

COURSE SYLLABUS



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| COURSE TITLE: | MRAD 119 - Principles of Imaging 1 |
| CLASS SECTION: | BX01A-D |
| TERM: | F2024 |
| COURSE CREDITS: | 3 |
| DELIVERY METHOD(S): | Synchronous |

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̓SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

| | |
|---------|--------------------------------------------------------------|
| NAME: | Dan Andrews |
| EMAIL: | AndrewsD@camosun.ca |
| OFFICE: | CHW 317 |
| HOURS: | By Appointment |

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Restricted to students in Medical Radiography

In this novice course, students examine the function and safe operation of radiographic and accessory imaging equipment found in the clinical environment. Students explore technical and physical principles affecting the radiographic image acquisition, processing, display and storage. Historical references to film screen imaging and the sensitometric curve will enhance students' conceptualisation of digital imaging principles.

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| PREREQUISITE(S): | N/A |
| CO-REQUISITE(S): | N/A |
| EQUIVALENCIES: | N/A |

COURSE OBJECTIVES AND MAPPED PROFESSIONAL COMPETENCIES

Upon successful completion of this course a student will be able to:

- describe the equipment and components of a general x-ray room (including accessories), and explain how they interrelate to produce a diagnostic image.
- discuss problem solving for equipment malfunction and technical errors based on image artifacts.
- list the major components of a computed radiography system and summarize how a digital image is created and processed.
- explain the influence of technical and non-technical factors on the resultant image.

- e) compare and contrast the use of a characteristic curve for describing conventional versus digital radiography.
- f) explain the fundamental principles of radiation protection and current radiation protection standards as it applies to diagnostic radiology.

Canadian Association of Medical Radiation Technologists Competency Profile, Radiological Technology (2019)

Module 1 Introduction: History, Properties & Equipment

1. Introduce Course
2. Describe the historical events surrounding the discovery of x-rays
3. Describe the dual nature of x-ray energy (RTR.6.1)
4. List and Describe the properties of X-rays (RTR.6.1)
5. Describe the evolution in medical imaging from 1913 onwards (RTR.2.2)
6. Identify the components and equipment found in a typical radiography room (RTR.2.2)
7. Explain the function and describe the features of the equipment and components of a general radiography room (RTR.2.2)

Module 2 The X-Ray Beam

1. Describe how x-rays are produced (RTR.4.6)
2. Identify the components of an x-ray tube (RTR.2.4)
3. Explain the function and role of the components of the x-ray tube (RTR.2.4)
4. Explain the difference between brems and characteristic target interactions (RTR.6.1)
5. Explain the role of the primary exposure factors in determining the quality and quantity of xrays (RTR.4.6)
6. Explain the line focus principle (RTR.6.1)
7. State how the anode heel effect can be used in radiography (RTR.6.1)
8. Differentiate among the types of filtration, and explain their purpose (RTR.1.1)
9. Calculate heat units (RTR.2.4)
10. List the guidelines followed to extend the life of an x-ray tube (RTR.2.4)

Module 3 Conventional Radiography & the Characteristic Curve

1. List the 3 primary considerations of image quality (RTR.6.1)
2. Define spatial resolution (RTR.6.1)
3. Define contrast resolution (RTR.6.1)
4. Define image noise (RTR.6.1)
5. Define film speed (RTR.6.1)
6. List the factors that affect image quality (RTR.6.1)
7. Describe the components of double emulsion film (RTR.2.4)

8. Describe the relationship between film contrast and exposure latitude (RTR.6.1)
9. Describe the 2 types of luminescence (RTR.6.1)
10. Describe how film-screen radiography creates a latent image (RTR.6.1)
11. Describe intensifying screen speed characteristics (RTR.6.1)
12. Describe high/low/optimum contrast (RTR.6.1)
13. Define Sensitometry (5.4.2)
14. Define optical density (RTR.6.1)
15. Describe the sensitometric strip and how to generate one (5.4.2)
16. Describe the features of the characteristic curve and how to interpret it (5.4.2)

Module 4 Image Formation and Radiographic Quality

1. Describe the process of radiographic image formation. (RTR.4.6)
2. Define the term ionization. (RTR.1.6)
3. Describe the x-ray interactions termed photoelectric effect and Compton Effect. (RTR.6.1)
4. Explain the process of beam attenuation. n/a
5. Identify the factors that affect beam attenuation. n/a
6. State the composition of exit radiation. n/a
7. Explain the process of creating the various shades of image brightness and densities. (RTR.6.1)
8. Describe the necessary components of radiographic quality. (RTR.6.1)
9. Explain the importance of brightness and density to image quality. (RTR.6.1)
10. Explain the importance of contrast to image quality. (RTR.6.1)
11. Differentiate between high- and low-contrast images. (RTR.6.1)
12. Describe/differentiate subject contrast and detector contrast. (RTR.6.1)
13. Explain the importance of spatial resolution and recorded detail to image quality. (RTR.6.1)
14. Explain the importance of both size and shape distortion to image quality. (RTR.6.1)
15. State the effect of scatter radiation on the radiographic image. (RTR.6.1)
16. Recognize the effect of quantum noise and scatter on image quality. (RTR.6.1)
17. Discuss the effects of image artifacts on radiographic quality. (RTR.6.1)
18. Differentiate between the characteristics of a digital and film image. (RTR.6.1)
19. Compare and contrast attributes of a digital and film image. (RTR.6.1)
20. Explain the digital characteristics of matrix and pixels. (RTR.2.2)
21. Compare the dynamic range capabilities between digital and film-screen imaging. (RTR.2.2)

Module 5 Exposure Technique Factors --week 5

- 5.1 Explain the relationship between Milliampereage and exposure time with radiation production and image receptor exposure. (RTR.4.6, RTR.6.7)
2. Calculate changes in Milliampereage and exposure time to increase, decrease, or maintain exposure to the image receptor. (RTR.4.6)
3. Explain how kVp affects radiation production and image receptor exposure. (RTR.4.6, RTR.6.7)
4. Calculate changes in kVp to change or maintain exposure to the image receptor. (RTR.4.6)
5. Explain/describe how to correct exposure factors for a density error. (RTR.4.6, RTR.6.7)
6. Compare/contrast the effect of changes in kVp & mAs on digital and film-screen images. (RTR.4.6, RTR.6.7)
7. List and describe the factors that affect recorded detail and distortion. (RTR.6.1)
8. Calculate changes in mAs for changes in source-image receptor-distance. (RTR.4.6)
9. Calculate the magnification factor and determine image and object size. (RTR.4.6)

Module 5 Exposure Technique Factors --week 6

10. Describe the use of grids and beam restriction and their effect on image receptor exposure and image quality. (RTR.4.6)
11. Calculate changes in mAs when adding or removing a grid. (RTR.4.6)
12. Identify & Explain patient factors that may affect image receptor exposure. (RTR.4.6)
13. State exposure technique modifications for the following considerations: body habitus, pediatric patients, projections and positions, soft tissue, casts and splints, and pathologic conditions. (RTR.4.6)
14. Identify the exposure factors that can affect patient radiation exposure, explain strategies to minimize dose. n/a

Module 6 Scatter control & Grid errors

1. Explain how scatter radiation affects digital and film-screen images. (RTR.6.1)
2. Describe the purpose of beam-restricting devices. (RTR.2.4)
3. List & Describe the types of beam-restricting devices. (RTR.2.4)
4. State the purpose of automatic collimators or positive beam-limiting devices. (RTR.2.4)
5. Describe the purpose of a radiographic grid. (RTR.2.4)
6. Describe the construction of grids, including the different types of grid pattern, dimensions, and grid focus. (RTR.2.4)
7. Explain the air gap technique, and describe its use. (RTR.4.6)
8. Calculate grid ratio. (RTR.2.4)
9. List the various types of stationary grids, and describe the function and purpose of a moving grid. (RTR.4.6)
10. Calculate modified exposure techniques using Grid conversion factors (RTR.4.6)
11. Recognize how beam restriction and use of grids affect patient radiation exposure. n/a

12. Describe different types of grid cutoff that can occur and their radiographic appearance. (RTR.4.6)

13. Identify the factors to be considered in using a grid. (RTR.4.6)

Module 8 Image Receptors & Image Acquisition

1. Differentiate among the types of image receptors used in radiography. (RTR.2.2)

2. Differentiate between computed radiography (CR) and direct digital radiography (DR) image receptors. (RTR.2.2)

3. Compare and contrast the construction of digital and film-screen image receptors in order to acquire the latent image. (RTR.2.2)

4. Explain the relationship between sampling frequency and spatial resolution. (RTR.6.1)

5. Describe how the size of a CR imaging plate can affect spatial resolution. (RTR.6.1)

6. Describe quantization and explain how it controls contrast resolution. (RTR.6.1)

7. Describe the construction & properties of a DR FPD. (RTR.2.2)

8. Describe the differences between indirect and direct digital image receptors. (RTR.2.2)

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9. Compare film-screen and digital image receptors in terms of their dynamic range and explain its importance in exposure technique selection and image quality. (RTR.6.1)

10. Define signal-to-noise ratio (SNR), and explain its importance to digital image quality. (RTR.6.1)

11. Define Sensitometry, and discuss film speed, contrast, latitude, and spectral sensitivity. (RTR.6.1)

13. Explain the use of intensifying screens in film-screen imaging. (RTR.6.1)

14. List screen quality factors & describe the effect intensifying screens have on image quality and patient radiation exposure. (RTR.6.1)

Module 9 Exposure Technique Selection

1. State the purpose of automatic exposure control (AEC) in radiography. (RTR.2.2)

2. Differentiate among the types of radiation detectors used in AEC systems. (RTR.2.2)

3. List and describe AEC system features. (RTR.2.2)

4. Describe the typical location/configuration of the radiation detectors. (RTR.2.4)

5. Explain how detector size, configuration, alignment and positioning affect the response of the AEC device. (RTR.2.4)

6. Identify and describe common pitfalls when using AEC. (RTR.4.6)

7. Explain how patient and exposure technique factors affect the response of the AEC device. (RTR.2.4)

8. Analyze unacceptable images produced using AEC, and identify possible causes. (RTR.4.6)

9. Describe the importance of calibration of the AEC system and explain patient protection

issues associated with AEC. n/a

10. Define anatomically programmed radiography (APR). (RTR.2.2)

11. Differentiate between the types of exposure technique charts & explain how they are derived. (RTR.1.5)

12. Demonstrate how altering technical factors affect the response of the AEC using a phantom in the x-ray lab. (RTR.2.4)

Module 10 Image Evaluation

1. Define the attributes of a good-quality radiographic image. (RTR.6.1)

2. Identify factors that could contribute to quantum noise and artifacts. (RTR.6.1)

3. Explain how exposure indices are used to monitor image quality. (RTR.6.1)

4. Identify factors that contribute to poor image quality. (RTR.6.1, RTR.6.7)

5. Identify exposure factors and their radiographic effect. (RTR.4.6, RTR.6.7)

6. Compare/contrast the exposure factors' radiologic effect on digital vs. film. (RTR.4.6, RTR.6.7)

7. Calculate exposure technique factors to improve image quality. (RTR.4.6, RTR.6.7)

8. Given a poor-quality image, identify the factor(s) contributing to its effect. (RTR.6.1, RTR.6.7)

Module 10 Radiobiology—week 11

1. Explain the mechanism and impact of ionization in humans. (RTR.1.5, 5.2.4)

2. Explain radiation response classification scheme in humans. (N/A, 5.2.4)

3. List and describe the atomic composition of the human body. (RTR.1.5)

4. Discuss the cell theory of human biology. (RTR.1.5, 5.2.4)

5. List and describe the molecular composition of the human body. (RTR.1.5)

6. Explain the parts and function of the human cell. (RTR.1.5)

7. Explain how cell function is related to radiation response in humans. (RTR.1.5, 5.2.4)

8. Explain how cell type and proliferation relates to radiation response in humans. (RTR.1.5, 5.2.4)

9. List and identify the relative radiosensitivity of tissues and organs in humans. (RTR.1.5, 5.2.4)

Module 12 Radiobiology—week 12

10. State the law of Bergonie and Tribondeau (RTR.1.6)

11. Describe the physical factors that affect radiation response. (RTR.1.6, 5.2.4)

12. Describe the biologic factors that affect radiation response. (RTR.1.6, 5.2.4)

13. Explain radiation dose-response relationships. (RTR.1.6, 5.2.4)
14. Describe the types of radiation dose-response relationships. (RTR.1.6, 5.2.4)

Module 11 Radiation Protection

1. Define health physics. (N/A)
2. List the cardinal principles of radiation protection & describe the application of the ALARA concept. (RTR.1.5, 5.2.4)
3. Explain the concept of effective dose. (RTR.1.1)
4. Name the leakage radiation limit for x-ray tubes. (N/A)
5. List nine radiation protection features of a radiographic imaging system. (RTR.1.1, 5.2.4)
6. Discuss the design of primary and secondary radiation barriers. (N/A)
7. Describe various types of radiation detectors and measurement tools used in diagnostic imaging. (RTR.1.7)

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Fauber, T. (2021). *Radiographic Imaging & Exposure* (6th ed.). Elsevier Health Sciences.

Bushong, S.C. (2021). *Radiologic Science for Technologists: Physics, Biology, and Protection* (12th ed.). Elsevier Health Sciences.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

| WEEK / DATE RANGE | ACTIVITY or TOPIC | OTHER NOTES |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Week 1 – Sep 2-6 | <u>Sept 2</u> - No lab (Labour Day) <u>Sept 3</u> - No class (Orientation Day) | |
| Week 2 – Sep 9-13 | <u>Sept 9</u> - Lab 1--X-ray Room Orientation Scavenger Hunt <u>Sept 10</u> - Module 1--Introduction: History, Properties, Equipment | Reading Quiz 1 Sept 10 Lab 1 due Sept 15 |
| Week 3 – Sep 16-20 | <u>Sept 16</u> - Lab 2--Tube Warm-Up and Equipment <u>Sept 17</u> - Module 2--The X-Ray Beam | Reading Quiz 2 Sept 17 Lab 2 due Sept 22 |
| Week 4 – Sep 23-27 | <u>Sept 23</u> - Module 1+2 Test (in x-ray labs) <u>Sept 24</u> - Module 3 Conventional Radiography & the Characteristic Curve | Module 1+2 Test Sept 23 Reading Quiz 3 Sept 24 |

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| Week 5 – Sep 30-Oct 4 | Sept 30 - No lab (National Day for Truth & Reconciliation) Oct 1 - Module 4--Image Formation and Radiographic Quality | Reading Quiz 4 Oct 1 |
| Week 6 – Oct 7-11 | Oct 7 - Module 3+4 Test (in x-ray labs) Oct 8 - Module 5--Exposure Technique Factors 1 | Module 3+4 Test Oct 7 Reading Quiz 5 Oct 8 |
| Week 7 – Oct 14-18 | Oct 14 - No lab (Thanksgiving) Oct 15 - Module 5 cont.--Exposure Technique Factors 2 | |
| Week 8 – Oct 21-25 | Oct 21 - Lab 3—Dose Creep and Distortion Oct 22 - Module 6--Scatter Control and Grid Errors | Reading Quiz 6 Oct 22 Lab 3 due Oct 27 |
| Week 9 – Oct 28-Nov 1 | Oct 28 - Lab 4 Inverse and Direct Square Law Oct 29 - Module 7--Digital Image Receptors & Acquisition | Reading Quiz 7 Oct 29 Lab 4 due Nov 10 |
| Week 10 – Nov 4-8 | Nov 4 - Module 5+6+7 Test (in x-ray labs) Nov 5 - Module 8--Exposure Technique Selection | Module 5+6+7 Test Nov 4 Reading Quiz 8 Nov 5 |
| Week 11 – Nov 11-15 | Nov 11 - No lab (Remembrance Day) Nov 12 - Module 9--Image Evaluation | Reading Quiz 9 Nov 12 |
| Week 12 – Nov 18-22 | Nov 18 - Module 8 Test (in x-ray labs) Nov 19 - Module 10—Radiobiology & Radiation Protection | Module 8 Test Nov 18 Reading Quiz 10 Nov 19 |
| Week 13 – Nov 25-29 | TBA | |
| Week 14 – Dec 2-6 | Dec 3 – Projects | Term Projects due Dec 3 |
| Week 15 – Dec 9-13 | Final Exam Period | |

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

| DESCRIPTION | WEIGHTING |
|-----------------------|--------------|
| Reading Quizzes | 10% |
| Lab Assignments | 20% |
| Tests | 20% |
| Term Project | 20% |
| Cumulative Final Exam | 30% |
| | TOTAL |
| | 100% |

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Reading Quizzes

In order to gain the most from lectures, students should come to class prepared. This means having done the assigned reading beforehand. In order to assess your understanding of the material, there will be a short 5-10 question reading quiz prior to the beginning of the module's lectures. The quizzes cover the general concepts addressed in the readings.

Lab Assignments

The purpose of these assignments is to integrate knowledge and begin thinking about how radiographic science theory can be put into practice. Some assignments will be hands-on in the x-ray labs, while others will be more research-based. Late assignments will be subject to the MRAD program's late assignment policy where a grade penalty of 10% is applied for each day the assignment is late for up to 7 days. After 7 days has passed from the due date, a mark of zero will be given for the assignment.

Module Tests

In lieu of a midterm exam, there will be module tests to assess your level of knowledge as it relates to the theory of rad sciences. The purpose of these tests throughout the term is to keep you up to date on course content, help you identify areas of weakness, celebrate successful integration of knowledge, provide confidence, decrease anxiety, and expose you to the type of questions you can expect on the final exam.

Term Project

The term project provides a platform for you to demonstrate your knowledge of a Radiographic Imaging Principle. It is an individual project in which you will produce a 7 to 10-minute multimedia video on subject matter covered in this course. We will gather during the last week of class to celebrate your work, watch the videos you have produced, and use them as a review tool to study for the final exam. Details will be discussed in class. Late assignments will be subject to the MRAD program's late assignment policy where a grade penalty of 10% is applied for each day the assignment is late for up to 7 days. After 7 days has passed from the due date, a mark of zero will be given for the assignment.

Final Exam

The final examination is cumulative and includes material from all modules covered in the course. This final examination will occur during the regularly scheduled final week.

Missed quizzes or examinations cannot be made-up except in the case of documented illness (doctor's note).

In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course.

Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the instructor. Holidays or scheduled flights are not considered to be emergencies. The student may be required to provide verification of the emergency circumstance.

Camosun Academic Policy retrievable from:

<http://camosun.ca/learn/calendar/current/pdf/academic-policies.pdf>

SCHOOL OR DEPARTMENTAL INFORMATION

Health & Human Services Student Handbook: <http://camosun.ca/learn/school/health-human-services/student-info/index.html>

General Practicum Information: <http://camosun.ca/learn/school/health-human-services/student-info/practicum-info.html>

Allied Health & Technologies Department Handbooks:

- Certified Medical Laboratory Assistant: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/cmla.html>
- Diagnostic Medical Sonography: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/sono.html>
- Medical Radiography: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/mrad.html>

Students enrolled in Allied Health & Technologies Programs must achieve a minimum of 65% or a "COM" in each of their courses in order to use their course as a pre-requisite and progress in their program.

Students enrolled in Allied Health & Technologies Programs must participate in learning activities that include intimate and direct personal contact with their classmates during supervised practice. Students are training to perform the duties of a healthcare professional. These duties usually require constant, close physical contact with patients and clients. Students may be required to simulate and perform these activities on one another during this course. Students may also be required to use special hygiene practices and protective gear to protect themselves from the transmission of communicable diseases (like COVID-19). Risks associated with learning and performing the physical duties of a healthcare profession cannot be entirely eliminated by any amount of caution or protection. Students who refuse or are incapable of participating and performing these activities due to personal or medical limitations may only continue to participate in their course work when supported by officially registered accommodations or temporary medical advisory.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

| Support Service | Website |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic Advising | camosun.ca/services/academic-supports/academic-advising |
| Accessible Learning | camosun.ca/services/academic-supports/accessible-learning |
| Counselling | camosun.ca/services/health-and-wellness/counselling-centre |
| Career Services | camosun.ca/services/co-operative-education-and-career-services |
| Financial Aid and Awards | camosun.ca/registration-records/financial-aid-awards |
| Help Centres (Math/English/Science) | camosun.ca/services/academic-supports/help-centres |
| Indigenous Student Support | camosun.ca/programs-courses/iecc/indigenous-student-services |
| International Student Support | camosun.ca/international |
| Learning Skills | camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills |
| Library | camosun.ca/services/library |
| Office of Student Support | camosun.ca/services/office-student-support |
| Ombudsperson | camosun.ca/services/ombudsperson |
| Registration | camosun.ca/registration-records/registration |
| Technology Support | camosun.ca/services/its |
| Writing Centre | camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills |

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<https://camosun.ca/services/academic-supports/accessible-learning>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <https://camosun.ca/sites/default/files/2021-07/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of

when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.