# Student Policy & Procedure Handbook

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Student / Clinical Handbook

The purpose of this handbook is to provide all of the policies, rules and regulations that you must abide by while enrolled in the School of Radiologic Technology. You are required to read it carefully and thoroughly to be sure you understand what is expected of you while enrolled in this program. The clinical education section (II) of the student handbook outlines the goals and objectives of the clinical component of your educational process. The purpose of clinical education is to acquire a mastery of knowledge, insight and skills required to produce a diagnostic image. Mastery of the interpersonal skills required to deal effectively with patients and other members of the health team is another important purpose of clinical education. If you have any questions about the material in this handbook, please contact the Program Director.

1.1 Mission Statement
The DCH Regional Medical Center School of Radiologic Technology is committed to assist in improving the physical, emotional, and spiritual well being of its enrolled students and members of the communities it serves through the delivery of quality instruction provided within a framework of fiscal responsibility. The faculty and staff are dedicated to providing the best possible educational environment and instruction to assure competency in all areas of the established curriculum. The program is committed to providing high-quality healthcare professionals to any medical community.

1.2 Nondiscrimination Notification
DCH Regional Medical Center and the School of Radiologic Technology are equal opportunity employers and educators. Federal and state law prohibits discrimination in employment and student selection practices because of race, color, sex, disability and national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, age and disability, national or ethnic origin in administration of its educational policies, admission policies, and scholarship and loan programs. At no time will any student or faculty applicant be excluded from consideration of acceptance to the program or employment on the basis of the above criteria.

1.3 Purpose & Goals
The purpose of the program is to provide educational opportunities in the Radiologic sciences to members of the communities supported by the sponsor. To that end, the goals of the program and its curriculum are designed to:

1. Graduate students with the professional skills necessary to perform competently in the clinical setting.
2. Provide students with opportunities to develop and then acquire problem-solving and critical thinking skills.
3. Graduate students that will demonstrate values and ethical behaviors of a radiographer.
4. Graduate students that will practice effective communication skills.
5. Provide the healthcare community with entry-level competent radiographers.

1.4 Measurable Program Outcomes
The program should have an ongoing, systematic process to assess its outcomes. The assessment plan provided to the JRCERT should incorporate the program’s goals, supported by specific desired outcomes.

1. Graduate at least 80% of matriculated students.
2. Average at least an 80% pass rate on the ARRT certification exam for the previous five years.
3. Average at least a 90% job placement rate within six months of graduation over the previous five years.
4. Ensure that program graduates earn certificates within 150% of the published program length from the date of matriculation.

1.5 Sponsorship

The School of Radiologic Technology is sponsored by DCH Regional Medical Center, which is a member of the DCH Health System. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) accredits the DCH Health System.

The DCH Mission Statement is:
DCH Health System provides high quality, community-based healthcare services to West Alabama through our employees, physicians and volunteers. We are committed to providing compassionate, cost-effective services to meet the needs of our patients, improve the health of the communities we serve and maintain our financial viability.

The basic beliefs of DCH are:
- Customer needs are critical
- Anything can be improved
- Quality is everyone’s job
- The person doing the job knows it best
- People deserve respect
- Teamwork works
- There is value in differences
- Involvement builds commitment
- Support builds success
- You make the difference

In consonance with these beliefs, DCH Regional Medical Center sponsors the School of Radiologic Technology and assumes the responsibility for documenting completion of the program and the granting of the certificate of completion. DCH Regional Medical Center’s School of Radiologic Technology follows the guidelines set forth in the "Standards for an Accredited Educational Program in Radiologic Sciences". The established curriculum follows "The Curriculum Guide for Radiography Programs" published by The American Society of Radiologic Technologists (ASRT) (current revision). Using these publications as a guide, the program faculty determines the content, goals and objectives of the curriculum. This is accomplished through advice and consent from the Advisory Committee consisting of the following members:

- Dr. Howard Holley, Medical Advisor
- Mr. Jim Smith, MBA, R.T. (R), Director of Imaging Services
- Mr. Barry Ingle, B.S., R.T. (R), Department Manager
- Mrs. Brenda Posey, R.T. (R), Department Manager
- Mrs. Deborah Shell, M.Ed., R.T. (R), Program Director
- Ms. Leonetta Jackson, B.S., R.T. (R), Clinical Coordinator
- Mrs. Ashley Long, R.T. (CT) (R), Didactic Instructor
- Mrs. Kim Wiggins, Administrative Coordinator
- Clinical Instructors
- Junior Class Representative
- Senior Class Representative
The committee's responsibilities are to:

1. Review applications from prospective students and select those best qualified for admission.
2. Determine the goals and objectives of the program.
3. Perform program evaluation regularly to ensure program outcomes are acceptable.
4. Implement measures to improve the program whenever possible.
5. Appoint a grievance committee to hear student complaints and resolve student appeals.
6. Appoint faculty to the program.
7. Maintain programmatic accreditation with the Joint Review Committee on Education in Radiologic Technology (JRCERT).
8. Make recommendations and suggestions regarding program governance and organization.
9. Perform periodic review of program outcomes to ensure goals and objectives are met.
10. Review and approve the program outcomes assessment plan.
11. Assist program faculty in preparing and submitting the self-study and preparing for the JRCERT accreditation site visit.
12. Review and approve program scholarships and other financial aid opportunities.
13. Review and approve program documentation related to course offering and application materials.
14. Advise program officials and make recommendations regarding program policies and procedures.

The Program Director (PD), Clinical Coordinator and the Didactic Instructor coordinate classroom instruction and clinical education. These two components of the student’s education are scheduled such that they provide each student the opportunity to receive adequate instruction in both didactic and clinical areas. Some courses may be web based.

The program is designed in a manner that allows didactic and clinical topics to be concurrent. The clinical instructors and clinical staff provide supervision and instruction to the students in the clinical education sites to ensure that the assignments are educational. At no time are students used as replacements for registered technologists or staff. The Clinical Education section (II) of the Student Handbook outlines the plan for clinical education.

All students are provided with a Student Handbook. Sections I, III & IV of the handbook contain a description of the program, its mission and goals, course descriptions, course schedule, criteria for successful completion of the program and competencies and other requirements necessary for graduation.

Section II of the handbook is Clinical Education, which contains a description of the competency based clinical education portion of the program, policies of the clinical education centers, services available to the student and clinical evaluation and competency objectives.

1.6 Graduation Requirements
To be eligible for graduation from this program, the student must meet the following criteria:

- All financial obligations must be met.
- Successful completion of all didactic courses.
- Successful completion of all clinical assignments.
- Successful completion of all required clinical competency procedures.
- Successful completion of all course exit/mock registry examinations.
- Participation in annual ALSRT Student activities (see page 18).
- Attendance at the graduation ceremonies.
Through didactic education and clinical practice, the student will demonstrate the competencies and characteristics listed below.

1.7 Mock Registry Graduation Requirement

1. Students are required to participate in the mock registry examinations and course review in order to fulfill the requirements for courses RAD 700 and RAD 800.

2. In order to successfully complete these two courses and meet the graduation requirement, each student must score a 75 or higher on at least one (1) of the mock registry examinations and score at least a 75 in courses RAD 700 and RAD 800.

3. The program encourages all students to dedicate study time to those areas scored outside the shaded area on the back of the answer sheet. Each part of the mock registry exam is organized by category to reflect those tested by the ARRT.

   Section 1: Radiation Protection and Biology
   Section 2: Equipment Operation and Maintenance
   Section 3: Image Production and Evaluation
   Section 4: Radiographic Procedures
   Section 5: Anatomy & Physiology (includes Pathology)
   Section 6: Patient Care

Students who fail to successfully pass (75 or higher) at least one mock registry exam during courses RAD 700 and RAD 800 will be considered as not having met all the program graduation requirements. In addition, all students must attain the grade of “C” or better for courses RAD 700 and RAD 800 to satisfy all graduation requirements. Students have until the day prior to the scheduled day of graduation to meet this requirement in order to graduate with their class. Students who do not meet the requirement prior to the day of graduation, will have until the end of the final quarter of the program to successfully meet the requirement but will be ineligible to graduate with their class. In any event, those students who do not meet the requirement by the end of the final quarter of the program will have their graduation date adjusted to reflect the date the requirement is satisfied.

1.8 Competencies Necessary for Graduation

Each academic course and clinical assignment of this program is designed to provide the student with the necessary skills to meet the requirements of working in diagnostic radiology at the entry level. The following competencies must be successfully demonstrated by the student to be eligible for entry into the profession as a Radiologic Technologist.

1. Patient Care and Medical Ethics:
   The student will:
   a. Provide basic patient care and comfort and be aware of the patient's needs at all times.
   b. Provide appropriate patient education about their examination and radiology as a whole.
   c. Demonstrate knowledge and skills related to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.
   d. Support the professions' code of ethics and comply with the professions' scope of practice.
2. Radiation Protection:
The student will:
a. Practice effective radiation protection for the patient, family members, health care team members and self.
b. Know the adverse effects of exposure of living organisms to ionizing radiation.
c. Follow the ALARA concept to keep occupational exposure to a minimum.

3. Radiographic Procedures:
The student will:
a. Possess the knowledge and skills to perform radiographic procedures efficiently and with as little discomfort to the patient as possible.
b. Have the ability to modify procedures when necessary to provide the physician with accurate information.

4. Anatomy & Physiology:
The student will:
a. Demonstrate knowledge of human structure, function and pathology.
b. Use this knowledge to provide consistently accurate diagnostic images.

5. Radiologic Physics & Image Production:
The student will:
a. Demonstrate the proper use of diagnostic imaging equipment and accessory devices.
b. Understand basic x-ray production and interactions with matter.
c. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
d. Demonstrate knowledge of image processing systems.

6. Quality Assurance:
The student will:
a. Demonstrate knowledge of proper film quality analysis for technical and procedural accuracy.
b. Demonstrate proper equipment testing and monitoring to ensure quality patient services.

7. Computer Skills:
The student will:
a. Demonstrate knowledge of basic components.
b. Demonstrate knowledge of terminology software, hardware and processing methods used in Radiography.
8. Radiation Biology:
The student will:
a. Demonstrate knowledge in biological effects; radiation syndromes, acute effects, effects of fetal radiation and radiation dose-response relationships.

9. Pathology:
The student will:
a. Demonstrate knowledge of the appearance of various diseases found on images.
b. Demonstrate technical changes needed for various diseases of the different systems of the body.

10. Imaging Modalities & Special Procedures:
The student will:
a. Demonstrate knowledge of basic equipment operation for Ultrasound, Computed Tomography (CT), MRI, Mammography and Interventional Procedures.
b. Demonstrate knowledge of the methods of recording images with the different imaging modalities listed above.

11. Clinical Education:
The student will:
a. Competently perform a full range of radiographic procedures on patients in the following categories:
   - Chest & Thorax
   - Upper & Lower Extremities
   - Abdomen
   - Cranium
   - Spine & Pelvis
   - Mobile & Surgical Studies
   - Fluoroscopy Procedures
   - Trauma & Special Procedures
   - Pediatric (6 years and under)
   - Patient Care Procedures
b. Demonstrate proper patient care, radiation protection, image production, positioning skills, image processing and evaluation in the performance of the above procedures.
c. The student will protect the privacy, individuality and dignity of the patient at all times.

1.9 Program Rules & Regulations
A. Expenses
Tuition to include the cost of books for the 24-month program is approximately $9,000. The first quarter’s tuition ($900) is due and payable upon acceptance into the program. The remaining tuition ($6,300) can be paid in increments of $900 per quarter for the remaining seven quarters. Each quarter’s tuition is due and payable on the first day of each quarter. Students who fail to
pay their tuition by the 10th day of the beginning of each quarter will be subject to disciplinary action as outlined in this handbook under Decisions Related to Academic Matters.

B. **Name Badges & Markers**
Students who report to school without their ID Name Badge or lead markers will receive a written warning for the first occurrence. Subsequent occurrences will count as an absence and the student will be subject to disciplinary action according to the policies outlined above to include being sent home and charged an absence. The ID badge is to be worn at all times as a part of the uniform. ID badges are to be worn in the upper chest area and should be worn horizontally, only in a DCH provided badge holder with the picture and name displayed prominently. Only DCH service and award pins, badges or patches and professional school and certification pins, may be worn on the uniform. No political, religious or message buttons, stickers or pins not issued by DCH, may be worn.

C. **Attendance Hours**
The average school day consists of eight (8) hours with the student involved in a combination of didactic, laboratory and clinical education activities. Assignments to shifts other than day shift will not exceed eight (8) hours. Total school time will not exceed forty (40) hours per week. The PD, Clinical Coordinator, Didactic Instructor, Clinical Instructor or Clinical Staff assign breaks and meals each day.

D. **Tardiness**
A student is considered tardy if s/he arrives after the start time of the assignment. Students who arrive early but are found not reporting to their assigned class/area on time will receive a tardy. **Three (3) tardies equals one (1) absence.**

E. **AWOL**
If a student is unable to attend class or clinic and does not call in as soon as possible (before 7:30 a.m.), they are considered AWOL and is subject to disciplinary action as outlined in this manual under Program Disciplinary actions.

F. **Bereavement Leave**
Students are eligible for a maximum of three (3) consecutive days leave in the event of a death of an immediate family member. These days are excused absences and will not be deducted from the two time off/sick days.

For the purpose of bereavement leave, immediate family is defined as father, mother, spouse, brother, sister, child, father-in-law, mother-in-law, grandparents, grandchildren or legal guardian of the employee. Bereavement leave must be requested and taken in conjunction with either the death or funeral. It is the responsibility of the student to request the number of days s/he will need when they report the death to the Program Director. Bereavement leave will only be granted for days the student is normally scheduled for class/clinic. If the three days fall on off days or scheduled time off, they will be deducted from the three days. Should the student desire to attend a funeral for someone other than an immediate family member, the student will use normally assigned personal days for that quarter.

G. **Other Excused Absences**
The program recognizes an excusable leave of absence as one of the following categories:
Jury Duty

The student must notify the PD and Clinical Coordinator of the impending jury duty immediately upon receipt of notice to serve. A copy of this notice must be provided.

Reserve Military

A maximum of ten days per year is allowed for training in accordance with the Alabama Statute on such.

Any of the above listed absences may be required to be made up if the student’s normal educational process is hindered or impended. Student must be responsible for and make up any academic class work during this absence.

H. Unexcused Absences

Unexcused absences will not be tolerated. If the student is unable to attend school for any reason, the PD or other school official must be notified directly. Unexcused absences must be made up as outlined by PD. The following are considered as unexcused absences/behaviors:

a. failure to notify the PD or other school official (classroom instructor/clinical coordinator) if unable to attend.

b. failure to provide a doctor’s excuse if absent for more than three consecutive days or for a second or subsequent call-in.

c. being absent for more than two days in a quarter unless under the care of a physician.

d. abusing the time off/sick day privilege, e.g., asking for every Friday/Monday off.

e. arriving at or leaving a clinical assignment other than the scheduled time without prior approval by the PD, Clinical Coordinator or Instructor.

Unexcused absences of two (2) or more days are considered excessive and will result in disciplinary action as outlined in this manual. Disclaimer: The program reserves the right to change attendance hours for both clinic and classes for the benefit of the student’s education.

I. Requesting Time Off

Students may pre-schedule a whole or half personal day. Requests for time off are subject to approval by the PD. Approval for time off is based on the student’s progress both clinically and academically. Time off will not be approved during final exams, quarterly counseling, weekend or evening clinical rotations. Three or more consecutive days missed requires a physician’s statement verifying that the student was under his/her care. Extenuating circumstances can be discussed with program officials and the student must request time off with the appropriate form.

Extended absences due to severe illness, injury or family emergency will be reviewed on an individual basis by the Advisory Committee to determine if disciplinary action will be incurred or if makeup time will be allowed. Should the Advisory Committee recommend continuation in the program, then insufficient clinical/academic hours will result in receiving a grade of incomplete for that quarter. The incomplete cannot be changed until all clinical hours and/or class remediation has been completed. Extraordinary circumstances will be reviewed on a case-by-case basis. The Advisory Committee will ensure fair treatment of the student regarding continuation in the program or voluntary withdrawal or dismissal.

J. Scheduled Holidays

DCH Health System observes six nationally recognized holidays. Students will not attend classes or clinical sessions on these holidays:
New Year’s Day  Memorial Day  Fourth of July
Labor Day  Thanksgiving Day  Christmas Day

K. Cafeteria
The DCH Regional Medical Center provides a cafeteria for the use of the students, employees, and visitors. Students will receive an employee discount if the ID badge is present; however, students cannot use their badge to charge meals or snacks unless they are working at DCH for pay. When you swipe your badge to pay for meals, the amount is taken out of your paycheck. DCH does not send invoices for charged meals or snacks.

L. Removal of Hospital Property
Hospital property shall not be removed from DCH premises for personal use. A dated, written permission form by the Department Managers, Director of Imaging Services or the Division VP shall accompany any hospital property, regardless of value, being taken from the hospital for work-related use.

M. Personal Property
Students are responsible for all personal property. DCH Health System will not be responsible for lost or stolen items. Lockers are provided free of charge at the school for the students, however, students are responsible for the lock if they wish to use one. Textbooks, which are lost or stolen, must be replaced at the owner’s expense.

N. Student Health Services
Each student accepted into the program is required to have a physical examination by the Medical Center’s Employee Health nurse. This will be accomplished during the admissions process at no cost to the student.

Students also have access to the Employee Assistance Program (EAP) for short term counseling. DCH EAP is located in Wellington Town Center, just off McFarland Boulevard. Our location is easily accessible and designed to provide our clients and their families a feeling of comfort and confidentiality.

O. Access to Health Care
Access to health care is restricted to injuries sustained while attending school only. Illness or injuries not related to school or any follow-up care is the responsibility of the student. Students are not eligible for monetary worker's compensation for any loss of hours but will be covered under the hospital worker's compensation policy for treatment.

DCH Health System provides employees and students with health services through the facility employee health nurse. The health nurse is available at Regional Medical Center Monday - Friday from 7:00 a.m. to 5:00 p.m. The health nurse is located on the second floor of the medical tower in Suite 205. The phone numbers are 205.750.5905 or 205.759.7698. The health nurse is also available at Northport Medical Center on Tuesday from 7:00 a.m. - 3:30 p.m. and Thursday from 1:00 p.m. - 5:00 p.m. The health nurse is located in Room 205 of the Medical Office Building.

Should a student be injured or become ill while in student status and require these services, the CI will be notified immediately. If the CI is not available, then the next person in charge; i.e. the Supervisor should be notified. S/he will ensure that the student completes an Employee Work Injury Form and is then referred to the Employee Health nurse. If the injury or illness occurs after
hours, then they should be referred to the Emergency Department. If the student refuses treatment, or treatment is not needed, the student should go to the Employee Health nurse.

The Employee Health nurse will notify the PD and/or Clinical Coordinator regarding the status of the employee within 24 hours of the filing of the incident report unless the report occurs after normal hours or on a weekend. The Employee Health nurse will provide a copy of the incident report to the PD within 24 hours of receipt.

Should the facility Employee Health nurse not be available at the time of the injury or illness, the CI/supervisor will be responsible for advising the student as outlined above. The incident report and final disposition of the student will be forwarded to the facility Employee Health nurse for review by close of the next business day.

P. **Library**
The student is encouraged to use the library facilities of the program. To obtain complete understanding of Radiography, the student may need additional reading. The program’s library is located in the school.

Students also have access to the UA’s Library which is located at The College of Community Health Sciences located at 850 S” Avenue East, Tuscaloosa, AL 35401. The general information number is 205.348.1360. Hours of operation are Monday through Thursday from 8:00 a.m. to 9:30 p.m. and Friday from 8:00 a.m. to 4:45 p.m.

A catalog for the library collection found at the Health Sciences library can be located at [http://library.ua.edu](http://library.ua.edu).

Q. **Evaluations**
Students will be evaluated on a regular basis during didactic, laboratory and clinical sessions. Didactic evaluations include tests, laboratory practicums, homework assignments, presentations and final exams. Clinical evaluations consist of two forms: the clinical competency evaluation form and the clinical progress evaluation form. These forms can be found in Section III.

R. **Counseling and Guidance**
Scheduled academic counseling and guidance will be held with each student at the end of the quarter. The faculty will provide the student with academic guidance and help with problems related to the program. In the event the student is having personal problems that the program staff cannot resolve, the student will be referred to EAP who is qualified in these matters. Faculty will post office hours each quarter for student counseling and will be available to meet at other times by appointment.

S. **Student Withdrawal**
Students wishing to withdraw from the program should notify the Program Director in writing. Every effort shall be made to assist the student with this decision.

Any tuition paid for classes not completed shall be refunded to the student in accordance with the refund policy. Any tuition owed to the hospital will be collected before withdrawal.

T. **Refunds**
There will be no refunds.
U. **Academic Requirements**

The grading system for the School of Radiologic Technology is as follows:

- 93 - 100 = A
- 83 - 92 = B
- 75 - 82 = C
- Below 75 = F

Students must pass all didactic courses with a minimum grade of 75. This grade is computed based on the number of tests and assignments required in each course and will follow the grading system shown above. Any courses failed must be successfully repeated before the student will be eligible for graduation. The student may continue in the program if only one class has been failed. However, the course must be repeated when it is offered the following year. To ensure that all graduation requirements are met, clinical time missed to accomplish this will be made-up before the student will be eligible for graduation. Courses that must be repeated will be at the student's own expense. To be eligible for graduation, the student must satisfy all graduation requirements within 150% of the published program length from the date of matriculation.

If the student is unable to pass a course after the second attempt, s/he will be dismissed from the program. **Failure of two courses (didactic and/or clinical) during the two-year program will lead to dismissal from the program, unless remediation is deemed appropriate by the PD.** Students must pass all clinical assignments with a minimum grade of 75. This grade is computed as outlined in Section II, Clinical Education.

Each student entering DCH Regional Medical Center's School of Radiologic Technology will be on **probation for the first three months of the program.** This three-month period is used for both the program and the student to assess their ability to meet the requirements of the program. **All students must sign a statement upon entering the program acknowledging the three-month probation period.**

If at any time during this three-month probationary period, it becomes evident to the staff that a student's attitude and/or aptitude for a career in Radiography is unsuitable, the student will be so advised and asked to withdraw from the program.

The PD will review each student's progress at the end of the three-month probationary period. If all requirements have been met, the probation will be withdrawn. If, after the probationary period, the student has not proven that s/he can meet the necessary requirements, his/her case will be brought before the Advisory Committee. The committee will make recommendations concerning the final status of the student. The committee's recommendations can be appealed by the student following the guidelines set forth in the Student Appeals Procedure.

If at any time following the probationary period, the student fails to meet the minimum program requirements, action will be taken by the PD and the Advisory Committee as outlined in the Student Appeals Procedure under "Decisions Related to Academic Matters". At any time during the program, if the student decides that s/he does not wish to continue with the program, s/he may send a formal letter of withdrawal to the PD. The PD will meet with the student to discuss the circumstances. If the student's decision is final, s/he will be allowed to withdraw. At this time, the student will be required to complete resignation forms and turn in their ID badge. Any tuition paid in advance for courses not completed will not be refunded to the student in accordance with the refund policy.
V. **Grievance Committee and Procedures**

The purpose of the grievance committee is to provide fair and equitable treatment to all students. The committee and its members are available to resolve complaints presented by the Student Advisory Committee or by individual students. Such complaints or grievances are not restricted to those related to the STANDARDS or program policies. During a student’s 24-month stay, there may be instances when s/he feels that they have received unfair treatment regarding the STANDARDS or other program policies and procedures. Sometime in the relationship between students and faculty, dissatisfactory actions can develop.

Often these are the result of misunderstandings or a lack of information. Before a grievance or complaint can be resolved, it must be expressed. Any time a student feels that s/he has been unfairly treated or if they have a complaint or grievance related to the STANDARDS or program policies and procedures, s/he should refer to the following steps to ensure due process in a timely and just manner. These steps apply to, but are not limited to, grievances/complaints related to the JRCERT STANDARDS and program policies and procedures.

1. Students should try to resolve problems at the lowest possible level. This means first discussing your complaint/grievance with your immediate supervisor or instructor. More than one attempt at this level may be required before a resolution is reached. The initial grievance/complaint should be discussed with your immediate supervisor/instructor within 72 hours of the grievance or complaint.

2. If you have not received a satisfactory response to your grievance/complaint from your immediate supervisor or instructor within five (5) class days, you are encouraged to take your grievance/complaint to the PD. A written complaint detailing the circumstances of the problem, and your attempt to resolve it through your immediate supervisor or instructor should be presented to the PD. If the complaint is related to a STANDARD or program policy, you must include reference to the specific STANDARD/program policy. The PD may consult the Student Advisory Committee for input regarding the complaint within ten (10) class days of the initial complaint. If the PD was involved in Step 1, the written complaint will be presented to the Grievance Committee within ten (10) class days of the initial complaint. If the PD was not involved in Step 1, s/he will meet with you within ten (10) class days of the initial complaint and respond to your complaint in writing within five (5) class days of that meeting.

3. If you are not satisfied with the response from the PD, you should; within three (3) class days of her response, file your written complaint with the Grievance Committee. You should include copies of all written material sent to or received from the PD and your instructor/supervisor. The Grievance Committee will convene a meeting within five (5) class days from the receipt of your complaint to discuss and review. The Grievance Committee may request that you be present during the meeting. The committee will make a recommendation to the appropriate hospital administrator within three (3) class days after their meeting. The Administrator may or may not take the recommendation of the Grievance Committee.

   The Administrator will meet with you within five (5) class days after receiving the recommendation from the Grievance Committee. S/he will render a final decision.
at that time. No other appeals process is available at this point with the exception of program non-compliance.

4. In the event your complaint/grievance is solely related to program non-compliance, you may contact the JRCERT directly by letter, phone or email with your non-compliance complaint within sixty (60) class days of the initial complaint. A non-compliance allegation form is available on their web site at www.jrcert.org. Their address and phone number is:
   JRCERT
   20 North Wacker Drive
   Suite 2850
   Chicago, IL 60606-2901
   (312) 704-5300
   E-mail: mail@jrcert.org

W. National Certification Examination
Upon successful completion of the accredited Radiography Program, the student is eligible to take the national certification examination given by the American Registry of Radiologic Technologists (ARRT). A minimum score of 75 is required to pass the exam. As in any of the health related careers, it is advisable to be credentialed in your profession. Failure to become a Registered Radiologic Technologist will make it very difficult to become employed and may hinder your career opportunities. The examination is available by computer every month through several testing centers located in Birmingham, AL and throughout major cities within Alabama.

1. The ARRT Three (3) times, Three (3) year rule
   Once a graduate becomes eligible for the examination in Radiography, s/he will be allowed three attempts to pass the certification examination. The three attempts must be completed within a three-year period. Either when three unsuccessful attempts have been made or three years have expired, the graduate is no longer considered eligible to take the examination. An individual not passing the examination within the three attempts, three-year limit may only regain eligibility by repeating the professional education requirement described in Section 2.03 of the Rules and Regulations. For further information or clarification, see www.ASRT.org/onlinece.

2. The ARRT Five (5) year rule
   The graduate must make application to sit for the certification examination within five (5) years of graduation. Those that do not apply within this time period will be considered ineligible.

3. Continuing Education Requirements
   Once certified by the ARRT, the technologist must complete twenty-four hours of Category A continuing education credits every two years to maintain their certification in good standing. New graduates must begin accruing these credits beginning with their birth month following successful completion of the examination. The exact biennium for accruing credits begins with the individual’s birth month, immediately after passing the certification exam, and ends on the last day of the previous month prior to the birth month of the second year.
i. Continuing education/professional development for all program faculty and staff is required and documented.

ii. Faculty and staff of the DCH Regional Medical Center School of Radiologic Technology are encouraged to improve their proficiency through participation in continuing education activities. The program budget will reflect available funds for seminar and travel to support program faculty in professional development.

iii. The program director, clinical coordinator, didactic instructor, and clinical instructors are required to accumulate twenty-four (24) evidence of continuing education (CE) credits during each of the biennium’s (every two years), to maintain their American Registry of Radiologic Technologists (ARRT) certification in good standing.

iv. Documentation of attendance and completion of all continuing education activities is maintained on file in the program office and in the department of education.

v. Continuing education through participation in outside activities, e.g., seminars, conferences, meetings, etc., is encouraged and documented.

vi. Program faculty is encouraged to participate in professional development activities, which are related to but not limited to:
   a. Curriculum development
   b. Test and measurement
   c. Adult education
   d. Educational psychology
   e. Audiovisual instruction
   f. Computer science

vii. List of Continuing Education / Professional Development Opportunities
   a. Local and district Radiologic Technology Society meetings
   b. State Radiologic Technologists annual meetings
   c. National annual conference of the American Society of Radiologic Technologists (ASRT)
   d. Association of Educators in Radiologic Sciences annual meeting
   e. Alabama Association of Educators in Radiologic Sciences meetings
   f. Local colleges and universities
   g. In-service continuing education and teleconferences
   h. Tuition reimbursement
X. **Mandatory Educational Student Seminar**

All students are required to attend and participate in the following educational seminar:

Annual meeting of the Alabama Society of Radiologic Technologists (ALSRT) held in the spring of each year. Seniors (2\textsuperscript{nd} year students) are *required to participate in one of the following at this meeting*:

1. Student Bowl Competition
2. Student Scientific Essay Competition
3. Student Scientific Exhibit Competition

If extenuating circumstances are granted for non-attendance, the student must perform clinical education duties during each day of the meeting. In addition, s/he must write a term paper as outlined by the PD and s/he must participate in the Student Scientific Essay/Exhibit Competition even though s/he may be unable to attend the meeting. It is a requirement of the student to meet all deadline requirements for each competition.

Y. **Technical Standards**

The following mental and physical requirements are necessary to perform as a radiology student. A student must possess the following:

- Verbal and written skills sufficient to respond promptly in communications with patients, staff and physicians.
- Sufficient sight to read requisitions and charts, observe conditions of the patient in low levels of light and to evaluate medical images on computer screens.
- Sufficient hearing to interact with and respond to patients as well as to the audible sounds of equipment.
- The ability to stand and walk for 80\% of clinical time.
- The ability to lift, assist and maneuver patients in wheelchairs, carts and imaging tables without injury to patient, self or other health care workers and to respond to medical emergencies.
- Sufficient motor skills to manipulate, lift and reach equipment and to operate small controls on equipment.
- Intellectual and emotional skills to exercise discretion in handling confidential medical information.
- Cognitive ability to perceive and deal appropriately with environmental threats and stresses and continue to function safely and effectively during high stress periods.
- The ability to protect oneself and others from hazards in the health care environment, such as infectious disease, contaminated equipment, sharp instruments, chemical fumes and radiation.

Z. **Policy of Reasonable Accommodation**

It is the policy of DCH to insure that all individuals are provided with equal educational and employment opportunities without regard to disability. A qualified individual with a disability will be afforded the same opportunity based upon the same performance standards and requirements expected of persons who are not disabled.
When an individual with a disability needs accommodation in the educational and clinical setting, DCH will consider under appropriate circumstances whether a reasonable accommodation exists that will enable the individual to perform the necessary essential functions. Determining whether a reasonable accommodation is appropriate is an individualized process; decisions will be made on a case by case basis, depending upon the individual involved and essential functions of the job in question. No specific form of accommodation is guaranteed for all individuals with a disability.

The responsibility for seeking a reasonable accommodation begins with the employee or applicant. If you believe that a disability is preventing equal educational and employment opportunities, it is your responsibility to inform your direct supervisor or Program Director and to request a reasonable accommodation. Upon notification that a disability may exist, DCH may need to contact your physician(s) to obtain medical information and records relevant to determining an appropriate reasonable accommodation. DCH will work with you to determine an appropriate reasonable accommodation, but it cannot identify an accommodation without active participation on your part.

This is an interactive process that requires participation by DCH and the employee or applicant. Although DCH cannot guarantee that it will provide the accommodation that is most desired by the student, DCH will do its part to ensure that individuals with disabilities have an equal opportunity to compete in the workplace with those who are not disabled.

1.10 Program Disciplinary Actions & Student Appeals Procedure

PHILOSOPHY
This program is committed to the practice of ethical standards in education. The policies, procedures, and regulations of the program reflect this commitment and comply with those of the DCH Regional Medical Center System. This program expects an acceptable quality of work and mature behavior from each student and will accept no less. Students are regarded as adults and are expected to conduct themselves in a manner, which meets the accepted standards of health care professionals.

GUIDELINES
The guidelines for appropriate student behavior, academic standards and requirements, and procedures for resolving student problems rest with the sponsoring institution and shall be approved by administration. Requirements of individual courses shall be given to the student at the beginning of each quarter. The Student Appeals Procedure shall be given to each student upon enrollment. The right of the student to due process shall be protected.

DECISIONS RELATED TO NONACADEMIC MATTERS

Misconduct is a behavior which interferes with the educational process or which jeopardizes the welfare of the patient, fellow students, and/or faculty. The following non-academic matters will be subject to disciplinary action as outlined in this document but are not limited to:

- Insubordination to instructors, supervisors, and staff.
- Excessive tardiness or unexcused absences.
- Violation of any specified honor code or code of professional ethics.
- Possession of or being under the influence of alcoholic beverages or illegal drugs while assigned to a clinical education center, attending class or laboratory sessions.
- Participation in activities threatening the safety of others in a clinical site, lab or classroom.
- Illegal possession of dangerous weapons while in a clinical site, lab or classroom.
- Stealing from any individual or DCH Regional Medical Center entity.
- Exhibiting unprofessional behavior by a) falsification of patient records, b) improper practice of the profession, c) willful neglect of a patient, d) improper use of equipment or participation in activities which potentially damage equipment, supplies, and/or private and public property.

**PROGRAM DISCIPLINARY PROCEDURE**

Student misconduct shall be reported to the Program Director, Clinical Coordinator, Didactic Instructor, Clinical Instructor, Clinical Staff, Radiology Department Manager or legal authority. Any person may report student misconduct.

Every effort shall be made to resolve the alleged problem using the prescribed program policies and procedures.

If a student is reported for misconduct and disciplinary action is recommended, the Program Director will give written notification to the student specifying the charges and citing the disciplinary action to be taken. A copy of this notification will be forwarded to the appropriate DCH Regional Medical Center administrative personnel. Decisions made by the program may include but not be limited to the following disciplinary actions:

1. Grade adjustment.
2. Probation.
3. Suspension.
4. Expulsion.
5. Option of voluntary withdrawal by the student.

In cases where personal or public property has been stolen, defaced, disfigured, damaged or destroyed; the disciplinary action may also include an appropriate monetary reimbursement for compensatory damages.

The procedures outlined further in this policy will go into effect only if the student wishes to appeal the decision of the Program Director. It will be the decision of the Program Director whether the student shall remain in the academic portion of the program during the appeals process. This decision will be based on the nature of the misconduct.

**STUDENT APPEALS PROCEDURE FOR NONACADEMIC MATTERS**

The student may request a hearing with the Grievance Committee after receiving notification citing the Program Director's decision. The student must inform the Program Director in writing of the request for a hearing. If the student does not request a hearing within three (3) working days, the action cited by the Program Director will become final. Should the student request a hearing, the Grievance Committee will hold a hearing in which the student may be present and examination of witnesses may take place. After the hearing, the Grievance Committee will formulate its decision regarding the appropriateness of the program's disciplinary action. This decision will be final.
Any grievances, which arise from complaints of the student with respect to academic matters, are covered under this category. It should be noted that assignment of grades is the prerogative of the individual faculty member, and unless assigned arbitrarily or capriciously, are not subject to appeal. The following academic matters will be subject to action as outlined in this document but are **not necessarily limited to**:

- Failure to meet academic standards or requirements of a course or the program.
- Dishonesty in assignments or examinations, or falsification or alteration of official documents such as transcripts or admissions forms.
- Plagiarism.
- Violation of any specified honor code such as tuition due.
- Alleged discrimination in an academic course or program.
- Failure to fully disclose required information and/or documentation during the admissions process.

**PROGRAM DISCIPLINARY PROCEDURE**

The faculty member or Program Director will notify the student of any proposed changes in the student's academic status, or charges made against the student. The student shall be given an opportunity to meet with the instructor or Program Director to discuss the proposed change in academic status or to explain or refute the charges. Every effort shall be made to resolve an alleged problem using the prescribed program policies and procedures. If action is recommended, the Program Director will give written notification to the student specifying the reason(s) for a change in the student's academic status and citing the action to be taken. A copy of this notification shall be forwarded to the appropriate DCH Regional Medical Center administrative personnel. Decisions made by the program may include but not be limited to the following actions:

1. Grade adjustment.
2. Probation.
3. Suspension.
4. Dismissal from the program.
5. Option of voluntary withdrawal by the student.

The procedures outlined further in this policy will go into effect only if the student wishes to appeal the decision of the Program Director. The student may remain in his/her academic program during the appeals procedure unless the safety of patients or other persons is jeopardized.

**STUDENT APPEALS PROCEDURE FOR ACADEMIC MATTERS**

The student may request a hearing after receiving written notification citing program action. The student must request such a hearing in writing to the Program Director. If the student does not request a hearing within three (3) working days, the action cited by the Program Director will become final.

Should the student request a hearing, the Grievance Committee will hold a hearing in which the student may be present. After the hearing, the Grievance Committee will formulate its decision regarding the appropriateness of the program's disciplinary action. This decision will be final. The usual course of action for disciplinary procedures is as follows:
1. Counseling with the Program Director with written documentation.
2. Probation for a length of time determined by the Program Director.
3. Suspension for a length of time determined by the Program Director.
4. Dismissal from the program.

PROGRAM COMPLAINT RESOLUTION

The program recognizes the rights of students and prospective students in assuring timely and appropriate resolution of complaints and other allegations regarding non-compliance with the JRCERT STANDARDS. Copies of the Standards for an Accredited Educational Program in Radiologic Sciences, dated January 1, 2002, and published by the Joint Review Committee on Education in Radiologic Technology (JRCERT) located at 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-2901; are available in Section IV of this handbook and in Meditech. To that end, all such complaints should be made through due process policy through the following channels.

STUDENT ADVISORY COMMITTEE

Each class is expected to form a student advisory committee consisting of one or more members from their representative class. The membership should be voted on by the class to ensure agreed-upon representation. The committee chairperson will direct the meetings and activities of the committee and ensure that all such meetings are recorded. The purpose of the committee will be to provide a means of communication between the Program and the students. Meeting days and hours will be posted at the beginning of each quarter, and all meetings are open to all enrolled students. Any student desiring to bring a matter to the attention of the committee may present his/her concerns in written form during the regular committee session. The committee will determine whether or not the concerns or information relative to the STANDARDS and whether or not the complaint should be presented to Program officials. It should be apparent to all students that this committee is the official body for acting upon the expressed wishes of all students or an individual student enrolled in the program.

PROGRAM ADVISORY COMMITTEE

The Program Advisory Committee consists of members from education, the Program, and administration. Member’s names are published in the Student handbook. The purpose of the committee is to review and make suggestions for improvement in the instructional program. The committee provides a means of communication between students, the community, and the sponsor; which is essential to the success of the Radiography Program.

1.11 Grade Appeal Procedure

The grade appeals procedure is designed to give the student the opportunity to correct an injustice. It should be utilized only when the student contends that the final course grade assigned by the instructor is arbitrary, capricious or an error. It is not to be used to challenge grades on individual assignments. The terms arbitrary or capricious implies that:

- The student has been assigned a grade on the basis of something other than his/her performance in the course, or;
- Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students in the course, or;
- The grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description distributed at the beginning of the course.
The assessment of the quality of the student's academic performance is one of the major responsibilities of faculty members and is solely and properly their responsibility. A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work. A student who is uncertain about whether or not a grade should be appealed or who needs additional information about the grade appeals process can contact the PD.

The burden of proof is always on the student appellant to prove that a change of grade is an appropriate action in his/her case. Students must adhere to the timelines delineated in this policy or the right to appeal may be lost. The PD may, under extreme circumstances, extend timelines at his/her discretion. The Notice of Intent to Formally Appeal a Grade can be found in the Appendix section of this handbook.

1.2 Informal Appeals Process
The student must begin the grade appeals process by contacting the instructor in an attempt to resolve the disagreement in an informal and cooperative atmosphere. This discussion should take place within the first ten class days after the beginning of the following quarter. If the student and instructor cannot, after consultation, reach a satisfactory resolution within the first ten days from the beginning of the following quarter, the student may begin the formal grade appeals process.

1.3 Formal Appeals Process
1. Following the failure to reach resolution through the informal grade appeals process and not later than the 15th class day of the quarter, the student must complete the Notice of Intent to Formally Appeal a Grade form. On the form, the student will be asked to:
   a. verify that s/he has been unsuccessful in reaching a resolution through the informal appeals process;
   b. precisely and specifically state the reasons for the appeal; and
   c. offer suggestions as to what the student would consider a fair resolution of the appeal, with supporting reason(s);
   d. The form should be submitted to the PD. After all signatures are obtained, copies of the form will be distributed to the student and the instructor.

2. The instructor will be asked to submit a written response to the PD and to the student within five class days of the receipt of the appeal. The PD will attempt to resolve the appeal within five additional days through conferencing with the instructor and the student appellant. If not resolved within five class days, the PD will request in writing to the department's Advisory Committee that the Committee consider the appeal.

The Advisory Committee is comprised as listed in the program's published material according to the department's policy. In addition, the PD strongly recommends that the department's Advisory Committee handling the grade appeal include one voting student member listed on the Advisory Committee (s/he must be a junior or senior in the program who is in good academic and disciplinary standing). Including a student on the committee is in keeping with a longstanding DCH Radiography Program commitment to fully involve students in responsible leadership, advisory and governance capacities whenever possible.

A quorum for decisions of the Committee is three-fourths or more of the assigned members. The highest ranking and within rank the most senior faculty member and/or the Administrator of the
Committee shall be the chair. The student handbook outlines the Committee membership selection process.

3. The student appellant and the instructor(s) involved may submit additional brief written summaries of the evidence to the chair of the student grade appeal committee within five class days after the chair notifies the Committee that a formal appeal has been filed. The student has the right to consult with a Radiography Program faculty member of the student’s choice. The faculty member may also attend the grade appeal hearing if one is conducted. Based upon the evidence presented and any additional evidence requested by the Committee, the Committee will meet to decide if there are grounds for a hearing. Minutes of the meeting must be kept and copies of any evidence presented shall become part of the record.

   a. If the student grade appeal committee decides by a majority vote at a meeting at which a quorum is present that there are grounds for a hearing, a formal hearing will be scheduled not sooner than ten and not later than twenty class days after the notice of a hearing is given to the instructor and the student appellant.

   b. If the student grade appeal committee decides by a majority vote at a meeting at which a quorum is present that there are no grounds for a hearing, the appeal goes to step 5 of the process, and, if certified, the grade remains unchanged.

In either case, the student and the instructor shall be notified in writing within two class days of the Committee's decision. Copies of the minutes of the Student Grade Appeal Committee meeting shall accompany the notification of the decision. Should a hearing be necessary, the Committee chair will notify in writing the student appellant and the instructor at least three class days prior to the hearing date. The Student Grade Appeal Committee cannot change a grade without a full hearing as described in the next step.

4. If a hearing is to be held, the Student Grade Appeal Committee will conduct the hearing at which both the student appellant and the involved instructor(s) must be present. The student may also elect to have present; a faculty advisor, who may privately counsel the student but may address the Committee or question witnesses. Neither party may be represented by legal counsel at these proceedings. In the event that either the student or the faculty member is absent at the time of the appeal as a result of illness, resignation or any other reason found valid by the Student Grade Appeal Committee, the Committee may delay the hearing until a more appropriate time. If the Committee determines that the reason is not valid, the Committee may proceed with the hearing and notify the absent party that a full hearing was held in his/her absence. The faculty member and student appellant shall place all available pertinent grade records and student class work for the student bringing the appeal in the hands of the Student Grade Appeal Committee. Access to work of other students in the course must protect the privacy rights of the students either by requiring permission of the students or through having their names withheld. Members of the Committee must be present at the hearing in order to be eligible to vote. Minutes of the hearing must be kept.

The hearing should proceed as:

   a. The chair of the Student Grade Appeal Committee calls the hearing to order. All those present for the hearing introduce themselves and indicate their roles in the hearing. The chair points out that one member of the Committee will be taking notes. The chair reminds all present that all participants are bound by the
Radiography Program Honor Code and asks for the verbal assurance of each that s/he will uphold the honor code. The chair then states the purpose of the hearing and briefly explains the procedure.

b. Any witnesses present are dismissed from the hearing room. They are asked to remain available outside the room, to be called upon as needed.

c. The student appellant makes a statement about the reason(s) for the appeal. This statement should be limited to the reason(s) included on the Intent to Formally Appeal a Grade form.

d. The instructor makes a statement stating his/her position as to why the awarded grade was appropriate.

e. Members of the Committee may direct questions, first to the student appellant and then to the instructor. The instructor has the opportunity to ask questions of the student appellant and the student appellant may ask questions of the instructor.

f. The student appellant may call upon his/her witnesses, one at a time. Witnesses are questioned by the Committee. The instructor may also ask questions of the witnesses if s/he chooses to do so. Each witness is thanked and dismissed.

g. The instructor may call upon his/her witnesses, one at a time. Witnesses are questioned by the Committee. The student appellant may also ask questions of the witnesses if s/he chooses to do so. Each witness is thanked and dismissed.

h. The instructor is given the opportunity to make a brief final statement that summarizes his/her position that the original grade was appropriate.

i. The student appellant is given the opportunity to make a brief final statement that summarizes his/her position that a change of grade is warranted.

j. The student appellant and the instructor are informed that they will be notified in writing within five days of the Committee's decision. They are also informed that the Committee's decision is final and may not be appealed. The chair asks everyone to leave the hearing room except the members of the Grade Appeal Committee.

k. The Committee deliberates and reaches a decision. The chair dismisses the hearing. One of three outcomes may result from the hearing:

i. If two-thirds or more of the members of the Grade Appeal Committee present vote in favor of a grade change, the grade shall be changed as indicated above.

ii. If less than two-thirds of the members of the Grade Appeal Committee present vote in favor of a grade change, no grade change shall be mandated.
iii. In the event the faculty member concerned refuses to participate in the appeals procedure (e.g., does not submit a written response to the appeal or refuses to provide available materials essential for the appeals procedure), the Grade Appeal Committee may, by a simple majority vote of those present and voting (excluding abstentions), initiate a grade change. This decision shall have the same effect as a vote of more than two-thirds (i.e., the decision is binding).

The Chair of the Committee shall inform the student appellant of its decision by written memorandum, with copies to the instructor, and the program officials. The written memorandum shall be transmitted within five class days of the hearing and shall include a description of the process followed from informal appeals through the hearing decision, copies of all material presented and a copy of the minutes of the hearing.

As is usual in academic debate, the individual proposing the change has the opportunity to speak first and last. Since the student appellant maintains the burden of proof to demonstrate that a change of grade is justified, s/he will give the initial opening statement and the final closing statement.

5. The Committee may select to have an outside administrator to review the process, all related materials, and hearing minutes within five class days of the receipt of all materials. If that option is utilized then the following occurs:

   a. If that administrator certifies that the procedures were followed, the grade appeal is completed. If indicated by the Grade Appeal Committee in its findings, grade changes are initiated as indicated above.

   b. If that administrator finds substantive errors in the process that they believe could have reasonably altered the decision reached, reconsideration by a separate Grade Appeal Committee in another department shall be initiated by that administrator. The reconsideration shall begin at step 4 of this process.

6. Changes of grade shall be initiated as follows:

   a. If the Grade Appeal Committee rules in favor of a grade change, the PD shall request that the faculty member contact the administrative office to change the grade within five class days after the PD’s certification of the process.

   b. If two-thirds or more of the Committee voted for a grade change (or a simple majority if the faculty member refused to participate in the procedure) and the faculty member does not initiate a grade change within five class days of the request by the PD, then the PD shall forward the Committee’s decision to the administrative office, who shall then change the grade.

7. Decisions reached through this process are final and may not be appealed.
1.14 Personal Radiation Monitoring Devices

I. General Policy
Each student is responsible for wearing their radiation-monitoring device in the clinical area and during laboratory classes. No student will be allowed in the clinic area or the laboratory without a properly worn and dated monitoring device. It is the student’s responsibility to ensure that their film badge is properly maintained.

II. Exchange Policy
Students are responsible for turning in their monitoring badge by the 10th day of each month so it can be interpreted for exposure. Personal monitors will be turned in to the front desk and exchanged for the next month’s badge by the 10th of the month.

III. Violation of the Policy
Students who do not return their monitor badge by the 10th day of each month will receive a 10-point deduction in their final clinical quarter grade. Habitual tardiness with this policy can result in dismissal from the program.

1.15 Radiation Protection Practices

1. Students are required to practice proper radiation safety. At no time may a student participate in a procedure utilizing unsafe radiation protection practices.

2. Students should avoid holding a patient while exposures are being made and will never do this without proper radiation protection attire (leaded apron/gloves/thyroid shield).

3. Students will ALWAYS wear personal radiation monitors, i.e. film badge (TLDs) in the clinical education center and in all laboratory classes.

4. Students will ALWAYS wear one radiation monitor at the neck (collar) and a second monitor at the waist under the lead apron when applicable. Declared pregnant female students will also wear a second monitor at the waist level. (See pregnancy policy, Section III).

5. The collar monitor is worn outside the lead apron; the waist badge (fetal monitor) is worn under the lead apron.

6. Students will ALWAYS remove personal radiation monitors from the radiographic room. Leaving these in the exposure room will result in improper exposure readings on the badge.

7. Students WILL NOT remain in the radiographic room while an exposure is being made without proper protective attire and radiation monitoring device.

8. Students will ALWAYS remove personal radiation monitors whenever having diagnostic medical or dental radiographs performed.

9. Students will ALWAYS wear lead aprons and maintain a proper distance when performing mobile radiographic procedures.

10. Students will ALWAYS stand behind the fixed lead barrier when making a radiographic exposure.
11. Students will **ALWAYS** maximize the use of collimation.

12. Students will **ALWAYS** close the door of the room when making a radiographic exposure.

13. All personal radiation-monitoring badges will be returned to the badge control area at the end of each month. At no time are monitoring badges to be taken from the primary site (RMC) unless assigned to a clinical site off campus.

14. Radiation protection of the patient is the responsibility of the student and the supervising technologist.

For the complete Radiation Safety Policy and anything pertaining to overexposure, refer to the Radiation Safety Policy located in *P/P Radiology - Regional; Section VIII; pages 3 - 16.*

### 1.16 DCH RADIOGRAPHY PROGRAM CURRICULUM

The program reserves the right to change attendance hours (clinic or class) for the benefit of the student’s education.

**Class Schedule**
- Monday & Wednesday for seniors (2nd year)
- Tuesday & Thursday for juniors (1st year)

**Clinic Schedule**
- Monday & Wednesday – all day
- Friday rotation
- Weekend and evening rotations as outlined in Clinical Educational Plan
- Tuesday & Thursday – all day
- Friday rotation

Senior and Junior students will be assigned a class and clinic schedule from the above outline as deemed necessary to the benefit of the student’s education.

**First Quarter**
- RAD 100 Fundamentals of Radiologic Sciences and Healthcare
- RAD 101 Patient Care & Medical Ethics
- RAD 102 Medical Terminology & Introduction to Computers
- RAD 105 Human Anatomy & Physiology I
- RAD 110 Radiographic Procedures
- CLN 100 Clinical Education I

**Second Quarter**
- RAD 205 Human Anatomy & Physiology II
- RAD 206 Radiation Protection and Radiobiology
- RAD 207 Radiologic Physics
- RAD 210 Radiographic Procedures II
- CLN 200 Clinical Education II
Third Quarter
RAD 305  Human Anatomy & Physiology III
RAD 307  Radiographic Imaging I
RAD 310  Radiographic Procedures III
CLN 300  Clinical Education III

Fourth Quarter
RAD 405  Human Anatomy & Physiology IV
RAD 407  Radiographic Imaging II
RAD 410  Radiographic Procedures IV
CLN 400  Clinical Education IV

Fifth Quarter
RAD 505  Human Anatomy & Physiology V
RAD 507  Special Imaging Systems & Equipment
RAD 510  Radiographic Procedures V
CLN 500  Clinical Education V

Sixth Quarter
RAD 601  Radiographic Pathology
RAD 605  Cross-Sectional Anatomy
RAD 607  Radiographic Quality Assurance & Quality Control
RAD 610  Radiographic Procedures VI
CLN 600  Clinical Education VI

Seventh Quarter
RAD 700  Radiography Seminar I
CLN 700  Clinical Education VII

Eight Quarter
RAD 800  Radiography Seminar II
CLN 800  Clinical Education VIII

Revised:  August 2005
          September 2008
          September 2009
          August 2011

Reviewed:  May 2010
1.17 Course Descriptions

First Year

**RAD 100 – Fundamentals of Radiologic Science & Healthcare**
This course provides an orientation to the Radiography Program and the profession of Radiologic Technology. Initial emphasis is on the student’s role as a radiographer in the healthcare delivery system to include student responsibilities, historical development in Radiology, professional organizations, basic radiation protection, key departments and program personnel. Includes a study of anatomical nomenclature related to body planes and directional terms. Cultural diversity as it relates to patient care is introduced. Concepts, practices and issues related to death and dying are discussed.
2 clock hours / week

**RAD 101 – Patient Care & Medical Ethics**
An introduction in assessing and performing patient care to include pediatric and geriatric patients in a Radiology department. Establish techniques that promote professional relations and standards of conduct while working with pediatric and geriatric patients and other medical personnel. Concepts and practices in routine and emergent patient care procedures, proper body mechanics, and pharmacology and drug administration. Instruction in cardiopulmonary resuscitation, oxygen administration and venipuncture is provided.
4 clock hours / week

**RAD 102 – Medical Terminology & Introduction to Computers**
An introduction to common medical terms utilizing a systematic approach identifying prefixes, suffixes, roots, abbreviations, word construction, dissection and definitions as it relates to medical terminology organization. Specific emphasis is directed toward radiographic procedures, terminology, orders, examination requests, and diagnostic imaging reports. Also, basic computer components, terminology, software and hardware, processing methods and their use in Radiology are emphasized.
3 clock hours / week

**RAD 105 – Human Anatomy & Physiology I**
This course provides a focused study of basic atomic structure, molecules, cells, tissues, organs and physiologic systems within the human body. The structure and function of the integumentary system, skeletal tissues as well as abdomen and thorax to include pharynx and larynx are covered. The structure and functions of the respiratory system are also covered.
3 clock hours / week

**RAD 110 – Radiographic Procedures I**
This course will introduce radiographic procedures consisting of positioning, associated terminology, projections, views, motion control, accessory equipment and patient considerations. An introduction to radiographic image analysis, technique applications and evaluation and critique is applied in classroom and laboratory environments. Supervised laboratory in image production, procedures and radiographic anatomy identification of the visceral thorax to include pharynx, larynx and abdomen is required. Course will also discuss age-specific competence. Age-related competencies will be included for all age groups. Includes discussion of trauma and mobile imaging.
4 clock hours / week

**CLN 100 – Clinical Education I**
This clinical course introduces the operation of the medical imaging department and equipment. Scheduled clinical education rotations begin and the shifting of rotations may begin this quarter. Supervision, instruction, clinical practice, and procedural competency testing is performed as outlined in Section II, clinical education handbook.
220 clock hours / week
**RAD 205 – Human Anatomy & Physiology II**
This course provides a detailed study of the osteology and arthrology of the upper extremity, shoulder girdle and lower extremity.

*3 clock hours / week*

**RAD 206 – Radiation Protection & Radiobiology**
A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring, types of radiation, and methods for protecting personnel and patients from excessive exposure. Principles of the interactions of ionizing radiation with living systems with respect to molecules, organisms, systems, and influences affecting acute and long-term biological responses are described.

*4 clock hours / week*

**RAD 207 – Radiologic Physics**
Concepts of Radiologic science, Radiologic quantities and units, fundamentals of physics, basic atomic structure, electromagnetic radiation, electricity and magnetism, electromagnetism, the x-ray imaging system and the x-ray tube are described. Includes supervised laboratory assignments.

*4 clock hours / week*

**RAD 210 – Radiographic Procedures II**
This course provides instruction in Radiologic procedures, radiographic positioning and image analysis of the upper extremity, shoulder girdle, lower extremities and long bone measurements. Supervised laboratory and evaluation in image production, procedures, and radiographic anatomy identification is required. Procedural competency testing as outlined in Section II, clinical education handbook. Course will also discuss age-specific competence. Age-related competencies will be included for all age groups. Includes discussion of trauma and mobile imaging.

*4 clock hours / week*

**CLN 200 – Clinical Education II**
This clinical education course provided assignments to all radiographic areas within the Imaging department. Rotations will include diagnostic radiology, digital equipment, IVP room, Fluoroscopy, mobile procedures, surgery, outpatient imaging facilities, and the emergency department. Procedural competency testing as outlined in Section II, clinical education handbook.

*20 clock hours / week*

**RAD 305 – Human Anatomy & Physiology III**
This course provides a detailed study of osteology and arthrology of the vertebral column, pelvic girdle, the five vertebral regions and bony thorax. The course also provides study of the structure and functions of the brain and spinal cord of the CNS as well as the muscular system and peripheral system.

*3 clock hours / week*

**RAD 307 – Radiographic Imaging I**
X-ray production, x-ray emission, x-ray interactions with matter, image receptors, processing the latent image and intensifying screens are described.

*4 clock hours / week*
**RAD 310 – Radiographic Procedures III**
This course provides instruction in Radiologic procedures, radiographic positioning, image critique, and analysis of the five segments of the vertebral column, the bony thorax and pelvic girdle. Also includes long bone measurement. Supervised laboratory and evaluation in image production, procedures, and radiographic anatomy identification is required. Procedural competency testing is performed as outlined in Section II, clinical education handbook. Course will also discuss age-specific competence. Age-related competencies will be included for all age groups. Includes discussion of trauma and mobile imaging.
4 clock hours / week

**CLN 300 – Clinical Education III**
This clinical education course includes rotation assignments through all radiographic imaging areas to include mobile procedures and surgery. Competency testing continues as outlined in Section II, clinical education handbook.
20 clock hours / week

**RAD 405 – Human Anatomy & Physiology IV**
This course provides a thorough study of the osteology and arthrology of the skull, facial bones, orbits, paranasal sinuses, mandible, mastoids and temporal bones. Course also provides study of the structure and functions of the cranial nerves, special senses, as well as the endocrine system.
3 clock hours / week

**RAD 407 – Radiographic Imaging II**
Beam restricting devices, grids, filtration, radiographic quality, radiographic exposure, radiographic technique and automatic exposure control are described. Includes laboratory assignments and introduction to digital imaging.
4 clock hours / week

**RAD 410 – Radiographic Procedures IV**
This course provides instruction in Radiologic procedures, radiographic positioning, image critique, and analysis of the skull, facial bones, orbits, paranasal sinuses, mastoids and temporal bones. Supervised laboratory and evaluation in image production, procedures, and radiographic anatomy identification is required. Continuation of procedural competency, testing and performance as outlined in Section II, Clinical education handbook. Course will also discuss age-specific competence. Age-related competencies will be included for all age groups. Includes discussion of trauma and mobile imaging.
4 clock hours / week

**CLN 400 – Clinical Education IV**
This clinical education course includes rotation assignments through all radiographic imaging areas to include mobile procedures and surgery. Shift rotations may continue. Continuation of procedural competency, testing and performance as outlined in Section II, Clinical education handbook.
220 clock hours / week

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**Second Year**

**RAD 505 – Human Anatomy & Physiology V**
This course provides a thorough study of the osteology and arthrology and the structure and functions of the digestive, biliary, urinary, and reproductive systems and the salivary glands. Continuation of procedural competency testing as performed as outlined in Section II, Clinical education handbook.
3 clock hours / week
**RAD 507 – Special Imaging Systems & Equipment**
Electrical hazards and protection, special imaging systems and equipment to include surgery, fluoroscopy, trauma, conventional tomography, computed tomography, mobile and mammographic equipment and digital imaging. Methods of subtraction, duplication, and magnification radiography are described.
4 clock hours / week

**RAD 510 – Radiographic Procedures V**
This course provides instruction in radiographic procedures, radiographic positioning, image critique, and analysis of the salivary glands; digestive, biliary, urinary, and reproductive systems. Includes discussion of surgical imaging procedures. Procedural and patient considerations are discussed. Supervised laboratory and evaluation in image production, procedures, and radiographic anatomy identification is required. Continuation of procedural competency, testing and performance as outlined in Section II, Clinical Education handbook. Course will also discuss age-specific competence. Age-related competencies will be included for all age groups. Includes discussion of trauma and mobile imaging.
4 clock hours / week

**CLN 500 – Clinical Education V**
This clinical education course includes rotation assignments through all radiographic imaging area to include mobile procedures and surgery. Shift rotations may continue. Continuation of procedural competency, testing and performance as outlined in Section II, Clinical Education handbook. Recomp in all categories can begin.
220 clock hours / week

**RAD 601 – Radiographic Pathology**
The study of common human diseases; their causes, treatment and radiographic appearance. Includes a discussion of diseases demonstrated with various imaging systems. Independent study and research is required.
4 clock hours / week

**RAD 605 – Cross-Sectional Anatomy**
This course provides a study of human anatomy imaged in various sectional planes. Students will compare planar anatomy to sectional anatomy. Students will identify and recognize anatomical structures as seen in computed tomography (CT) and magnetic resonance imaging (MRI) with routine radiography correlation.
3 clock hours / week

**RAD 607 – Radiographic Quality Assurance & Quality Control**
Radiographic Quality Assurance (QA) and Quality Control (QC) procedures are introduced. Includes a discussion on quality management concepts. Imaging artifacts are described. Supervised laboratory sessions on QA & QC processes are required.
4 clock hours / week

**RAD 610 – Radiographic Procedures VI**
Introduction to special contrast procedures of the nervous system performed in the Radiology department. These contrast procedures include arthrography, tomography, lumbar puncture, venograms, myelography, and angiography. Procedural and patient considerations are discussed. Supervised laboratory and evaluation in image production, procedures and radiographic anatomy identification is required. Course will also discuss age-specific competence. Age-related competencies will be included for all age groups.
3 clock hours / week
**CLN 600 – Clinical Education VI**
This clinical education course includes rotation assignments through all radiographic imaging areas to include mobile procedures and surgery. Assignments to other modalities, particularly CT may begin this quarter depending upon academic and clinical progression. Shift rotations may continue and students will complete a shift assignment in the Angiography lab. Competency testing in all categories continues.

20 clock hours / week

**RAD 700 – Radiography Seminar I**
Comprehensive and intense review of all material covered in the previous six quarters in preparation for the American Registry of Radiologic Technologists (ARRT) certification examination. Independent / group study, research, and testing are required. A grade is assigned for each of the ten examinations and courses. Students must successfully pass a simulated registry examination to be eligible for graduation.

16 clock hours / week

**CLN 700 – Clinical Education VII**
This clinical education course includes rotation assignments through all radiographic imaging areas to include mobile procedures, surgery and specialty areas. Shift rotations will continue and assignments to other modalities will continue. Recomps in all categories continues.

20 clock hours / week

**RAD 800 – Radiography Seminar II**
Final comprehensive and targeted reviews of all material covered in the previous seven quarters in preparation for the American Registry of Radiologic Technologists (ARRT) certification examination. Independent / group study, research, and testing are required. A grade is assigned for each of the eight examinations and courses. Students must successfully pass a simulated registry examination to be eligible for graduation.

16 clock hours / week

**CLN 800 - Clinical Education VIII**
This clinical education course includes rotation assignments through all radiographic imaging areas to include mobile procedures and surgery. Elective clinical rotations are available this quarter depending upon academic and clinical progression. These areas include routine radiography, surgery, emergency department, angiography, CT, MRI, Cardiac Catheterization Lab and Nuclear Medicine.

200 clock hours / week

Clock hours

| First Year | 1529 |
| Second Year | 1541 |
| Total Clock Hours | 3070 |

**Note:** Clock hours are calculated based on approximately 12-week quarters. Exception: the eighth quarter is based on approximately 10 weeks.

The program reserves the right to make changes to the curriculum without notice.
**1.18 Student Academic Achievement Program**

**Introduction**
The faculty and staff of the program encourage all students to achieve the highest academic standards possible. We are committed to motivating all enrolled students to attain the highest grade point average (GPA) possible by challenging you with educationally sound programs.

You should understand early in your career that success comes from dedicated study, hard work and self-discipline. We believe that competition among each other will help you attain your goals and become a valued member of the health care team. The academic achievement program provides an avenue for you to do your best through rewards for personal achievement.

**Purpose**
The purpose of the academic achievement program is to:

1. Provide an avenue for students to do their best through rewards for personal achievement.
2. Recognize those students who demonstrate consistently high academic standards.
3. Honor students, faculty, and communities of interest for their contributions and achievements related to the program.

**Awards Available**

I. **Academic Achievement Award**
The Academic Achievement award is presented each year to the student in the graduating class who has maintained the highest grade point average. The recipient of this award will receive a personal plaque and their name will be inscribed on a permanent plaque displayed in the school.

II. **Mallinckrodt Inc. Excellence Award**
This award recognizes exceptional performance by a radiologic technology student for the entire two-year period of enrollment. The award is given to the graduating student who has maintained academic excellence, outstanding clinical performance and a professional rapport as defined by fellow radiologic technologists. The award is sponsored by Mallinckrodt Medical, Inc., a national leader in radiology pharmaceuticals. The recipient will receive a personal plaque from Mallinckrodt Inc. and their name will be inscribed on a permanent plaque displayed in the school.

III. **Outstanding Clinical Achievement Award**
This award is presented each year to the student in the graduating class who has demonstrated the best clinical skills as voted on by the clinical education faculty and staff. The recipient will receive a personal plaque in honor of this award and their name will be inscribed on a permanent plaque displayed in the school.

IV. **JRCERT Excellence Award**
The purpose of this award is to recognize a student graduating from a JRCERT accredited program with the most personal achievement in excellence in the radiological sciences. The criterion for the award and the selection of the recipient is the prerogative of
program officials and faculty. The recipient will receive a personal plaque from JRCERT and their name will be inscribed on a permanent plaque displayed in the school.

V. Bracco Excellence Award
This award is sponsored by Bracco Imaging, one of the world leading companies in the Imaging agent business. The purpose of this award is to recognize a student graduating from a JRCERT accredited program with the most personal achievement in excellence in the radiological sciences. The criterion for the award and the selection of the recipient is the prerogative of the program officials and faculty. The recipient will receive a personal plaque from Bracco Imaging.

1.19 State Level Academic Achievement Awards
The following awards are presented each year to the winning student of the state-level student competition.

VI. Student Essay Competition
Students are encouraged to write an essay related to the profession and submit it for competition at the annual meeting of the Alabama Society of Radiologic Technologists (ALSRT) held each spring. Awards are presented for the top four essays. Contact a faculty member for essay competition guidelines.

VII. Student Exhibit Competition
Students are encouraged to design and construct a scientific exhibit related to medical imaging for display at the ALSRT annual meeting. Awards are presented for the top four exhibits. Contact a faculty member for exhibit competition guidelines.

VIII. Student Bowl Competition
Students are encouraged to volunteer to practice and participate in the annual student bowl competition held each year at the ALSRT annual meeting. This is one of the most exciting and rewarding competitions available to students. The bowl team will consist of three students and one alternate. You will compete against other teams from other radiography programs. The Student Bowl Team trophy is awarded to the school’s PD to be displayed at their school for the entire year. Contact a faculty member for specific student bowl guidelines.

1.20 Policies

A. Advanced Placement/Transfer Credit Policy
DCH School of Radiologic Technology does not offer an Advanced Placement classification for students applying to the program. The components of the didactic and clinical education are very structured and coordinated; therefore, advanced placement would be detrimental to the goals and objectives of the program.

The acceptance of a student transferring from another radiography program is based on whether or not the candidate meets the standards set forth by the school, if the class enrollment is not at maximum capacity and if the time of entrance coincides with first year class starting date. The program will accept transfer credits from colleges, universities and other accredited radiography programs. Students requesting transfer credit must do so upon application to the program. The Program Director along with the Advisory Committee will assess the student’s transcripts and
make a final determination of what credits will transfer. Students who are not required to take specific courses due to credit transfer will remain in clinic until their next scheduled class.

The student must meet the following standards:

1. Prior attendance at a program accredited by the JRCERT.
2. The combined length of both previous and present programs, including all transferred credit, must equal no less than 24 months.
3. An agreement between the student and the PD will be developed which specifies the credit and previous achievement of the transfer student, courses, including clinical education, which remain to be taken by the transfer student, the date the student is to begin the program and the anticipated date of graduation if the student’s performance is satisfactory.
4. All transcripts may be forwarded from previous programs only on the expressed written request of the student. The transcripts are accepted as official when received directly from the previous program.
5. The student requesting transfer must not have any prior disciplinary actions including but not limited to dismissals, suspensions and probation for any reason.
6. The student will be required to demonstrate competency in all required competencies, even if they have proof of competency from the program they previously attended.

B. Attendance Policy

The attendance policy is effective for both academic classes and clinical rotations. Students are expected to attend all classes for which they are enrolled. Each student should recognize at the beginning of their career that a mature acceptance of their academic/clinical responsibilities is a requisite for success in the program. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. Instructors reserve the right to reduce the final academic grade assigned for excessive absences. An excessive absence is defined as any time missed beyond that which is allotted by the attendance policy.

Laboratory sessions, hospital and clinical experiences, and outpatient imaging experiences are considered as clinical education. It is expected that the student will assume responsibility for punctual and regular attendance to all class, laboratory and clinical assignments. If it becomes impossible for the student to meet assignment obligations, it is the student’s responsibility to notify the proper school official prior to the beginning of the assignment. If you are unable to attend class, lab or clinic, you must call in as soon as possible (before 7:30 a.m.). You must speak to the Program Director, Classroom Instructor, or Clinical Coordinator directly if at all possible. If not, the student must leave a message with a number where you can be reached. The student is responsible for calling both the clinical site and program officials.

Program disciplinary action will be taken whenever a student fails to comply with the following:

- Lateness is unprofessional and irresponsible.
- Reporting to the assigned area of the clinical site/class sessions after assigned time is considered tardy.
- Tardy is up to one hour late.
- Any time over one hour is considered an absence.
The amount of time tardy is added to the assigned departure time for that day. Failure to stay for the time tardy results in one absence. (Example: if the assigned time is 7 a.m. - 3 p.m.; student arrives at 7:45 a.m., then the departure time is 3:45 p.m.)

Students are permitted to take two (2) days per academic quarter for personal time off.

The student is responsible for all tests and lesson material missed while out sick or on leave. Missed tests will be made up at the discretion of the instructor or PD.

Three tardies constitutes one absence and must be made up if it occurs during clinic time.

Students are required to do make-up time during the quarter break as scheduled by the Clinical Coordinator. Make-up time can only be made up during break week.

Student will not be able to return from quarter break until all time has been made up. **No exceptions.**

Weekend shift assignment call-in's will be made up on the next weekend. Evening shift 3 - 9 / 3 - 11 assignment call-in's must be rescheduled.

Students becoming ill while in attendance at the clinical site will not be permitted to remain at the clinical site.

Leaving the clinical site prior to completing assigned hours will result in an 8-hour absence.

Failure to contact program officials and clinical site for call-in will result in a 16-hour absence.

After two failures to clock in or clock out is considered an absence.

Three violations of not properly documenting time in a quarter will result in a one-day suspension.

C. **Dress Code Policy**

**Radiology School Specific Dress and Personal Appearance policy**

**Effective October 1, 2010**

Radiology Program students are to remember that you are training to be professionals. The first impression that the public has of you, DCH and this department is projected by your appearance.

A. **Unisex policies**

1. The ID badge is to be worn at all times as part of the uniform. ID badges are to be worn in the upper chest area and should be worn horizontally, only in a DCH provided badge holder with the picture and name displayed prominently.
2. The color for the radiology students will be solid Royal Blue or Royal Blue with black trim.
3. Scrub jackets in white, black, gray or matching color to scrub set may be worn. Fleece scrub jackets as well as the CT fleece jackets have been approved.
4. No hooded jackets and no jackets that are too form fitting are allowed.
5. Undergarments should be worn but not visible through street clothes or uniforms.
6. DCH issued hospital scrubs may only be worn in approved emergency situations. These are scrubs that were not purchased at or through an authorized scrub dealer.
7. No t-shirts are allowed to be worn alone on any day of the week or the weekend. They can be worn under a scrub top or closed scrub jacket only.
8. Those technologists entering a surgery suite or Angio procedure room must wear a long sleeve shirt and it must be covered with a scrub top or lab/scrub coat. Surgical caps must be worn at all times. No exceptions!
9. Hair of abnormal coloration is not allowed.
10. Aftershaves, cologne, perfume, scented lotions and scented make-up are not allowed to be used or worn. However, it is not our intent to discourage the use of deodorant, hair care or other personal hygiene products.
11. Ornamental jewelry, such as bracelets, dangling earrings and large rings, should not be worn. Small necklaces of short length may be worn under the uniform. Pierced earrings, if worn, should be studs, or rings no larger than one-half inch in diameter and must be limited to two earrings per ear. Jewelry should not be an interference or distraction to the work being performed. Jewelry will not be allowed in the eyebrow, nose, tongue or visible piercing other than the ear. Tattoos if present must be covered and non-visible.

B. Females

1. Scrub tops should be long enough to cover the torso area when arms are raised.
2. No sweatshirts, sweaters, hooded tops or coats are allowed.
3. Cotton or knit tops worn under scrub tops or jackets may be black or coordinated to scrub or trim color.
4. Acrylic and/or artificial nails, regardless of type or application, are not allowed in direct patient care areas.

C. Pregnant students

1. While pregnant, scrubs are preferred, however, knit or cotton tops will be permitted, provided that they are long enough to fully cover the torso.
2. Tops may not be low cut, excessively revealing or too form fitting.
3. Colors must be compatible with established guidelines.

D. Prints

1. Printed scrub tops or jackets are not to be worn.
2. Holiday scrubs may be worn during the holiday month only. They have to be color coordinated with the uniform and they cannot have any characters.

E. Males

1. Scrub tops should be long enough to cover the torso area when arms are raised.
2. No sweatshirts, hooded tops or coats are allowed.
3. Cotton or knit tops worn under scrub tops or jackets may be black or coordinated to scrub or trim color.

F. Footwear

Conforming to infection control standards reflects on the intent that hospital work shoes should not be worn for other outside activities.
1. Shoes must conform to safety and infection control standards by providing safe footing, offering protection against hazards, as well as being quiet for the comfort of the patients.
2. Socks and hosiery color should be appropriate to the color of the uniform being worn.
3. Solid color, leather shoes are the only shoes that are approved for the students.

G. Violations

1. Violations of the dress and personal appearance policy will be as follows:
   a. 1st offense = Sent home to change, time to be made up
   b. 2nd offense = POD and sent home to change, time to be made up.
   c. 3rd & consecutive offenses = PAR and sent home to change, time to be made up.

2. Violations of the jewelry, nails or cologne policy will be as follows:
   a. 1st offense = POD and wash off, if applicable.
   b. 2nd offense = PAR and sent home, time to be made up.
   c. 3rd & consecutive offenses = PAR and sent home, time to be made up.

D. Student Records Policy

Public Law 93-380: Protection of Rights and Privacy of Parents and Students

I. General Policy
   No information from records, files, or electronic data directly related to a student, other than public information, will be disclosed to individuals, or agencies outside the school without the written consent of the student, except pursuant to a lawful subpoena or court order, or except in the case of educational or government officials as provided by law. Information contained in such records may be shared within the school.

   Students will have access to all such information with the exceptions set forth below in accordance with the procedure outlined within this policy statement.

II. Definition of Student
   For the purposes of this policy, a student is defined as, any individual currently or previously enrolled in any course(s) offered by the DCH Regional Medical Center School of Radiologic Technology.
III. Definition of Educational Records
Student educational records are defined as those records, files, documents, electronic data, and other materials that might contain information directly related to a student and are secured by the program or by a person acting on behalf of the school.

IV. Records Security
All student records are secured in locking filing cabinets located in the school offices. The school has designated the following individuals as being responsible for student records within their respective areas:

1. Program Director (PD) – has the overall responsibility of ensuring that each student entering the program has an established academic, laboratory and clinical record. The records must be current and secured by all provisions as set forth in this policy and governed by Public Law 93-380.

2. Clinical Coordinator (CC) – responsible for establishing, securing, and maintaining student clinical records in accordance with this policy and the Privacy Act of 1974.

3. Didactic Instructor – responsible for assisting in establishing, securing and maintaining student records with information provided by students and faculty in accordance with the Privacy Act of 1974.

V. Disclosure of Student Records to the Student
The student has the right to inspect, in the presence of the appropriate record official, his or her records, files and electronic data primarily and directly related to the student. In order to inspect one’s record, the student must first report to the office where the records are kept and initiate a written request. The right of inspection does not include financial statements of parents or confidential recommendations placed in the record prior to January 1, 1975. Students may also make verbal requests to inspect their academic records for any worthwhile reason.

VI. Providing Records to Third Parties
The general policy is to refuse access to student records to third parties without the written consent of the individual student. Should a student wish to have such records released, a written request must be directed to the proper records official specifying the records to be released, the person to whom the records are to be released to, and a request for copies to the student, if desired. The programs will then transfer or grant access to the information. The established service fee for producing photocopies of the records will be assessed against the person whose record is involved.

VII. Academic Student Record Privacy Release and Authorization Form
Student records are maintained and protected in accordance with the Family Education Rights and Privacy Act (Buckley Amendment). A signed copy of this form is maintained in each individual student’s file.
VIII. Changes in the Policy
This policy statement is subject to change by any additional federal regulations or court
decision that may modify and/or negate any portion of these regulations. This statement
of policy will be published in the appropriate school publications and/or bulletins.

E. Weather Policy
Should a student not be able to get to class or clinicals during times of severe weather, (declared
as such by the National Weather Service) s/he can take an absent weather day. There is no
penalty to this, but the day has to be made up by the end of the quarter. The student can
schedule the eight-hour shift on 3 – 11 or on a weekend 7 – 3 or 3 – 11 shift. Any make-up time
has to have prior approval of the PD or Clinical Coordinator.

If there is no declaration of severe weather by the NWS, the school will operate under the regular
attendance policy.

1.21 Additional Information

1. Organizational Chart - Appendix section
2. Academic Calendar - available on-line at www.dchsystem.com
3. Student services:
   a. Library
   b. Student health services
   c. Financial Assistance
      i. DCH is not a Title IV funded school, it is privately owned. See
         www.dchsystem.com for all scholarship opportunities.
4. Assessment Plan for identifying benchmarks and measurement of outcomes in relation to the
   program's mission statement and goals.
5. Radiation Safety Policy can be found in the Radiology P/P Manual located in Meditech, Section 8.
   Overexposure records are kept in the Department Manager's office.
6. Drug and Alcohol Policy for the DCH Health System can be located in the Employee Handbook,
   Section 7.
7. Corporate Compliance issues can be located in the Employee Handbook, Section 8.