action decided by the committee becomes effective upon receipt of the written letter. If the disciplinary action is suspension for any period of time, the student is prohibited from attending any activities or events specified in the suspension, whether on campus or off campus. Students who are suspended may be required to meet conditions in order to return after their period of suspension. Conditions will be indicated in the letter notifying student of sanctions. The university reserves the right to refuse or delay readmission if conditions are not met, or if additional violations of university policy occur during the period of suspension. If the disciplinary action is dismissal, the student is dismissed from the university and is prohibited from being on campus, attending any classes, clinic duties, events, or activities of the university, whether on campus or off campus. Special permission may be given by the Dean of Student Affairs for the student to come on campus for a specific purpose.

Appeal Procedure

If the decision of the Academic and Professional Standards committee is an adverse decision (suspension or dismissal) the student may appeal the decision. The appeal must be submitted in writing within five business days of the receipt of the committee's decision to the Dean of Student Affairs. The student may be permitted to return to classes and clinic duties and activities and events of the university until the appeal has been decided, unless one of the following circumstances is determined by the Dean of Student Affairs to exist:

1. The appeal has not been made according to the conditions in the decision letter;
2. The presence of the student in university activities constitutes a disruptive influence on the educational process or to patient care activities;
3. The presence of the student is considered to be a danger to the health, safety and welfare of the student or other students, faculty and staff.

The Academic and Professional Standards Appeals Committee is chaired by the Dean of Student Affairs and consists of the Assistant Dean of Students, Chief Compliance Officer, Dean of the College of Health Sciences, Dean of Clinics-College of Chiropractic, and the Dean of Academics-College of Chiropractic. If one of the aforementioned members of the Appeals committee is unavailable, an alternate administrator may be appointed to serve on the Appeals Committee. The Appeals Committee hearing will be conducted in the same manner as the initial APS hearing. The Appeals Committee may affirm the committee's decision, or may uphold the appeal of the student and modify the disciplinary action by reducing the sanction. The Dean of Student Affairs will notify the student of the decision within five business days of the Appeals Committee's decision. If the committee's determination is delayed for any reason, the student will be notified and given an updated timeline for decision. If the appeal is upheld, the student is immediately reinstated and may be allowed to make-up any missed course work during the suspension or dismissal. If the appeal is denied, the disciplinary action becomes effective upon the student's receipt of the decision. The decision of the Academic and Professional Standards Appeal Committee is final and may only be overturned by the university Provost. In order to request a review by the Office of the Provost, the student must be able to document that the disciplinary process was not handled according to policy, or provide documentation to support that the decision made was malicious, capricious, or arbitrary. Requests without documentation of the above will not be considered. If a review is completed, the Office of the Provost will provide the student with a response detailing the findings of the review within five days of receiving the request. The determination of the Office of the Provost is final and cannot be overturned.

Please see the Parker University Catalog for the most recent Student Code of Conduct policy.

Cheating

Giving or receiving unauthorized assistance on examinations, quizzes, or written assignments, including plagiarism, will result in a grade of zero for the affected assessment and may result in dismissal from the program. The use of cell phones or electronic communication devices during testing, including text messaging, is considered academic dishonesty. All cell phones must be turned off and removed from the classroom during examinations. Please refer to the [Cell Phone Policy](#) for additional information.

Please refer to the [Student Code of Conduct](#) and the [Policy for Student Dismissal](#) for additional information.

Patient Confidentiality and HIPAA Compliance Policy

Students enrolled in the Diagnostic Cardiovascular Sonography (DCS) Program are required to maintain the confidentiality of all patient medical records and protected health information (PHI) to which they are exposed during their educational experience, whether at Parker University or at an assigned clinical education site.

Students must comply with all applicable state and federal laws and regulations, including the Health Insurance Portability and Accountability Act (HIPAA), governing the access, use, and disclosure of patient medical records and health information. Students are considered part of the clinical facility's workforce for HIPAA purposes and are held to the same confidentiality and privacy standards as employees.

HIPAA Training and Acknowledgment

All students are required to complete HIPAA training as designated by Parker University and/or assigned clinical education sites prior to participating in clinical education. Students must acknowledge, in writing, that they have received HIPAA training, understand their responsibilities regarding patient confidentiality, and agree to comply with all HIPAA regulations and program policies. Failure to complete required training or acknowledgments may result in delayed or denied clinical placement.

Students are also responsible for completing any additional HIPAA or confidentiality training required by clinical education sites and for complying with site-specific policies and procedures regarding patient information.

Use and Disclosure of Patient Information

The discussion, disclosure, or misuse of patient information or PHI in any form is strictly prohibited and constitutes a violation of HIPAA and program policy. This includes, but is not limited to, verbal discussions, written communication, electronic messaging, photography, and social media activity.

Access to patient information is permitted only for legitimate educational or clinical purposes and must be limited to the minimum amount of information necessary to fulfill assigned responsibilities. Access outside of educational scope, curiosity-based access, or use for personal reasons is strictly prohibited.

Students may not disclose any patient medical information to individuals who are not authorized health care providers. Authorized health care providers must be directly involved in the patient's care.

Violations and Consequences

In response to a suspected or confirmed violation of patient confidentiality or HIPAA regulations, a clinical education site may request the immediate removal of the student from the clinical setting. A student who is removed from clinical will be unable to meet required program outcomes and may be subject to dismissal from the program.

The DCS Program and Parker University reserve the right to determine whether a violation of HIPAA or confidentiality policies has occurred. All incidents, investigations, and disciplinary actions related to HIPAA violations will be documented in accordance with university policy.

Confirmed violations may result in disciplinary action up to and including immediate withdrawal or termination from the Diagnostic Cardiovascular Sonography Program, in accordance with program and University policies.

Clinical Experiences

Clinical Education is an important part of the curriculum of the Diagnostic Cardiovascular Sonography Program. Supervised clinical experience is essential for professional preparation, as it provides the students with a “hands-on” opportunity to integrate academic knowledge with clinical skills in a professional setting.

Students are not allowed to receive compensation for hours worked during clinical experience. Clinical experience will consist of 40 working hours per week in the students’ assigned clinical site. Students will be graded on clinical performance just as they are classroom instruction.

Every effort will be made to provide local clinical experiences; however, students are not guaranteed local clinical placements and should expect clinical experience to be outside the area requiring traveling to and from the facility or possible relocation. Students do not have the option of choosing their clinical site or shift.

Prior to clinical experiences students will be required to provide immunization records, medical/health insurance, CPR/BLS, drug screening and level-3 background check. If a student has a felony or misdemeanor on their record, they may not be placed in a hospital, pediatric or diagnostic imaging facility for their clinical experience. This may interfere with their ability to graduate.

Interactions with patients in health care carries inherent risks to both the patient and health care provider. Please see the Environmental Exposure, Bloodborne Pathogens, and Occupational Risk Policy for additional information.

Clinical Education Policies and Expectations

Students may be assigned to any affiliated clinical education facility utilized by Parker University’s Diagnostic Cardiovascular Sonography (DCS) program. Clinical assignments are made to meet program learning outcomes and accreditation requirements. Students are responsible for making appropriate arrangements for transportation, childcare, employment, and other personal obligations to ensure full participation in all required clinical education experiences.

Each clinical education site designates qualified sonographers to serve as clinical preceptors. Clinical preceptors may assign students to work with additional sonographers to provide a variety of supervised learning opportunities. Students are expected to demonstrate professional behavior and respond to all clinical education personnel with the same respect and accountability afforded to college faculty. While at the clinical site, students must comply with all institutional policies, procedures, and regulations established to protect patient safety, health, and welfare.

Clinical education is performance-based and progresses according to demonstrated competency. Students will begin clinical education through observation and limited assistance under direct supervision. As competence is demonstrated, students will advance to active participation, including performing portions of examinations and, eventually, complete examinations under appropriate supervision. Students are encouraged to participate in all examinations consistent with their level of competency to enhance technical skill, efficiency, and clinical judgment.

The rate at which students progress and the opportunities for increased scanning responsibility are directly related to their performance and demonstrated competence. Factors influencing progression include the student's ability to:

1. Distinguish normal anatomy from pathological findings
2. Demonstrate increasing proficiency with ultrasound equipment
3. Communicate effectively with patients, faculty, physicians, and clinical staff
4. Exhibit initiative, professionalism, and a commitment to continuous learning

Students may perform only those procedures for which they have received appropriate instruction and supervision and that fall within the student scope of practice as defined by the program and clinical site. If a student is directed to perform a procedure that exceeds their current level of competence, the student is responsible for notifying the clinical preceptor promptly and must report the situation to the Clinical Coordinator and Program Director.

Students are expected to communicate concerns before accepting an assigned procedure. Discontinuing patient care without proper communication or authorization may be considered a breach of professional responsibility and may result in disciplinary action.

Clinical Scheduling Guidelines

Students should be aware of the following clinical scheduling expectations:

- A. Clinical start times are established by the Clinical Coordinator and/or clinical preceptors at each clinical education site.
- B. Clinical shifts typically range from eight (8) to ten (10) hours and generally occur between 7:30 a.m. and 12:00 a.m. Sunday through Saturday; schedules may include variable hours based on site needs.
- C. Daily room assignments and sonographer rotations are determined by the clinical preceptor at each clinical education site based on operational needs.
- D. Clinical schedules will not be modified to accommodate student employment or personal work schedules.
- E. Students are permitted the same break and meal periods as clinical staff, as determined by the clinical site (30 minutes).
- F. The length, timing, and nature of clinical rotations are determined solely by Parker University to meet program objectives and accreditation requirements.
- G. Clinical assignments are based on the learning experiences available at each site and not on student place of residence.
- H. Students are not permitted to trade or exchange clinical education assignments with other students.

Clinical Placement Changes

Clinical education placements may be modified only under extenuating circumstances. Any changes are subject to clinical site availability and require approval by the Clinical Coordinator and Program Director.

Modality Hours

Clinical affiliates may approve modality-specific clinical hours at their discretion. Combined cardiac and vascular clinical hours required for registry eligibility are not guaranteed.

Criminal Background Checks and Drug Screening Policy

State and federal laws regulate health professions through designated governmental agencies. These agencies establish requirements for licensure and certification as a healthcare professional. Many credentialing and licensing agencies restrict eligibility for individuals with certain criminal convictions.

Students enrolled in the Diagnostic Cardiovascular Sonography (DCS) program are subject to criminal background checks and drug screenings at any time during program enrollment, as required by clinical affiliates. Students are responsible for all costs associated with background checks, drug screenings, and any related testing.

Clinical education is a mandatory component of the DCS program and is required for degree completion. Clinical education sites retain the sole authority to determine eligibility for student placement and may implement standardized protocols for background checks, drug screening, and student admittance. Parker University cannot guarantee placement at a clinical education site.

Students are required to sign a waiver acknowledging that failure to pass a criminal background check or drug screening may prevent placement in a clinical setting. Inability to complete required clinical education will result in dismissal from the DCS program. Additionally, a criminal conviction may affect a graduate's eligibility to sit for national credentialing examinations.

Individuals considering or currently enrolled in a DCS program may request an Ethics Pre-Application review through the appropriate credentialing organization. Students should be aware that fees associated with voluntary background or ethics reviews are the student's responsibility. Acceptance into the DCS program does not guarantee acceptance by a clinical affiliate, and clinical sites retain the right to deny placement at their discretion.

If a student is denied clinical placement due to criminal background findings and is unable to complete clinical requirements, the student will fail the clinical course, be dismissed from the program, and become ineligible for re-entry.

Students are required to immediately report any change in criminal background status to the Program Director. If a student becomes involved in criminal activity after acceptance into the program that compromises eligibility for clinical placement, the student will be withdrawn from the program. The University and program will not modify curriculum requirements for students with an unsatisfactory criminal background status.

Some clinical facilities may require drug screening immediately prior to the start of a clinical rotation or conduct random drug screening during the rotation. Students must comply with all facility requirements and are responsible for any associated costs.

The alcohol and drug testing policy is intended to maintain a safe and healthy educational and clinical environment and is not designed for criminal prosecution; however, it does not preclude legal action if state or federal laws are violated. DCS students are required to complete drug screening prior to attending any clinical affiliate site and may be subject to random drug or alcohol testing during clinical rotations or at any time during the program if reasonable suspicion exists.

Parker University may require alcohol and/or drug testing based on reasonable suspicion, unauthorized use of alcohol on university property, or possession or use of alcohol or drugs at any time. Reasonable suspicion may include, but is not limited to:

- Direct observation of alcohol or drug use or possession
- Observable physical symptoms consistent with substance use
- Patterns of abnormal or erratic behavior
- Arrest or conviction related to alcohol or drug offenses
- Possession of drug paraphernalia

If a student receives a positive drug screening result, one or more of the following actions may occur:

- If a violation of the Parker University Drug Policy is confirmed, the student may be immediately dismissed from the DCS program and the University.
- The student may be required to undergo repeat testing within twenty-four (24) hours of notification. A second positive result will result in dismissal from the program and University. Medications prescribed by a licensed healthcare provider are exempt, provided appropriate documentation is submitted. Any additional testing costs are the student's responsibility.
- The student may request a Student Complaint Policy form from the Dean of Student Affairs and must initiate the grievance process within two (2) business days in accordance with the University Catalog Grievance Policy.

Parker University policies supersede all Diagnostic Cardiovascular Sonography (DCS) program policies.

Policy on Felony Convictions

During the online application process, applicants are required to attest to their compliance with all American Registry for Diagnostic Medical Sonography (ARDMS) Discipline Policies. Applicants with prior legal, criminal, or disciplinary matters must be prepared to disclose such information directly to ARDMS at the time of application and submit the required initial ethics review fee of \$150 USD. Applicants are strongly encouraged to review the ARDMS Discipline Policies at www.ardms.org/Discipline to understand how these policies may apply to their individual circumstances.

Clinical education is a required component of the Diagnostic Cardiovascular Sonography (DCS) program. If a student is unable to complete clinical requirements due to the results of a felony conviction, the student will be denied admission to the program or dismissed from the program if the information is disclosed after admission. A felony or misdemeanor conviction may also limit future employment opportunities in the healthcare field. Parker University does not assume responsibility for determining eligibility with credentialing agencies or for securing employment following graduation.

Parker University assumes no financial liability for tuition, fees, or other educational expenses in the event a student is denied eligibility to sit for a credentialing or certification examination by any certifying body.

Clinical Education Requirements Policy

Diagnostic Cardiovascular Sonography (DCS) students assigned to a clinical education site must complete all required health, safety, and compliance requirements prior to the start of any clinical rotation. Documentation of the following is required:

- Completed Hepatitis B Series
 - Please note: The Texas Department of State Health Services requires that all students enrolled in health profession programs that are exposed to blood and body fluid must have completed the Hepatitis B Series prior to direct patient care. The Hepatitis B Series includes three injections. Hepatitis B is a 3-stage series that will take at least 6 months to administer. There is also a two-stage series that can be administered in place.
- Meningitis (MV)
 - Please note: Texas Legislature approved Senate Bill 1107 requiring all entering university students under the aged of 22 to submit evidence of being immunized against meningococcal meningitis.
- Mumps, Measles, Rubella (MMR)
- Varicella
- Tetanus and Diphtheria
- Tuberculosis test, within the last 12 months: (If the TB test comes back positive, then results from a current annual chest x-ray will need to be provided.)
- Influenza
- CPR Certification
- Basic Life Support (BLS training from the American Heart Association CPR required)
 - Please note: Students must possess a current BLS CPR healthcare provider card. The student's card must not expire while participating in the DS program. If your BLS CPR healthcare provider card expires during your time in the program, you may be pulled from your clinical site education.
- Criminal background check (all associated fees are the responsibility of the student)
- Drug and alcohol screening

Note: All required tests and immunizations must be current and completed no more than one (1) year prior to the clinical assignment date. Tuberculosis testing (PPD) must be current within six (6) months of the clinical start date. Clinical sites have the right to refuse students who have asked for exemptions from immunization. For that reason, we are unable to offer immunization exemptions for students.

Students are responsible for attending all scheduled clinical site orientation sessions. Failure to attend a mandatory clinical orientation may result in denial of access to the assigned clinical facility. While the program will make reasonable efforts to reschedule missed orientations, rescheduling is subject to the clinical site's availability and timelines. As a result, delays of several days or weeks may occur and are not grounds for modification of program requirements.

Clinical attendance is mandatory. If a student is absent for eight (8) or more hours during a single clinical rotation, the student may be withdrawn from the program. Students who are withdrawn may apply for re-entry when the course sequence is next offered; however, re-entry is contingent upon program capacity limits and the student meeting current academic and GPA requirements.

Environmental Exposure, Bloodborne Pathogens, and Occupational Risk Policies

Interaction with patients in healthcare settings carries inherent risks to both patients and healthcare personnel. Students enrolled in the Diagnostic Cardiovascular Sonography (DCS) program may be exposed to blood, body fluids, tissues, and communicable diseases during the course of clinical education.

Students are expected to provide appropriate, non-discriminatory care to all assigned patients regardless of diagnosis or health status. Some patients may have known infectious diseases such as tuberculosis, Methicillin-Resistant *Staphylococcus aureus* (MRSA), hepatitis A, B, or C, *Clostridioides difficile* (C. diff), HIV/AIDS, COVID-19, or other transmissible conditions. Students may also encounter patients who are asymptomatic or unidentified carriers of infectious diseases.

As is common in healthcare education and practice, students may occasionally be exposed to physical injury risks, biological hazards, and environmental hazards associated with patient care and clinical environments.

To minimize occupational exposure and reduce the risk of transmission of infectious materials, the Diagnostic Cardiovascular Sonography Program has established this policy governing bloodborne pathogens and infection control practices. Adherence to these standards is essential to protect students, patients, and clinical staff.

All students enrolled in the Diagnostic Cardiovascular Sonography program will receive education on bloodborne pathogens and the proper use of standard precautions. Standard precautions must be followed whenever there is potential exposure to blood or body fluids, including but not limited to providing patient care, assisting individuals who are ill, administering first aid, or cleaning spills that may contain blood or other bodily fluids.

Standard Precautions

The following standard precautions are required to reduce the risk of infection:

- Hands must be washed thoroughly before and after every direct patient contact.
- Hands must be washed immediately after removing gloves.
- Non-sterile gloves must be worn whenever contact with blood, body fluids, secretions, or excretions is anticipated.
- Protective gowns and appropriate facial protection must be worn during procedures that may generate splashes or aerosols of blood or body fluids.
- Disposable needles and syringes must be placed immediately after use in approved, rigid, puncture-resistant sharps containers.
- To prevent needlestick injuries, needles must not be recapped, bent, broken, or removed from syringes prior to disposal.

Failure to comply with standard precautions may result in disciplinary action and may place the student, patients, and others at risk. Please see CDC guidelines for additional information on standard precautions.

Proper Handwashing and Hand Hygiene Techniques

Proper hand hygiene is essential to prevent the spread of infection. Hands must be cleansed regularly, and alcohol-based hand sanitizer may be used as an additional infection-control measure when appropriate.

Handwashing Requirements

Hands must be washed thoroughly before and after the following activities:

- Physical contact with another individual during DCS laboratory or clinical activities
- Use of the restroom (toileting)
- Blowing the nose, sneezing, or coughing
- Contact with contaminated equipment or environmental surfaces
- Any time hands are visibly soiled

Procedure for Proper Handwashing

The following guidelines must be followed to ensure effective handwashing:

- Remove rings and other jewelry from hands and wrists.
- Thoroughly wet hands under running water.
- Apply antibacterial soap and rub hands together vigorously for at least twenty (20) seconds, cleaning all surfaces of the hands, wrists, and between fingers (singing the “Happy Birthday” song twice is recommended).
- Rinse hands thoroughly under running water.
- Dry hands completely with a clean paper towel.
- Turn off the faucet using the paper towel and discard it.
- Open restroom doors using a clean paper towel and dispose of it outside the restroom.

Use of Alcohol-Based Hand Sanitizer

Alcohol-based hand sanitizer (hand gel) may be used as a supplemental hygiene measure when handwashing facilities are not immediately available and when hands are not visibly soiled.

- Hand sanitizer does not replace handwashing when soap and water are required.
- Sanitizer should be applied to all hand surfaces and rubbed in until hands are completely dry.
- Hand sanitizer must not be used when hands are visibly dirty or contaminated with blood or bodily fluids.
- Students must follow hand hygiene policies specific to the clinical education site.

Failure to comply with hand hygiene and infection-control requirements may result in disciplinary action and may place patients, students, and staff at risk. Please see CDC guidelines for additional information on handwashing protocols.

Clinical Affiliates

Clinical affiliate sites are subject to change based on availability, contractual agreements, and market conditions. Students should consult the Program Director and Clinical Coordinator for the most current list and status of approved clinical affiliates.

- Advanced Vascular Care – HemoPhonics
- Apex Heart Care
- Baylor Heart and Vascular Hospital (BHVH) - Dallas
- Baylor Scott and White (BSW) Centennial
- Baylor Scott and White (BSW) Grapevine
- Baylor Scott and White (BSW) Irving
- Baylor Scott and White (BSW) McKinney
- Baylor Scott and White (BSW) Plano
- Cardiology Consultants of Texas (CCT) – Dallas (BSW HTPN)
- Cardiology Consultants of Texas (CCT) – Park Cities (BSW HTPN)
- Cardiologists of Lubbock (Lubbock Heart Hospital)
- Carrollton Regional Medical Center
- Crescent Regional Hospital
- DFW Vascular Group – Arlington, Dallas, and DeSoto
- The Heartbeat Clinic – Dallas and McKinney
- HeartPlace (US Heart and Vascular) – at BHVH
- Hunt Regional Medical Center
- Lakeview Cardiology of Texas
- Lubbock Heart Hospital
- Medical City Denton
- Medical City Fort Worth
- Medical City Plano
- Methodist Dallas Medical Center
- Parkland Hospital
- Radiant Heart Care – Denton and Lewisville
- StrideCare – Addison and Mesquite
- Sun Vein and Vascular
- Texas Health Heart and Vascular Specialists (THPG) – Dallas, Fort Worth, Rockwall, and Sunnyvale
- Texas Health Resources (THR) Alliance
- Texas Health Resources (THR) Dallas
- Texas Health Resources (THR) Denton
- Texas Health Resources (THR) Flower Mound
- Texas Health Resources (THR) Hurst-Euless-Bedford (H-E-B)
- Texas Health Resources (THR) Plano
- Texoma Medical Center
- University of Colorado (UC) Health – Greeley Hospital
- University of Colorado (UC) Health – Medical Center of the Rockies
- University of Texas Health – Athens
- UT Southwestern – Clinical Heart and Vascular Center
- Vitality Vein Care

Standards of Professional Conduct in Clinical Education

All students enrolled in the Diagnostic Cardiovascular Sonography program are expected to adhere to the following standards while providing patient care and participating in clinical education activities.

1. Students shall accurately, completely, and timely report and document ultrasound examinations, assessments, and observations in accordance with established clinical and program guidelines.
2. Students shall promptly report any errors, discrepancies, or deviations from valid physician orders to the appropriate supervising practitioner.
3. Students shall not falsify patient records or any documentation related to sonography practice, including, but not limited to, time records, reports, or documents related to billing or clinical evaluation.
4. Students shall implement measures that promote a safe environment for all patients and comply with accepted standards of infection control and patient safety.
5. Students shall establish, maintain, and respect professional boundaries with all patients at all times.
6. While providing direct patient care, students shall:
 - a. Protect patient privacy during examinations, treatment, and personal care, and
 - b. Treat all patients with courtesy, respect, and full recognition of dignity and individuality.
7. Students shall practice only within the scope of practice appropriate to their level of education and under required supervision.
8. Students shall adhere to standard and universal blood and body fluid precautions as established by the Centers for Disease Control and Prevention (CDC).
9. Students shall not engage in conduct that causes, or may reasonably be interpreted as causing, physical, verbal, mental, or emotional abuse of a patient.
10. Students shall not misappropriate patient property or engage in behavior intended to obtain personal, financial, or emotional gain at a patient's expense, including inappropriate involvement in a patient's personal relationships. For purposes of this policy, patients are presumed incapable of providing free, full, or informed consent to such conduct.
11. Students shall not engage in any form of sexual conduct, sexually suggestive behavior, or sexually demeaning verbal or nonverbal behavior with a patient. Patients are presumed incapable of providing consent to sexual conduct with a student.
12. Students shall not engage in any sexual contact or sexually demeaning behavior with a patient, regardless of whether the conduct is perceived as consensual. This prohibition does not apply only to legally recognized spouses outside the clinical environment.
13. Students shall not self-administer or otherwise use prescription or controlled substances in a manner inconsistent with a valid prescription issued to the student.
14. Students shall not engage in the use of alcohol, controlled substances, or habit-forming drugs to an extent that impairs judgment, performance, or ability to provide safe sonography care.
15. Students shall not practice while impaired due to substance use, physical illness, or mental health conditions that compromise safe and competent patient care.
16. Students shall not assault, harm, neglect, or restrict a patient's ability to summon assistance.
17. Students shall not obtain or attempt to obtain money, goods, or services by intentional misrepresentation or deception in the course of clinical practice.
18. Students shall not participate in clinical practice if adjudicated mentally incompetent unless legally restored to competency.

19. Students shall not perform sonography examinations without appropriate supervision by qualified clinical personnel.
20. Students shall not receive compensation or function as independent sonographers until successful completion of the Diagnostic Cardiovascular Sonography program.

Clinical Site Incident Reporting

If an incident occurs during a student's clinical rotation, the student must immediately notify the clinical preceptor at the clinical site. In addition, the student is required to notify the Program Director and Clinical Coordinator no later than twenty-four (24) hours following the occurrence.

The Clinical Preceptor will gather all relevant information related to the incident and may consult with the Clinical Coordinator and Program Director as appropriate. The student may be required to complete a written incident report. Upon receipt and review of the incident documentation, the Program Director will initiate any necessary follow-up actions in accordance with university policy, program guidelines, and clinical site requirements.

Examples of Reportable Incidents

Reportable incidents include, but are not limited to:

- Patient injury, fall, or near-miss occurring during or after a student-performed activity
- Student injury or exposure (e.g., needle stick, sharps injury, blood or body fluid exposure)
- Equipment malfunction or misuse that could compromise patient or student safety
- Breach of patient confidentiality, including HIPAA violations or suspected violations
- Medication errors or deviations from physician orders observed or participated in by the student
- Professional misconduct, unprofessional behavior, or boundary violations
- Failure to follow infection control or standard precaution protocols
- Any situation in which patient safety, student safety, or ethical standards may have been compromised

When uncertain whether an event constitutes a reportable incident, students are expected to err on the side of reporting and notify the clinical preceptor and program leadership promptly.

HIPAA and Confidentiality Violations

Any actual or suspected violation of patient confidentiality, including violations of the Health Insurance Portability and Accountability Act (HIPAA), must be reported immediately to the Clinical Preceptor, Program Director, and Clinical Coordinator. Failure to report a HIPAA violation or breach of patient confidentiality may result in disciplinary action, up to and including dismissal from the program, and may have legal consequences.

Students are expected to adhere strictly to all HIPAA regulations, university policies, and clinical site confidentiality requirements at all times.

Clinical and Academic Confidentiality Agreement

As part of your orientation to Parker University and to assigned clinical hospitals, physician offices, or medical clinics (“Clinical Sites”), you are required to comply with all University and Clinical Site policies and procedures, including those related to confidentiality and privacy.

Please read the following information carefully:

1. While participating in clinical rotations, classroom instruction, laboratory activities, simulations, case studies, or other educational activities, you may have access to or be exposed to patient information, including but not limited to medical records, diagnostic reports, laboratory results, images (x-rays, ultrasound, etc.), case discussions, and verbal conversations regarding patients and their medical conditions. All such information is strictly confidential and must not be disclosed except to individuals authorized by applicable laws, University policy, or Clinical Site policy.

Patient information or protected health information (PHI) must not be discussed, displayed, photographed, copied, or shared in classrooms, laboratories, hallways, study areas, online platforms, or any other setting unless explicitly authorized for educational purposes and conducted in a secure and appropriate manner.

You may not discuss patient information with family, friends, classmates without authorization, or unauthorized individuals, even if the information concerns them. Patients expect both the University and Clinical Sites to maintain the confidentiality of all medical information, and you are required to abide by all applicable policies and procedures.

2. Information related to Clinical Site or University employees, including personnel records and employee health information, is also confidential and must be handled accordingly.
3. Other confidential information includes, but is not limited to: proprietary or operational information of the University or Clinical Site; incident reports; materials designated as “Peer Review” by a Medical Director or supervising authority; information related to legal matters or lawsuits; and any other information designated as confidential. Such information must not be disclosed without proper authorization from your assigned supervisor or instructor.
4. If you have any questions regarding confidentiality, appropriate use of information, or whether information may be shared in an academic or clinical setting, you are responsible for seeking guidance from your assigned supervisor, Clinical Preceptor, or Program Faculty before disclosing any information.

Acknowledgment and Agreement

I have read and understand the confidentiality requirements outlined above. I agree to comply with all Parker University and Clinical Site policies and procedures related to confidentiality, privacy, and the protection of patient information, including protected health information (PHI). I understand that failure to comply with confidentiality policies may result in disciplinary action, removal from the clinical setting, and/or dismissal from the Diagnostic Cardiovascular Sonography Program and/or Parker University.

Student Name (Print)

Student Signature

Date

Parker University Diagnostic Cardiovascular Sonography Program Enrollment Agreement

The provisions contained in this handbook do not constitute a binding contract between the student and Parker University. These provisions may be modified at any time for any reason at the discretion of the course director. When changes to this document are necessary, reasonable notice will be provided to students, when possible, but no less than one (1) week in advance when feasible.

Acknowledgment

I have read and understand the policies of the Diagnostic Cardiovascular Sonography program at Parker University. I acknowledge that these policies must be followed and may be changed at any time.

Student Name (Print)

Student Signature

Date



www.parker.edu

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