



N O R T H W E S T E R N
S T A T E U N I V E R S I T Y

MASTER OF SCIENCE IN
RADIOLOGIC SCIENCES



H A N D B O O K



Northwestern State University

**Master of Science in Radiologic Sciences
(MSRS)**

Student Handbook

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Introduction

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

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

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in this Handbook is subject to modification due to changing circumstances; the policies as written may be modified, superseded, or eliminated.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

Policy: 2009

Revised: 2015, 2016, 2022

Reviewed: 2010-2014, 2017-2019, 2023-2025

Mission, Goals, & Objectives

Mission of the College of Nursing and the School of Allied Health

Northwestern State University's College of Nursing and School of Allied Health advances the mission of the University through innovative teaching, experiential service learning, and scholarship. The College of Nursing and School of Allied Health offers quality healthcare education to a diverse student population to achieve their goal of becoming responsible healthcare providers who improve the health of our region, state, and nation.

MSRS Program Mission

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

Program Goals:

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

Program Objectives:

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

Policy: 2009

Revised: 2010, 2022, 2025

Reviewed: 2011-2019, 2023-2024

MSRS Program Requirements

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

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

Policy: 2009

Revised 2019

Reviewed: 2010-2018, 2022-2025

Administration & Graduate Faculty

President of NSU

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Phone: (318) 357-6441

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Student Financial Aid

NSU Natchitoches, LA
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Curriculum

A. Research (9-12 hours):

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

B. Radiologic Sciences Core (12 hours):

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

C. Concentrations (12 hours):

1. Radiologic Sciences Administration Concentration (549A):

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

2. Radiologic Sciences Education Concentration (549B):

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

Total 33-36 semester credits.

Course Sequencing

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

Students entering the program in the Fall:

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

Students entering the program in the Spring:

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

Students entering the program in the Summer:

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

Course Descriptions

RADS 5010 – Research I (3 hours)

Prerequisite: Undergraduate research course or statistics course

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

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

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

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

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

RADS 5110 – Research II (3 hours)

Prerequisite: 5010

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

RADS 5123 – Data Collection and Analysis (3 hours)

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

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

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

RADS 5220 – Assessment in Radiologic Sciences (3 hours)

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

RADS 5230 – Radiologic Sciences Student Management (3 hours)

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

RADS 5310 – Operations and Resource Management in Radiologic Sciences (3 hours) This course will examine the administrative role in radiologic sciences within health care settings. Students will explore personnel management, risk management, evaluation methods, policies and procedures, and hiring practices.

RADS 5320 – Fiscal Management in Radiologic Sciences (3 hours) This course will explore financial management within the radiologic sciences. Students will analyze and evaluate fiscal information to develop effective strategies for managing the financial resources in radiologic sciences and healthcare.

RADS 5330 – Information Management in Radiologic Sciences (3 hours) This course will investigate techniques to manage and process information in the health care setting to support clinical practice and administration within the radiologic sciences.

RADS 5510 – Education Evidence Based Practice (3 hours) This course allows the students to demonstrate the knowledge and skills obtained throughout the graduate program for evidence-based practice and projects applicable to radiologic sciences education.

RADS 5530 - Administration Evidence Based Practice (3 hours) This course allows the students to demonstrate the knowledge and skills obtained throughout the graduate program for evidence-based practice and projects applicable to radiologic sciences administration.

RADS 5910 – Applied Research (3 hours)
Prerequisite: 5110
Students will apply principles from Research I and Research II to develop a graduate-level research paper. Students must register for this course each semester until the research paper is satisfactorily completed.

RADS 5980 – Thesis (3 to 6 hours)
Prerequisite: 5110
Students will apply principles from Research I and Research II to develop a graduate-level thesis. Students must register for this course each semester until the thesis is satisfactorily completed and approved.

NURG 5110 – Leadership in Healthcare (3 hours)
Administration concepts, principles and theories which relate to communication, decision- making, power, change, and leadership.

Admissions

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

Regular Admission

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

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

To fulfill the requirements for a degree, a student must maintain:

- a grade-point average of not less than B on all coursework pursued,
- no grade lower than C and not more than six hours of credit with a grade of C

Provisional Admission

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

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

Policy: 2009

Revised: 2012, 2019, 2022

Reviewed: 2010, 2011, 2013-2018, 2023-2025

Advising and Registration

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

Policy: 2009

Revised: 2022, 2024

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2023, 2025

Progression

Policies governing progression in the MSRS Program are:

- All general requirements of Northwestern State University for progression toward the master's degree are met. Advancement from provisional to regular admission is required for progression beyond nine (9) hours of graduate coursework.
- All coursework credits being transferred to NSU must show a grade of "B" or better.
- If a student makes a "D" in a required course, that course must be repeated at NSU. Such courses may not be taken and transferred from another university.
- If a student makes an "F" in a required course, the student is dismissed from the graduate program of current enrollment. This action is subject to the appeal process.

Policy: 2009

Revised: 2022

Reviewed: 2010-2019, 2023-2025

Transfer Credit

Semester hours earned at a regionally accredited institution will be accepted at NSU with the following exceptions:

- Transfer credit will not be accepted as credit for a course in which a failing grade was received at NSU.
- All transfer credits must be reviewed by the major professor and the college dean and approved by the Dean of the Graduate School within the first term of enrollment.
- The Graduate School will not accept transfer courses for graduate credit if those courses were taken at a college or university that does not grant

- graduate degrees.
- A grade of B or better is earned and the course was completed within the 6 years immediately preceding the completion of the graduate program.

Policy: 2009

Revised: 2017, 2022

Reviewed: 2010-2016, 2018-2019, 2023-2025

MSRS Program Orientation

Upon entry to the MSRS program, students will be added to the MSRS Resources Course shell in Moodle. This course shell serves as an orientation to the program and has information and resources that MSRS graduate students can refer to throughout the program. The orientation is divided into 3 sections that must be completed. Students will receive four total electronic badges one upon successful completion of each section (3) and a final orientation completion badge (1). Students must complete the orientation by mid-term of their first semester. Students not completing the orientation will have a registration hold placed on their account for upcoming semesters until the orientation is completed.

Policy: 2023

Revised:

Reviewed:2024-2025

Graduation

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

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

Policy: 2009

Revised:

Reviewed: 2010-2019, 2022-2025

Attendance

The MSRS program is offered online, and students are expected to log in and participate in courses regularly. Students are expected to interact with faculty and fellow students in the online learning environment. Faculty monitor activity within the online learning environment to ensure that students participate adequately. Students are expected to communicate with faculty if they cannot participate for any period of time.

Policy: 2009

Revised: 2016

Reviewed: 2010-2015, 2017-2019, 2022-2025

Grading Scale

The grading scale for the MSRS program is as follows:

Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 and below = F

Policy: 2009

Revised:

Reviewed: 2010-2019, 2022-2025

Evidence-Based Practice (EBP) Project

The Evidence-Based Practice project is completed in RADS 5510 or RADS 5530. This project is designed to enable students to address a problem, issue, or concern amenable to research-based intervention in professional practice, develop objectives, review the literature, create a proposed solution, evaluate its outcome(s), and disseminate the findings. Students are responsible for securing an external mentor to work with them throughout the semester. The mentor will assist the graduate student with identifying an issue for the project, provide guidance throughout the project, and evaluate the project upon completion. Students are encouraged to consider real issues in the education or administrative setting that need to be addressed.

Policy: 2019

Revised: 2022

Reviewed: 2023-2025

Final Comprehensive Examination

A comprehensive examination is required for all graduate students. The comprehensive exam is not a traditional written test; instead, it is satisfied through the successful completion of the EBP project. Students meet this requirement in either RADS 5510—Education Evidence-Based Practice or RADS 5530—Administration Evidence-Based Practice, where they complete an evidence-based practice project that demonstrates mastery of graduate-level knowledge and application. Students take the appropriate course based on their concentration near the end of the program. The project enables students to apply the knowledge and skills they have acquired throughout the MSRS program, thereby fulfilling the comprehensive exam requirement for the program.

The Evidence-Based Practice (EBP) project is designed to enable students to address a problem, issue, or concern amenable to research-based intervention in professional practice. The EBP project includes:

- Identifying a researchable problem or issue in professional practice
- Developing clear objectives
- Conducting a thorough literature review
- Proposing an evidence-based solution
- Designing and implementing an evaluation plan
- Preparing a final report and dissemination strategy

Students will work with a mentor to develop an idea for the EBP project and are encouraged to consider real issues in the professional setting that need to be addressed. Mentors provide guidance on topic selection, project design, and feedback throughout the process. Students are responsible for scheduling regular check-ins with their mentor.

Students will complete the project according to the deadlines set within the course. Apart from exceptional circumstances, no extensions will be granted for submitting the project. In those cases, the student must submit the request in writing, including the reason and rationale for the extension. The evidence-based projects are graded using a rubric. Students must obtain a minimum score of at least 80% to be successful on the evidence-based practice project. If a student scores below 80% on the project, they will work in consultation with the faculty to either:

- Submit a new project with a new topic to achieve a passing score.
- OR
- Submit an edited project that achieves a passing score

Policy: 2009

Revised: 2022, 2024, 2026

Reviewed: 2010-2019, 2023, 2025

Thesis and Applied Research Requirements

Students must elect to complete a thesis (RADS 5980) or applied research (RADS 5910). Each student is encouraged to meet with their advisor to determine the most appropriate research option to meet individual needs. After initial enrollment in the selected research option, the student must be continuously enrolled each semester in the respective research course until completion of the research requirement has been met.

Though not required, students are encouraged to work with their faculty chairperson/committee to produce a publishable paper related to their research. Each student is expected to follow the most current APA Manual, MSRS program guidelines, and guidelines published by the NSU Graduate School when preparing their thesis or research paper.

Policy: 2009

Revised: 2022

Reviewed: 2010-2019, 2023-2025

Academic Honor Code

If knowledge is to be properly evaluated, it must be pursued under conditions free from deceit and misrepresentation, which are incompatible with the fundamental activity of this academic institution. Northwestern State University expects students to fulfill academic requirements independently and with integrity. Academic integrity is founded on values of honesty, trust, fairness, respect, and responsibility. Violations include, for example, cheating or deception in any form, plagiarism (including duplicity), misrepresentation of knowledge, misuse of resources, falsification, and facilitating another student's academic dishonesty. Acts of academic dishonesty violate the ethical principles of the University community and compromise work completed by others.

For violations of academic honesty, a student may receive a grade of zero on the assignment and/or a grade of F in the class and will be referred to the Office of Accountability & Student Conduct to create a disciplinary record and/or for additional sanctions. For a comprehensive description of Academic Infractions, refer to Article 4 Section 1 of the Student Handbook.

Policy: 2009

Revised: 2015, 2019, 2022

Reviewed: 2010-2014, 2016-2018, 2023-2025

Classroom Civility

Northwestern State University students, staff, and faculty are expected to create an

environment that promotes academic excellence, personal dignity, mutual respect, and individual responsibility in both face-to-face and electronic educational settings, regardless of the content of the ideas and opinions being shared. Ideas and opinions that are controversial or in opposition to others are welcomed in the NSU environment, and this policy shall not be used to prohibit the sharing of controversial or unpopular ideas or opinions but merely to call for civility when idea and opinion sharing. All members of the NSU community have the right to a safe environment free of disturbances and civil in all aspects of human relations. Whether in a face-to-face or online classroom, students who engage in disruptive or abusive discourse or actions may be removed from the class and subject to disciplinary sanctions. In on-campus classrooms, students who speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or other noise-making devices, wear headphones, are distracted with computers or other electronic devices, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be removed from the class and may be subject to disciplinary action under the Northwestern State University Student CODE OF CONDUCT nsula.edu - 107 - 2021-2022 Student Handbook Code of Conduct (Articles IV Infractions and VIII Sanctions). The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Copies of infractions begin on page 113, and sanctions begin on page 125 of this handbook and are available on the NSU website at nsula.edu/student-handbook.

Policy: 2009

Revised: 2015; 2019, 2022, 2023

Reviewed: 2010-2014, 2016-2018, 2024, 2025

Social Media

Every Northwestern State University student is encouraged to help create an environment that promotes learning, dignity, and mutual respect for everyone in classrooms and on social media. Students should be aware of their association with and responsibilities to NSU while using social media, whether on official NSU sites or in personal communication. Students must also keep in mind that once digital content is created, they have very little control over how that content is shared or how permanent it becomes, so the impact of statements and the online persona must be considered, especially regarding potential classmates and employers. Students should exercise their freedom of speech to communicate online with respect, which includes adhering to the Student Code of Conduct and reading and responding carefully to others to understand their point-of-view. Students must take responsibility for their words, and criticism should be constructive, respect diversity, and show tolerance of differences. Students should make it clear that they are stating an opinion and not acting as an official representative of NSU when using social media for personal communication. When that may seem unclear, it may be useful to use a disclaimer such as, "views and opinions expressed are my own and do not reflect those of NSU."

Policy: 2023
Revised:
Reviewed: 2024-2025

Netiquette

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

- Professional and respectful tone and civility are used in communicating with fellow learners and the instructor, whether the communication is by electronic means, by telephone, or face-to-face.
- Written communication, both formal and informal, uses Standard English rather than popular online abbreviations and regional colloquialisms.
- Video interactions reflect a respectful tone in verbal communications and body language.
- Spelling and grammar are correct.
- When emailing an instructor, **include the course in the subject line of the email**. Remember, most instructors teach multiple courses; it helps identify the course when you email a question or concern.
- Do not type in all caps or lowercase. All caps indicate that you are screaming.
- Do not leave the subject field blank.
- Do not forward emails without permission from the sender.
- Do not send spam.
- Consider the tone of your email before sending it.
- Proofread your emails before sending them.
- When responding, include the original message to help the receiver remember the original topic.

Overall, the idea is to be courteous and considerate in all your communication. For additional information regarding expectations, refer to the Classroom Civility section in the syllabus under the University Policies section.

Policy: 2009
Revised: 2022
Reviewed: 2010-2019, 2023-2025

Disability Statement

In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations, and interested individuals are advised and notified that the ADA Coordinator for Northwestern State University for facilities is the Executive Director for University Affairs, Jennifer Kelly (318-357-4300), located in New Fine Arts, 104 Central Avenue, Ste. 102 or email andersonje@nsula.edu. For student academic services, contact the Director of Accessibility and Disability Support, (318-357-5460) located in Room 111 Watson Memorial Library or email oads@nsula.edu.

For faculty/staff accommodations and services, contact Executive Director for Institutional Effectiveness and Human Resources, Veronica M. Biscoe (318-357-6359), Room 111 Caspari Hall or email ramirezv@nsula.edu.

Policy: 2019

Revised: 2022, 2023, 2025

Reviewed: 2024