

AULTMAN HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY

# STUDENT HANDBOOK AND CATALOG

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2009-2011

Rev. March 2010

## Welcome from the Program Director

The Aultman School of Radiologic Technology offers a professional program structured to introduce students to the field of radiology. As a student in the program, you will experience a curriculum that provides the opportunity for growth and development of your abilities and skills. You will find that this educational experience will prepare you to function as an important member of the healthcare team with optimum preparation for a rewarding career in radiography. Whether you're seeking your first career, or returning to school, radiography is a choice that can provide opportunities to combine compassion with technological skills.

As a radiographer, you will use radiographic and fluoroscopic equipment to create images that will assist the radiologist in diagnosing and treating disease. Rotations through the varied modalities within radiology will give you a more in-depth look at your individual strengths and interests. As a graduate of a radiologic technology program, you will have the opportunity to take the national American Registry of Radiologic Technologists (ARRT) exam. Once registered and licensed, you will be able to work in hospitals, clinics, or physician offices as a radiologic technologist RT(R). You will also have the opportunity to further your health care career as an advanced radiographer, performing magnetic resonance imaging (MRI), computed tomography (CT scan), mammography, cardiovascular-interventional technology (CIT), sonography, angiography, nuclear medicine, or radiation therapy.

Welcome to Aultman Hospital School of Radiologic Technology. Our program is challenging, and the rewards for success are great. You have chosen well.

*Robin Williams, MBA, RT (R)*  
*Program Director*  
*School of Radiologic Technology*

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## 1.1 PROGRAM ADMINISTRATION

- Sherri Cole, MBA, RT (R)(M), ARRT (330) 363-4381 scole@aultman.org  
Director of Allied Health
- Robin Williams, MBA, RT (R), ARRT (330) 363-5320 rwilliams@aultman.org  
Program Director

## 1.2 – PROGRAM FACULTY

Mrs. Barbara Griffin, RT(R) Clinical Instructor- Aultman Hospital	Mrs. JoAnn Weinland, MSN, RN, CNS Adjunct Faculty
Mrs. Bonnie Link, B.A., RT(R) Clinical Instructor- Aultman Hospital	Mrs. Becky Mercier, RT(R), (M) Clinical Instructor- Aultman North
Ms. Kim Masters, RT(R), (M), (CT) Clinical Instructor- Dunlap Hospital	Mrs. Kathy Kirkpatrick, RT(R) Clinical Instructor- Pain Management
Mrs. Diane Baum, RT (R) Clinical Instructor- Pain Management	Mrs. Judy Shefelton, RT (R) Clinical Instructor- Aultman West
Mrs. Diane Breniser, RT (R) Clinical Instructor- Aultman West	Mrs. Sharon Doyle, RT (R) Clinical Instructor- AultWorks
Mrs. Debbie Andrzejczyk RT (R)(CT) Clinical Instructor – NCMF	Mrs. Pam Tolin RT (R) Clinical Instructor- AultWorks
Mrs. Cristin Thomson RT (R) Clinical Instructor - NCMF	

## 1.3 – PROGRAM CLINICAL SITES

- Aultman Hospital Radiology Department, 2600 Sixth St. SW, Canton, Ohio 44710  
(330) 438-6200
- Aultman North, 6100 Whipple Ave, NW, North Canton, Oh 44720 (330) 305-6999
- Aultman West, 2021 Wales Ave. NW, Massillon, OH 44646 (330) 834-1111
- Aultman Pain Management, 2302 Fulton Rd NW, Canton, OH 44709 (330) 454-7237
- AultWorks Occupational Medicine, 3730 Whipple Ave NW, Canton, OH 44718  
(330) 491-9675
- Dunlap Memorial Hospital, 832 South Main St., Orrville, Oh 44667 (330) 832-6985
- North Canton Medical Foundation, 6046 Whipple Ave NW, North Canton, OH 44720  
(330) 433-1408

## 1.4 - GOVERNING BODIES

Board of Trustees-Chairman  
Aultman Hospital Association

President - Mr. Ed Roth  
Aultman Hospital Association

Education and Research Committee (Medical Staff) - Chairman  
Aultman Hospital Association

Executive Education Committee for Radiologic Technology Program- Chairman  
Education Committee for School of Radiologic Technology

## 1.5 - EDUCATION COMMITTEE

An Education Committee composed of the Program Director (chairperson), Director of Allied Health, Medical Advisor, Clinical Instructors, Unit Director of Radiology, Program Director of Nuclear Medicine, and a student representative of the School of Radiologic Technology. The Educational Committee meets biannually and on a regular basis between the Program Director and the clinical instructors.

Mrs. Robin Williams, M.B.A., RT(R)  
Program Director Radiology

Paul Wong, M.D.  
Medical Advisor

Mrs. Sherri Cole, M.B.A., RT(R), (M)  
Director of Allied Health

Mrs. Cheryl Beitzel, M.B.A., B.S., RT (N),  
CNMT, Program Director Nuclear Medicine

Mrs. Barbara Griffin, RT(R)  
Clinical Instructor- Aultman Hospital

Mr. Jeff McCune B.S. RT(R)  
Unit Director –Radiology and Nuclear Medicine

Mrs. Bonnie Link, B.A., RT(R)  
Aultman Hospital

Mrs. Becky Mercier, RT(R), (M) Clinical Instructor-  
Clinical Instructor- Aultman North

Ms. Kim Masters, RT(R), (M), (CT)  
Clinical Instructor- Dunlap Hospital

Mrs. Kathy Kirkpatrick, RT(R)  
Clinical Instructor- Pain Management

Mrs. Diane Baum, RT (R)  
Clinical Instructor- Pain Management

Mrs. Judy Shefelton, RT (R)  
Clinical Instructor- Aultman West

Mrs. Diane Breniser, RT (R)  
Clinical Instructor- Aultman West

Student Representative

*Note: Subject to change annually as this is an elected position held by a member of the class.*

## 1.6 - EXECUTIVE COMMITTEE

The Executive Committee serves as a counseling body to the Advisory Committee when necessary. Its primary function is to maintain the adherence of individual schools to Aultman Hospital institutional policies. The Executive Committee also reviews disciplinary dealings with student's problem reviews.

Ms. Rebecca Cowl, MSN, RN, CNA, BC  
President Aultman College

William Wallace, M.D  
Chairman Department of Radiology

Mr. Chris Schoelles, B.S.N.  
Associate Vice President  
Department of Radiology

**PROGRAM POLICIES &  
PROCEDURES  
Section #2**

## **2 – Radiologic Technology Program**

### **INTRODUCTION**

#### **About This Handbook**

This 2009-2011 Student Handbook has been designed to give students in the Radiologic Technology Program at Aultman Hospital, an overview of the program. The *Handbook* is reviewed and/or revised on an annual basis, and students currently in the program are subject to the revisions and changes in the Handbook.

TERMS GOVERNING YOUR PROGRAM - The current handbook in effect at the time of your enrollment is the official source and permanent reference governing the terms of your enrollment.

It is recommended that you keep a copy of the handbook for your records. Aultman Hospital School of Radiologic Technology reserves the right to change policy and procedures at any time. If there are changes in policy and/or procedures, you will be notified in writing.

**THE HANDBOOK IS NOT A CONTRACT AND SHOULD NOT BE VIEWED AS SUCH.**

### **2.1 – ACCREDITATION**

#### **AULTMAN HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY**

- Is licensed by the Ohio State Department of Health
- Accredited by the Joint Commission on Accreditation of Hospitals
- The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 N. Wacker Drive, Suite 900, Chicago, IL 60606- 2901, 312-704-5300, [mail@jrcert.org](mailto:mail@jrcert.org)).

### **2.2 - SPONSORSHIP**

Sponsorship of the School lies with the Aultman Health Foundation. The School of Radiologic Technology is accountable to the community for the effectiveness of the program. Accountability is demonstrated by the following:

1. The School awards a certificate upon successful completion of the program.
2. A review of the success rate of the graduate's performance on the American Registry Examination is conducted.
3. Approximately six months post graduation, a Graduate Questionnaire is sent to former students as well as a survey to employers.
4. Assuming responsibility for curriculum planning and selection of course content.
5. Coordinating classroom teaching and supervised clinical education.
6. Appointing faculty to the program.
7. Receiving and processing applications for admission.
8. Assuring that the activities assigned to students in the clinical setting are educational.
9. Serving as a resource of education to the community.

### **2.3 - PROGRAM DESCRIPTION**

The Radiologic Technology Program is a 24-month certificate program. Upon successful completion of the program, graduates are eligible to take the certification examination offered by the American Registry of Radiologic Technologists (ARRT).

### **2.4 - PHILOSOPHY**

The philosophy of the Radiologic Technology Program is to prepare graduates who are competent in the art and science of radiography. The graduate of this program receives a Certificate in Radiologic Technology and is prepared to sit for the National Certification Examination administered by the American Registry of Radiologic Technologists.

The primary responsibility of the program is to guide students in achieving educational goals. A comprehensive curriculum is provided that consists of a broad base of knowledge and diverse clinical experiences. The curriculum provides opportunities for students to develop skills in conceptual understanding, analytical judgment, critical thinking, and the ability to problem solve in the performance of radiologic procedures.

Students are encouraged to identify individual learning styles and develop study methods that permit the acquisition and retention of knowledge and concepts. Principles of ethics are demonstrated that build character and professional attributes. Clinical skills are developed that instill appropriate attitudes and foster affective growth in providing care and responding to patient needs during imaging procedures.

The program is designed to encourage success and develop lifelong learning patterns. The program has specific learning objectives and outcomes, contained in the courses' outlines and syllabi that articulate the educational achievements to be accomplished.

## **2.5 - MISSION STATEMENT**

**The Aultman Hospital School of Radiologic Technology** is committed to the quality education of radiologic technology students. The school is dedicated to educating the students to become competent radiologic technologists, while providing them with the opportunity for professional growth. The school is responsible for providing the education required for students to take the American Registry of Radiologic Technologists (ARRT) exam.

## **2.6 - PROGRAM GOALS**

The goals of the school are to make sure that the following are met:

1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will use critical thinking and problem solving skills
4. Students will evaluate the importance of professional growth and development.
5. The program will graduate entry-level technologists.

### **2.6.1 - PROGRAM SELF-ASSESSMENT**

Throughout the year, the Radiologic Technology Program will conduct several outcome assessments based on meeting the goals set forth in accordance with the Program's mission. Goals are broken down to individual benchmarks that are evaluated and reported according to time frames established by the Program Director.

**Goal 1, 2, & 3:** *Provide knowledge and understanding in the areas of oral and written communication, problem solving and critical thinking that can be utilized in the practice of radiology. Areas of evaluation include patient care abilities, written and oral presentations, and employer surveys, Clinical Evaluation sections on radiographic Procedures and Image Production and Evaluations, and sections on radiographic critique, critical thinking and problem solving.*

**Goal 4:** *To develop appropriate ethical and professional values.*

Areas of evaluation include professional growth and ethical behavior as demonstrated on the student's Clinical Evaluation forms and employer surveys.

**Goal 5:** *Students will be competent entry-level radiographers that produce quality diagnostic services and to meet the needs of the community.*

Areas of evaluation include employment rates after graduation, attrition and retention rates, employer surveys, and ARRT pass rates.

## **2.7 - PROGRAM EFFECTIVENESS AND STUDENT OUTCOMES ASSESSMENT**

Aultman Hospital School of Radiologic Technology is committed to its mission and to continuous improvement of its programs and services. Assessment is the ongoing process of evaluating student academic achievements.

Students, faculty, staff, and external constituencies are asked to participate in assessment and institutional effectiveness activities that may include, but are not limited to, examination, performance assessments, questionnaires, surveys, focus groups, interviews, learning journals, portfolios, case studies, comprehensive exams and follow-up studies.

## **2.8 – TERMINAL OBJECTIVES**

Upon completion of the program, the graduate will be able to:

1. Apply the knowledge of imaging principles and concepts to produce diagnostic radiographs;
2. Apply basic knowledge acquired in the biological, physical, and behavioral sciences, math, and liberal arts to the practice of radiologic technology;
3. Provide patient care and management skills during radiologic services;
4. Provide patient education and family education regarding preparation, expectations and post-procedural care, as well as other education related to the types of examinations performed on patients;
5. Utilize problem solving, critical thinking, decision-making, and communication skills in the performance of medical imaging procedures;
6. Competently perform a full range of radiologic procedures on patients as an entry-level practitioner;
7. Practice within the profession's legal and ethical boundaries to meet the health care needs of patients;
8. Accept responsibility for continuing the process of professional and personal growth.

## **2.9 - STUDENT RECORDS**

Aultman Hospital maintains records for applicants, enrolled students, transient students and graduates. The official permanent record, financial record and health services record are also maintained.

Student records include all official records, files and dates directly related to a student who has attended classes at Aultman Hospital. This includes material that is incorporated into the student's cumulative record folder, which is intended for the Program's use. Student records specifically include, but are not limited to, admission requirement data, level of achievement, transcripts, disciplinary reports and other pertinent documents. These records are kept in locked cabinets in the Program's internal department. Academic records are maintained with the program of study.

All applicants' records will maintain active status for one year, at which time the files are purged and a student needs to reapply to the program for admission. Financial aid records are maintained according to the five-year federal guidelines and are then destroyed. Health Service records are maintained according to the policy and procedure of the Health Service Department.

The official permanent record includes the student's final transcript. College catalogs containing course descriptions and other College information will also be maintained.

A student may request, in writing, the opportunity to inspect and review his/her records. The request should be made to the Office of the Registrar and must specify records to be reviewed. The request to review the records will be granted within a reasonable amount of time, but not to exceed 14 days after the request has been made. The Program reserves the right to limit a student's ability to review certain financial records and confidential letters or statements of recommendation to the extent such limitations are consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Records will be reviewed by the student in the presence of the Registrar or designee. Records may not be amended or deleted during this meeting. The student shall be advised of his/her right and the procedure for challenging any portion of the Program record that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

The Program follows the requirements pertaining to the access, inspection, and review of student records, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

## **2.10 - FERPA - NOTIFICATION OF STUDENTS OF THEIR RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, known as the Buckley Amendment, affords students certain rights with respect to educational records. These rights include:

1. *The right to inspect and review the student's educational records within 45 days of the day Aultman Hospital School of Radiologic Technology receives a request for access.*

Students should submit to the support staff, director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The program official will make arrangements for access and notify the student of the time and place where the record may be inspected. If the records are not maintained by the program official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's educational records the student believes to be inaccurate, containing misleading information or are in violation of the student's privacy rights.*

Students may ask the program to amend a record they believe contains information that is inaccurate, misleading or in violation of his/her rights of privacy. They should write to the program official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the program decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

3. *The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Aultman Hospital in an administrative, supervisory, academic or research, or support staff position (including law enforcement/security unit personnel and health staff); a person or company with whom the Program has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Program will disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Aultman Hospital to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW; Washington, DC 20202-4605**

Directory information regarding the student will be provided to the public upon request unless a student files a request with support staff asking to be excluded from the directory or from any other requests for

open information from outside entities. The request should be submitted prior to the 12th day of class of the starting semester. A request to withhold information may be submitted after the stated deadline for a semester, but information may be released between the deadline and receipt of the request. The file of the student who has asked to be excluded will be flagged until the student requests the flag be removed.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, a student's full name, participation in officially recognized activities, address, telephone number, electronic email address, date and place of birth, major field of study, dates of attendance, degrees, honors, and/or awards received, grade level, the last educational agency or institution attended prior to Aultman Hospital, and photograph.

The access and release of your non-public (non-directory) information such as educational records (or any personal identifiable information they contain) without your prior consent are prohibited under federal law. However, federal law permits access to such information without your prior consent under certain circumstances or to certain individuals. These include the following:

- School officials, including faculty, who have a legitimate educational interest in the records.
- Officials of another school, upon request, in which a student seeks or intends to enroll.
- Certain officials of the U.S. Department of Education, the U.S. Department of Defense (under Soloman Amendment), the U.S. Comptroller General, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.
- Financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- Accrediting organizations in order to carry out their accrediting functions.
- Organizations conducting studies for or on behalf of the College.
- Your parents, if you are a dependent as defined in Section 152 of the Internal Revenue Code.
- Appropriate parties in a health or safety emergency.
- To a court in which the school is defending itself against legal action initiated by a parent or eligible student.
- By judicial order or lawfully issued subpoena.
- To the alleged victim of a crime of violence or a non-forcible sex offense where the alleged perpetrator is subject to formal disciplinary proceedings conducted by the College.

The law permits students the right of confidentiality and the right to inspect and review their educational record as maintained by the appropriate offices and agencies of the College. Also, it affords students the right to request that amendments be made to ensure that their records be accurate.

Copies of the Act and Federal Regulations are available for examination in the Financial Aid Office or by accessing the Department of Education's FERPA web site at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). FERPA information is published yearly in the Aultman Hospital Program catalog and student handbook.

## **2.11 - HEALTH SERVICES**

Aultman Hospital School of Radiologic Technology maintains a Health Services office for the benefit of all students. The purpose of the office is to assist students who develop minor illnesses and injuries while attending school.

Health Services is located on the first floor of Aultman Hospital in the Human Resources Department. The extension for Health Services is 36016. A nurse is available during the day when classes are in session.

Health records are kept on each student in Health Services. This record may include:

- Pre-entrance physical examination record
- Visits to Health Services
- The results of laboratory and x-ray tests ordered by Health Services

- Pertinent information offered by the student or the student's personal physician or specialist.

Illnesses or injuries requiring the services of a physician will be referred to the Emergency Department, an immediate care facility, or to the student's personal physician. Therefore, it is recommended that each student carry individual health insurance to pay for treatment rendered outside of Health Services. Students and/or their families are responsible for all medical expenses incurred including expenses not covered by their health care plan for the payment of medications and all treatment received outside of Health Services.

Students are not covered by Workers' Compensation.

**ADMISSION &  
APPLICATION POLICIES**  
Section #3

## **3- ADMISSION PROCEDURES**

### **3.1 - APPLICATION PROCESS**

Students are admitted each fall according to the Radiologic Technology Program application date. To be admitted to the program after completing the application, students must provide the following:

- Application (minimum age of 18 to apply)
- Two reference letters
- \$30 application fee
- Official high-school transcript
- Official transcript of any other form of secondary education attended
- College GPA of 2.5 or greater - with C or greater in mandatory general education courses
- CPR (American Heart Association)
- Proof (letter) of four-hour shadowing experience from a radiology department
- Written essay outlining personal abilities and educational goals.

All of the above must be received before the application deadline of Feb. 1. Return the application and all other information to:

Aultman Hospital  
c/o Linda Celik  
2600 Sixth St. S.W.  
Canton, Ohio 44710

Students can also complete their application via online <http://www.aultman.com/> - Online Application available under Education and selected program. The online application may be down for maintenance nightly from Midnight - 2 am.

\*\*An application packet may also be obtained from the admissions specialist, Linda Celik by calling (330) 363-5075, or emailing [lcelik@aultman.org](mailto:lcelik@aultman.org).

#### **3.1.1 - EDUCATION REQUIREMENTS**

Graduate from high school or GED equivalent and completion of at least 15 credits in post-secondary general education.

The prospective student must have a college GPA of 2.5 or greater - with C or greater in mandatory general education courses. Prerequisite college courses include:

- Mathematics (Logical/Reasoning)
- Written/Oral Communication (English)
- Information Systems (Computers)
- Social Sciences (Sociologies, Psychologies, etc.)
- Chemistry

The applicant must be certified in BLS – American Heart Association CPR by Aug. 1 of the expected fall start date.

#### **3.1.2 – TRANSFER CREDIT**

Transfer credit is awarded for previous courses completed from an accredited post-secondary institution in order to meet the required pre-requisite 15 credit hours of general education. Courses requested need to reflect content and credit hours as required by the program for general education. Specific

requirements for course consideration to qualify for transfer credit include:

- a. Science courses must have been taken within seven (7) years of the request.
- b. All courses must be completed with a "C" or better.

Aultman Hospital School of Radiologic Technology reserves the right to determine the acceptability of transfer credits in accord with its Mission and goals. This policy is not a guarantee of transfer credit to be granted for any general education course. Students desiring transfer credit need to contact and work with the Registrar.

To receive consideration for transfer credit, the following steps need to be completed:

1. Contact the recruitment specialist for transfer credit process.
2. Submit official transcript(s) from all institutions attended for course consideration
3. Provide a written request for courses applicability
4. Submit course descriptions via e-mail to the recruitment specialist.
5. Submit course outlines for special requests to the recruitment specialist.
6. Submit additional evidence for course completion, demonstrating knowledge equivalent to that gained from a college course, and meeting the course requirements (i.e., portfolio), if applicable.
7. Transfer credit grades are reflected on the transcript, however are not reflective in the GPA.

\*\*Specific radiology program course requests are evaluated for curriculum content requirement by the Program Director.

Note: The Program Director must evaluate any prior radiology coursework for applicability and learning objectives met within that course. Many courses within Radiology Programs are not 1:1 ratio in curriculum design. Any transferrable courses will be subject to the Program Director's evaluation of course content.

### **3.1.3 – ADDITIONAL REQUIREMENTS**

**HEALTH:** Physical examinations for the program applicants are required after official acceptance to the program (at student's expense). Physical forms will be issued at the first information session that will be scheduled prior to the fall start date.

**CRIMINAL BACKGROUND CHECK:** Required of all accepted applicants, and forms will be issued at the first information session that will be scheduled prior to the fall start date.

Admission into the program is contingent upon passing the physical examination, drug urine test, and background check.

## **3.2 - ADMISSION PROCESS**

Entrance into the Radiologic Technology Program at Aultman Hospital is highly competitive and the requirements of the curriculum are very demanding. Selection of applicants is based on evidence of academic preparation and success. The arts and sciences core courses in the curriculum provide a foundation for further study and the level to which applicants complete these courses is used to indicate potential for success in the Radiologic Technology Program.

**Selective Admission Points are given as follows:**

(Grade of A = 4, B = 3, C = 2, D & F = 0)

- GPA – max 40 points
- Collegiate Qualifying courses – max 60 points
- Ongoing Qualifying Classes – 1 point/qualifying class)
- GXMO License – 10 points
- Tech prep – 5 points

- EMT – 10 points
- Re-application – 5 points

### **3.2.1 - ACCEPTANCE TO THE PROGRAM**

Upon receipt of the Application for Admission materials, the registrar will evaluate the applicant's experience and goals to assure that the applicant meets the program's criteria. The academic evaluation includes a review of the applicant's prior college work, and professional experiences.

All applicants are notified in writing of final admission decisions. Upon admission to the program, accepted applicants must complete the following pre-registration (pre-enrollment) requirements and documentation of compliance must be sent to the Program Director.

1. Students must possess a health level sufficient to meet the technical standards (see section 5.4) necessary for completion of the Radiologic Technology Program. Students will be provided with the required physical examination form, which must be completed by a physician, and a student health history form, which must be completed by AultWorks.
2. Students must provide a current certificate in basic cardiopulmonary resuscitation (provider CPR) from the American Heart Association.  
*The certification must remain current throughout the entire program enrollment period.*
3. Students must complete the pre-enrollment drug screen.
4. Students must receive the hepatitis B immunization series prior to beginning the clinical rotations. The Hepatitis immunization series can be administered by the students' private physician or through Aultworks.

Applicants will be notified of their admission status and the requirements for the program. The **Applicant has 2 weeks to accept his/her enrollment, request and make payment arrangements for the first semester.**

Acceptance of all students will be contingent upon the passage of urinalysis/drug-screening test performed by the AultWorks, attend a hospital orientation, and pass a background check. Should the prospective student fail the screening, he/she will be notified by the Human Resources Department.

*Individuals with prior education in a Radiologic Technology Program may contact the College for information concerning policies for admission with advanced standing and transfer of coursework*

### **3.3 - RE-ADMISSION TO THE RADIOLOGIC TECHNOLOGY PROGRAM**

Students who have been dismissed for academic reasons must apply for readmission and follow all regular admission procedures. Students may be re-admitted to the Radiologic Technology Program only once. If a student is not granted re-admission, the student may appeal this decision. The procedure for appeals is in this Handbook (see 4.26 Appeal of Academic Probation or Academic Dismissal).

### **3.4 - NON DISCRIMINATION POLICY**

The Aultman Hospital Policy of Equal Opportunity is to protect the human rights of all employees, students, applicants, and patients. Our continuing plan of affirmative action ensures that no person will be denied or given advantage, facility, privilege, or be discriminated against in any way because of race, religion, national origin, disability, age, ancestry, sex, or veteran status. Please also reference non-discrimination and harassment policy (section 6) the financial aid section of this student handbook-catalog.

### **3.5 - MILITARY APPLICANTS**

A military applicant must indicate her or his status and provide documentation prior to enrollment. Aultman Hospital School of Radiologic Technology will use SOC (Service members Opportunity Colleges) requirements, if applicable, for the evaluation of military applicants.

VA Benefits - If you intend to use VA Benefits, please go to [www.gibill.va.gov](http://www.gibill.va.gov) or call a VA counselor at 1-888-GI BILL-1 (1-888-442-4551). Complete form 22-1990 or 22-1995 as appropriate and mail to the

Registrar who will forward it to the regional VA office. Once you are enrolled, the Registrar will submit an Enrollment Certification to the VA.

### **3.6 - GETTING STARTED**

Once accepted into the Radiologic Technology program, prospective students are sent information regarding dates and times for fall registration from the Admissions Office.

**ACADEMIC POLICIES &  
PROCEDURES  
Section #4**

## 4 - ACADEMIC AND ADMINISTRATIVE POLICIES AND PROCEDURES

### ACADEMIC CALENDAR 2009-2010

#### FALL SEMESTER 2009

Classes begin	August 31, 2009
Labor Day	September 7, 2009
Last Day to Withdraw Classes with a Refund	October 9, 2009
Fall Break	October 12-13, 2009
Offices Closed at 2:00 PM (Classes still resume)	November 25, 2009
Thanksgiving Break (Offices closed)	November 26 – 29, 2009
Last day of classes	December 11, 2009
Study Day	December 7, 2009
Final Examinations	December 7 – 11, 2009
Semester ends	December 11, 2009
Offices Closed at 2:00 PM	December 24, 2009
Offices Closed	December 25-27, 2009
Offices Closed	January 1, 2009

#### SPRING SEMESTER 2010

Classes begin	January 4, 2010
Martin Luther King Jr. Day (Offices Closed)	January 18, 2010
President's Day Break	February 15-16, 2010
Spring Break	March 1-5, 2010
Easter Break	April 1-5, 2010
Last day of classes for Spring Semester	April 23, 2010
Study Day	April 19, 2010
Final Examinations	April 19-23, 2010
Semester ends (student break Apr 26-30, 2010)	April 30, 2010

#### **4.1 - STUDENT RESPONSIBILITIES IN THE CLASSROOM**

It is the Student's responsibility to be familiar with the information presented in this Handbook, and to know and observe all regulations, policies and procedures relating to the program he/she is pursuing. In no case will a regulation be waived or an exception granted because the Student pled ignorance of or contended that they were not informed of the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for the program rests with the Student. Students will be required to sign off in writing during program orientation that they have read the handbook in its entirety and will be in compliance and agreement with all policies and procedures.

1. Come adequately prepared for class.
2. Attend all classes as scheduled.
3. Request instructor/student conference when needed.
4. In the event that a student is unable to be present for an examination or quiz, the student must contact the course instructor upon his/her return to school to reschedule the examination. (see section 4.6.1)
5. Act as a role model for the health profession at all times.
6. Cheating in any form is not tolerated. Any student found exhibiting either of the following types of behavior during, or in the preparation of, any assignment, quiz, project, report, test or final examination will receive a zero for the assignment and will be recommended for dismissal.
  - a. Cheating, defined as the act of obtaining or providing information, data, or clinical documentation improperly or by dishonest or deceitful means.
  - b. Plagiarism, defined as copying or imitating the language, ideas or thoughts of another author and presenting these as one's original work; the copying of a theme or section from a book or journal without giving credit in a footnote; or copying from a manuscript of another person.
7. Refrain from using abusive, provocative, or profane language or gestures.
8. Observe the principle of mutual respect in the contact with patients, visitors, and employees and in working relationships with faculty and other students.
9. Develop an appreciation for high personal standards in conduct and achievements.
10. Avoid creating or being a party to a disturbance or physical violence.
11. Be responsible for the condition of the instructional area during and at the completion of a class.

#### **4.2 - EDUCATIONAL PROCESS**

The education of the health care professional occurs most efficiently when the general education as well as the professional education of the individual can occur through an integrated set of learning experiences.

The general education of the student must be directed to the development of a well-rounded individual who will function as an aware, sensitive, concerned, and involved member of society. Professional education activities must ensure that the learner not only knows "how to" but just as importantly knows the "why" and "when to" of his specialized skills.

The importance of the educational activities must also be balanced with the needs of the learner. The education process must be flexible so as to permit each individual the opportunity to become what he/she is capable of being.

The program must be able to certify that the student has demonstrated achievement of the minimal competencies needed to safely and effectively provide radiologic care, and that the student is able to satisfy the appropriate credentialing standards.

#### **4.3 - PROGRAM, COURSE START DATE**

The program start date for Fall Semester 2009 begins in August of the same year.

Once the course term has begun, a Student may not add/drop courses within the program and still remain within the same cohort. The Radiology Program is a lockstep program with predetermined course

curriculum that runs in succession in order to prepare the student to meet the qualifications for national registry standards and obtain the required licensure in the student's field of study.

#### **4.4 - COURSE LENGTH AND COMPLETION**

The present School of Radiologic Technology is structured to provide a 24-month hospital-based program of didactic and clinical education.

##### **4.4.1 - COURSE PARTICIPATION**

Students are ultimately responsible for active participation in their courses and clinical education. Students are expected to be involved in ongoing instructional activities based on the recommended schedule for course completion as detailed in their syllabi.

#### **4.5 – GRADUATION REQUIREMENTS**

Each student has the responsibility to be aware of and to meet the School of Radiologic Technology requirements for graduation. All school assessment activities, program curriculum requirements, program clinical requirements and financial obligations must be met prior to graduation. Upon satisfactory completion of the program requirements the students will be awarded a certificate and a transcript from Aultman Hospital. During the program, students will receive the materials in order to take their registry.

Student must maintain a cumulative GPA of 2.0 each semester. Failure to do so will result in probation. (SEE section 4.24 – PROBATION / DISMISSAL DUE TO LACK OF ACADEMIC PROGRESS).

No student will be allowed to take their registry prior to the graduation ceremony or prior to meeting all graduation requirements. There is NO early registration prior to graduation.

##### **Students prior to graduation must complete:**

- Successful completion of mock registries in their Professional Development Course
- Graduation exit survey

##### **Prior to graduation students must return:**

- ID badges
- Library books
- Magnetic strip badge
- Parking permit (if applicable)
- Dosimetry monitoring (badges, rings, etc.)

Students not returning the above items will be charged a fee to cover the replacement cost which will need to be paid prior to graduation.

#### **4.6 - GRADING SYSTEM**

Grade reports are given to the student after completion of each semester. Grading scales for successful academic progress are listed in the respective areas of Clinical and/or Didactic Policies.

##### **Grading Scale**

Academic credit is granted in semester units. Grades are awarded for demonstrated student learning utilizing the grading system identified below (Didactic):

Grade	Designation	Grade Point Equivalent
A	Superior	4.0
A-	Excellent	3.7
B+	Very Good	3.3
B	Good	3.0
B-	Satisfactory	2.7
C+	Above Average	2.3
C	Average	2.0
C-	Below Average	1.7
D+	Poor	1.3
D	Very Poor	1.0
D-	Extremely Poor	0.7
F	Failure	0.0
S	Satisfactory	*
U	Unsatisfactory	*
I	Incomplete	*
W	Withdraw	*
WP	Withdraw Passing	*
WF	Withdraw Failing	*
AU	Audit	*

\* - There are no grade points associated with these grades.

2.0 is the lowest grade point average accepted for the Radiology Program.

### Grade Point Average

A student's grade point average (GPA) is based on credit hours, grades awarded, and grade points. The grade points per course are calculated by multiplying the number of semester hours by the grade points received.

#### 4.6.1 - DIDACTIC GRADING POLICY

Students must maintain a minimum grade average of 77% or "C" on the didactic scale. Any grade below this level is considered unsatisfactory and is subject to disciplinary action, as directed by the Program Director and/or the Education Committee. The action taken (warning, probation, dismissal, and assignment of remedial work) will be based on the grade percentage number of courses in which the student has not maintained a satisfactory grade, and prior performance. (See section 5.1 – DISCIPLINARY ACTION).

Students are responsible for lecture material and tests given during their absence. Upon return to school, the student shall contact the Didactic Instructors and make arrangements to obtain assignments and make up tests. Make up tests are to be taken within three school days from the return date unless otherwise directed in the course syllabus or by the course instructor. Barring unusual circumstances evaluated by the Program Director, if the student fails to make up the test within the allotted time frame, it will result in an automatic failure.

### DIDACTIC SCALE

100- 95 A

93 -94 A-

90- 92 B+

87- 89 B

85- 86 B-

81- 84 C+

77- 80 C

75- 76 C-

73- 74 D+

70- 72 D

69 and below F

**\*Minimum passing score is a 77 or higher.  
Lower grades will be counted as an F.**

## 4.7 - CURRICULUM PLAN

Students are required to enroll in and complete all arts and sciences general education courses prior to applying and/or admission to the Radiologic Technology Program (see section 3 - admission requirements). Enrollment in radiologic technology courses is restricted to students admitted to the program.

### CURRICULUM PLAN FOR RADIOLOGIC TECHNOLOGY

<b>Fall Semester I</b>		
<b>Course Number</b>	<b>Title</b>	<b>Credit Hours</b>
BIO111	Anatomy & Physiology I	3
RAD112	Methods of Patient Care I	3
RAD114	Radiographic Procedures I	3
RAD115	Clinical Education I	3
PHY118	Physics I	3
<b>Spring Semester I</b>		
BIO121	Anatomy & Physiology II	3
RAD122	Methods of Patient Care II	3
RAD124	Radiographic Procedures II	3
RAD125	Clinical Education II	3
PHY128	Physics II	3
<b>Summer Semester I</b>		
RAD133	Intro to Specialty Areas	3
RAD134	Radiographic Procedures III	3
RAD135	Clinical Education III	3
<b>Fall Semester 2</b>		
RAD244	Radiographic Procedures IV	3
RAD245	Clinical Education IV	3
RAD246	Pathology I	3
PHY248	Principles of Exposure I	3
<b>Spring Semester 2</b>		
RAD269	Sectional Anatomy/Computers	3
RAD255	Clinical Education V	3
RAD256	Pathology II	3
RAD257	Critical Thinking Skills	3
<b>Summer Semester 2</b>		
RAD265	Clinical Education VI	3
PHY268	Principles of Exposure II	3
RAD260	Professional Development	3
	<b>Total Credit Hours</b>	<b>72</b>

The curriculum is designed to prepare graduates to become competent radiographers. The Radiologic Technology Program Faculty is committed to helping students achieve academic success throughout enrollment. Policies exist that identify satisfactory academic progression of radiologic technology students. (SEE section 4.23 Academic Progress)

## 4.8 - TRANSCRIPTS

A complete set of the Student's records, including a transcript of grades, is kept in a permanent file. Transcript copies may be ordered from the Registrar at a cost of \$5 each. The Program will not honor requests for transcripts unless requested in writing by Students who have fulfilled all financial obligations.

## 4.9 - JOB PLACEMENT ASSISTANCE

Aultman Hospital School of Radiologic Technology does not guarantee job placement to Students upon program/course completion or upon graduation.

#### **4.10 - ATTENDANCE REQUIREMENTS**

Records of attendance are maintained as permanent records. Students are expected to sign themselves in and out according to the policies for each location. There will be a designated time sheet at all facilities. Anyone signing the time sheet, or clocking in/out for another person will be subject to disciplinary action or dismissed from the program. (See section 5.1 - DISCIPLINARY ACTION).

***Students are expected to be present for all didactic classes and clinical rotations.***

In Didactic classes, attendance will be taken by the instructor.

The student is required to notify the Program Director **one hour prior** to the beginning of their class if they will not be in attendance.

#### **4.11 - UNEXCUSED ABSENCE IN DIDACTIC COURSE**

An unexcused absence is any absence in which the Program Director or designate has not been notified. Unexcused absences are not permitted. Please refer to the syllabus of the respective course for clarification. If an unexcused absence of 3 days duration or longer occurs, the student may be dismissed from the program. (See section 5.1 - DISCIPLINARY ACTION)

#### **4.12 -TARDINESS POLICY**

Students are expected to be in the area of assignment (not in halls) at their appointed start time, and are not to leave that area before the end of their assignment. Students leaving before their assigned time will be subject to disciplinary action outlined in the program discipline policy. (See section 5.1 - DISCIPLINARY ACTION).

Students' tardiness in reporting to the Clinical or Didactic assignments will not be tolerated. Records of tardiness will be maintained. Three occurrences of tardiness in a semester may result in suspension. (See section 5.1 - DISCIPLINARY ACTION)

If a student becomes ill during scheduled duty hours whether at the hospital or an outside location, the Program Director and clinical supervisor at the student's location must be notified. If a student is at an outside location, the clinical instructor (or supervisor) and Program Director must be notified.

If a student is injured during scheduled duty hours, he/she must:

- Inform the Program Director and Clinical Instructor or Supervisor
- Fill out an employee variance report located within the department
- Report to Health Service (E.R. if Health Service is closed) as designated by the Program Director.

Following an absence, students must report to the Program Director and/or clinical instructor before returning to their assigned clinical or didactic area. Absences of three days duration or longer will require a statement from the student's attending physician. Absences of longer than 3 days will be evaluated by the Program Director. (See section 5.1 - DISCIPLINARY ACTION)

#### **4.13 - JURY DUTY**

The School recognizes the student's obligation as citizen to serve on Jury duty when summoned. A summons to report for jury duty is considered an excused absence and does not require the student to make up time missed for days missed due to Jury duty summons with the exception of an excessive period of time (exceeding two weeks). At this point the Program Director and/or Education (Advisory) Committee will determine an appropriate course for the student to complete the program. (SEE section 4.14 – LEAVE OF ABSENCE POLICY). Written documentation must be provided upon return that specifies the duration of the jury duty served. It is the student's responsibility to make up any didactic assignments missed during Jury Duty if required.

#### **4.14 – LEAVE OF ABSENCE**

A Leave of Absence (LOA) is defined as an interruption in course progression due to a documented unforeseen circumstance. Leave of Absence requires the approval of the Program Director in order to determine the student's eligibility to continue in the program.

The following may constitute a Leave of Absence:

- Illness of self or family member
- Death in family
- Birth of baby or situations covered by the Family and Medical Leave Act of 1993
- Financial difficulty
- Military duty
- Jury duty
- Other circumstances as determined by Program Director

Furthermore, the students enrolled and starting classes in Fall 2009, have been advised that fall of 2009 will be Aultman Hospital's last class to be accepted and graduate from the certificate program. Students beginning classes in August 2009 have signed documentation that signifies their comprehension of the effect an LOA may have on their continued eligibility within the program. This documentation will be maintained within their permanent record.

Graduation for the 2009 incoming class will be held in August of 2011, and all students must have satisfactorily completed all required course work by the end of 2011 summer semester in order to be eligible to graduate and receive a certificate from Aultman Hospital.

If a student takes any time off from their program course work for any reason (such as illness, pregnancy, financial constraints, etc), they realize that they may not be able to complete the required courses and graduate.

If the student takes a leave of absence that prohibits them from progressing, the student will be permitted to reapply to Aultman's degree program at a later date upon the same terms as all other applicants (dependent on the conditions and timetable for possible establishment of a future Aultman degree program). Aultman does not guarantee that the student will be admitted into its degree program, if student does re-apply. The student that is accepted into Aultman's degree program after failure to complete the certificate program understands that some or all of the certificate courses may not be transferable to Aultman's degree program.

#### **4.15 – WITHDRAWAL POLICY**

A student who wishes to withdraw from the Aultman Hospital School of Radiologic Technology, thereby discontinuing enrollment, must secure the Program Director's and Registrar's signature on the Change in Registration Form located in the Office of the Registrar within 24 hours. The withdrawal from the program is not official until this form is signed, returned and processed by the Office of the Registrar. The student will also need to see the Financial Aid Advisor to complete paperwork if the student is receiving financial aid.

#### **4.16 - BEREAVEMENT**

At the request of the student, bereavement time of up to three (3) days will be granted for the death of any of the following family members:

- Father, Mother, Father-in-law, Mother-in-law, Husband, Wife, Brother, Sister, Son/Stepson, Daughter/Stepdaughter, Grandparent, Brother-in-law, Sister-in-law, Step-grandparents, Step-brother, Step-sister, and Spouse's grandparents.

The Program Director shall be notified as soon as possible in regard to this absence.

#### **4.17 – SCHOOL CLOSING - INCLEMENT WEATHER POLICY**

Being an educational facility focused on health care, it is very rare for the Radiology Program to close due to inclement weather. If it is determined that cancellation of classes is warranted, information can be found by tuning into WHBC 94.1 FM or 1480 AM and following the cancellation announcements for Aultman College of Nursing and Health Sciences.

#### **4.18 - ACADEMIC INTEGRITY**

Students are responsible for their own behavior. Examples of unacceptable behaviors include, but are not limited to: plagiarism; falsifying records, papers, documentation of clinical hours; cheating or unauthorized collaborating on tests, quizzes, papers, problems, or other graded assignments; retention of materials which are the property of the program or the instructor; clinical misconduct or other unethical behavior. Student's written or oral work of any kind is expected to be the work of the student alone (unless otherwise assigned or approved). Any student exhibiting evidence of dishonesty shall be subject to disciplinary action. (See section 5.1 - DISCIPLINARY ACTION).

#### **4.19 - STUDENT CONTACT INFORMATION**

Students must submit any changes to their contact information, including address, telephone numbers, legal name, or email address, by completing a Change of Information Form Request or submitting a letter requesting such changes with the Registrar, Financial Aid Department and the Program Director. The Office of the Registrar will not update demographic information without a signature of authorization. Aultman will not release any Student information except for the Student's name, certificate earned and date of graduation, without a written authorization on file from the Student specifying the information to be provided and the approved recipient(s). Demographic information will be requested at the program orientation.

#### **4.20 - SEMESTER CREDITS**

Aultman Hospital School of Radiologic Technology awards credit earned based on semester credits. Most courses carry 1-3 semester credits. It is expected that a Student taking a 3-credit course will need to spend approximately 9-12 hours per week on learning experiences such as reading and study; research; faculty/student interaction; demonstration of defined learning outcomes through assignments, papers and projects; examinations; class discussions; and assessment of performance.

#### **4.21 - TEXTBOOKS**

Appropriate textbooks, course syllabi, and course outlines are used for each course. Required texts are indicated in the course outline by title, author, publisher, and ISBN. Students are responsible for purchasing textbooks. Books can be ordered online at [www.aultmanbooks.com](http://www.aultmanbooks.com).

#### **4.22 - INCOMPLETENESS**

If a student has not completed the assignments and/or tests for a given semester and/or a minimum of 80% of the coursework of a semester, the student will be given the grade of an "I" for the material. A grade of incomplete may be issued by the Program Director or requested by the student if, for some reason (such as illness), the student cannot successfully finish the course work. It is the option of the Program Director to decide if the student's situation warrants an incomplete. Incomplete course work must be completed by the end of the next semester or the grade will change to an "F". The student will receive a letter grade when all the work is successfully completed. An incomplete may affect student progression.

#### **4.23 - ACADEMIC PROGRESS**

Academic progress is the standard by which Aultman measures Student's progress towards completion of their program. The Program Director will track academic progress and produce a mid term evaluation for each Student. Academic Progress must meet the minimum requirements for the following components:

- Maintain sufficient cumulative grade point average to meet graduation requirements (SEE section 4.5 – Graduation Requirements).

AND

- Complete and pass the required number of competencies for each semester. Students who are not making academic progress at the end of that semester, will be placed on academic probation. The Student not meeting Academic Progress goals in the subsequent semester will be dismissed from the program.

#### **4.23.1 - MINIMUM STANDARDS OF ACADEMIC PROGRESS**

Students must meet the minimum requirements in each of the two components detailed below in order to maintain academic progress towards completion of their program.

1. Maintain Sufficient Cumulative Grade Point Average (GPA) to meet Graduation Requirements (SEE section 4.5 – Graduation Requirements). Grade points are awarded for grades A through C. **Minimum passing didactic score is a 77 or higher (Clinical minimum passing score is 85 or higher).**
2. Complete and pass the required number of competencies for each semester – This component looks at the competencies and acceptable progress required in a clinical setting per semester.

#### **4.24 – PROBATION / DISMISSAL DUE TO LACK OF ACADEMIC PROGRESS**

Students found not making academic progress will be placed on probation or dismissed. Students will receive notification from the Program Director when they are placed on probation and the Registrar will be contacted when dismissed.

Students that do not meet the minimum passing grade in didactic or clinical will be placed on probation for that semester. Students have one semester to bring their grades up to meet the minimum passing grade. If the student does not meet the passing grade in the subsequent semester (any course grade), then they will be dismissed from the program. (See section 5.1 - DISCIPLINARY ACTION).

Students that fail two courses within one semester are automatically dismissed from the program. (See section 5.1 - DISCIPLINARY ACTION).

#### **4.25 - ACADEMIC DISMISSAL**

Students may be dismissed from the Program for lack of academic progress OR administratively dismissed for failure to adhere to published policies:

- Academic Dismissal
- Failure to maintain sufficient cumulative GPA to meet graduation requirements (SEE section 4.5 – Graduation Requirements).
- Failure to complete and pass required competencies
- Unsatisfactory grades that are not included in the GPA calculation, including "U" grade
- Administrative Dismissal
- Failure to keep current with financial obligations
- Failure of submitted coursework to adhere to academic integrity in a subsequent offense after having been issued a formal warning about plagiarism
- Falsification of any work or records submitted for review or academic credit;
- Disrespectful or unprofessional behavior towards faculty, staff, patient, or Students including violation of Student code of conduct.

Students may be placed on probation or immediately dismissed for violation of ethical standards in their studies, clinical rotations, examinations, presentation of papers, and/or coursework. (See section 5.1 - DISCIPLINARY ACTION).

The notice of dismissal will be sent by the registrar via postal mail. A copy will be kept in the Student's permanent record.

#### **4.26 - APPEAL OF ACADEMIC PROBATION OR ACADEMIC DISMISSAL**

This policy is to identify a procedure for bringing resolution to disputes concerning academic issues. A student has the right to appeal a grade or academic decision that he/she believes has been made in error or is unfair. The student should try to resolve the matter informally. The informal process needs initiated within 48 hours of the incident and involves the following steps:

Step 1: The student schedules a meeting with the course faculty who are directly involved.

Step 2: When the issue is not resolved by the forgoing steps, the student may initiate a formal written appeal to the Division Director. The Director will review the process and make a decision based on the investigation. An academic committee may be selected to review the process and to make a recommendation to the Division Director.

#### **Formal Written Appeal Process**

A formal written appeal process must be initiated within 7 calendar days of the meeting with the faculty member or the student's right to appeal will have been waived. The student will be advised by the Division Director at the time of initiating the appeal as to whether he/she should continue attending class.

The written documentation contained in the appeal must include:

- Date letter submitted
- Student name
- Course name, course number and semester
- Faculty member name
- Date of the meeting with the faculty member
- Reason for further appeal
- Desired outcome

The student or faculty member may request a discussion of the appeal with the parties specifically involved, either individually or together, as deemed appropriate by the Division Director. The Director will request documentation of the meetings between the student and faculty member.

The Division Director may select an academic committee to evaluate, review and recommend a decision based on the committee's investigation. The Director will review all documentation, records, policies and procedures to determine the final decision. The Director will notify the student and faculty member in writing of the final decision within 14 calendar days of the Director's receipt of the student's written appeal. The decision of the Division Director will be final.

#### **4.27 – STUDENT CODE OF CONDUCT**

Student conduct is a reflection of professional and personal integrity and provides an image of Aultman Hospital and of the healthcare profession to the community. Through the delivery of healthcare, a student assumes a serious responsibility for other individuals. Based upon this, Aultman Hospital believes that a student has the capability of assuming personal responsibility as an adult, which includes evaluation of the impact upon others of personal and professional behaviors. Aultman Hospital expects all students to observe the program and agency regulations, as well as city, state, and federal laws, and to respect fully the rights of others. Discipline will be administered on an instructional basis to encourage students to improve performance, personal and professional conduct, and scholastic honesty and to become more aware of the need to adhere to and conform to program policies and/or public law. Violations of expected behavior will be handled according to the infraction and the Program Disciplinary Policy. A serious breach of personal and professional conduct or legal infraction may result in disciplinary action. All actions are reported and kept in the student's academic file. Progressive disciplinary action includes oral/verbal warning, written warning, probation, suspension and/or dismissal. (See section 5.1 - DISCIPLINARY ACTION).

Any students having questions or concerns should contact their Program Director for information.

Aultman Hospital School of Radiologic Technology has established the following Code of Conduct for Students and graduates as a body and as individuals that they should:

1. Reflect the integrity of Aultman Hospital, its programs and all associated in behavior, activities and actions.
2. Refrain from threatening behavior which is defined as: harassment, stalking, humiliating, insulting and/or abusing any Student, faculty, staff member or patient through written, verbal, or internet comments of an ethnic, sexist or racist nature, or intimidation using the computer, phone or written comments.
3. Strive to fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and equal treatment under the law.
5. Obey laws.
6. Adhere to ethical academic practices in their studies, examinations, and presentation of papers, theses and clinical rotations.
7. Maintain the standards and seek to improve the effectiveness of the profession through continuing professional and personal development.
8. Honor all contracts until fulfillment or release.
9. Pursue appropriate means to correct those laws, policies and procedures that are not consistent with sound educational goals.

## **4.28 - COURSE DESCRIPTIONS**

### **BIO 111 Anatomy and Physiology I**

**3 credit hours**

First semester of a two-semester sequence dealing with the structure and function of the human body and the mechanisms for maintaining homeostasis within it. Includes the study of chemistry, cells, tissues, and the muscular skeletal and respiratory systems, as well as concepts of metabolism, fluid and electrolyte balance, and acid-base balance are included.

### **RAD 112 Methods of Patient Care I**

**3 credit hours**

Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, will be discussed. An introduction to legal terminology, concepts and principles will also be presented. The students will be introduced to the origins of medical terminology. The basic concepts of patient care; including consideration for the physical and psychological needs of the patient and family will be provided.

### **RAD 114 Radiographic Procedures I**

**3 credit hours**

This course is designed to teach the student basic anatomy and positioning techniques for the chest, abdomen, fingers, hand, wrist, forearm, and elbow. Actual images will be included for image critique and evaluation.

### **RAD 115 Clinical Education I**

**3 credit hours**

This course provides an introduction to the clinical environment. The student will become familiar with the operations of the Radiology department and the various clinical affiliates. The student will correlate theory with practice. Patient care, radiographic positioning, technique, and equipment operation will be emphasized. The student will be given the opportunity to complete the required competencies for the first trimester.

### **PHY 118 Physics I**

**3 credit hours**

This course is designed to introduce the students to radiology physics. Topics to include the structure of matter, electrostatics, electromagnetism, the x-ray circuit and the x-ray tube, along with interactions with matter, image formation, processing the image, theory and concept of differing modalities, radiation protection and radiation biology.

### **BIO 121 Anatomy and Physiology II**

**3 credit hours**

Continuation of the study of the structure and function of the human body and the mechanisms for maintaining homeostasis within it. The nervous, endocrine, digestive, cardiovascular, lymphatic, immunity, urinary and reproductive systems, as well as the concepts of the senses are included.

**RAD 122 Methods of Patient Care II** **3 credit hours**

Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified. Basic concepts of pharmacology, venipuncture, and the administration of diagnostic contrast agents and/or intravenous medications are included. The role of human diversity and its influence on relationships with patients and professional peers will be discussed.

**RAD 124 Radiographic Procedures II** **3 credit hours**

This course is designed to teach the student basic anatomy and positioning techniques for the shoulder girdle, the urinary system, the Biliary system, the gastrointestinal system, and portable radiography. Actual images will be included for image critique and evaluation

**RAD 125 Clinical Education II** **3 credit hours**

This course is designed to continue building the skills needed in the clinical setting. Didactic content is correlated with clinical experience. The student will be given opportunities to complete the 12 competencies required for this trimester.

**PHY 128 Physics II** **3 credit hours**

This course introduces students to comprehensive study and theory of the production of X-rays and the primary exposure factors of radiographic imaging. The image parameters of contrast, density, recorded detail, and image distortion will be studied as well as ancillary devices and equipment required to produce quality radiographic images. Coursework focuses on production of radiographic image and includes rationale for the selection of technical factors, issues of image resolution and contrast, image receptor technology; film sensitometry; image intensification; film processing; grids; automatic exposure control; portable/surgical procedures; and basic contrast agent pharmacology and administration directly related to the production of radiographic images.

**RAD 133 Introduction to Specialty Areas** **3 credit hours**

This course is an overview of the various fields of medical imaging that correlates with the studies completed in diagnostic radiology. A basic review of Ultrasound, CT, Nuclear Medicine, Radiation Oncology, MRI, angiography / interventional radiology, and Mammography will be discussed. Guest lecturers will present information relative to their expertise whenever possible. This course will serve as a fundamental to modality rotation in Clinical Education IV and V.

**RAD 134 Radiographic Procedures III** **3 credit hours**

This course is designed to teach the student basic anatomy and positioning techniques for the lower extremity, pelvis, bony thorax, lumbar, cervical, and thoracic spine. Actual images will be included for image critique and evaluation

**RAD 135 Clinical Education III** **3 credit hours**

This course is designed to continue building the skills learned in the previous two trimesters in the clinical setting. Didactic content is correlated with clinical experience. The student will begin rotations through the specialty areas of nuclear medicine, radiation therapy and ultrasound. The student will be given opportunities to complete the competencies required for this trimester.

**RAD 244 Radiographic Procedures IV** **3 credit hours**

This course is designed to teach the student basic positioning techniques for pediatrics, trauma, facial bones, sinuses, mastoids, mandible, and skull radiography. The student will present an oral presentation on one of the following topics: myelograms, sialograms, arthrograms, hysterosalpingograms, leg lengths, venograms, bone densitometry, cholangiograms, bronchoscopy, mammography, angiography, aortography, tomography, angiocardiology, and Positron Emission Tomography. Actual images will be included for image critique and evaluation

**RAD 245 Clinical Education IV****3 credit hours**

This course is designed to continue building the skills learned in the previous three trimesters in the clinical setting. Didactic content is correlated with clinical experience. The student will begin rotations through the specialty areas of MRI, CT, heart lab, and special procedures. The student will be given opportunities to complete the competencies required for this trimester.

**RAD 246 Pathology I****3 credit hours**

This course will provide an overview of the basic types of illness and disease pathologies. Causes and effects of various diseases, symptoms, treatments, and prognosis will be covered. Special emphasis will be placed on the radiographic demonstration of the disease and factors that contribute radiographically. Topics to be discussed include diseases and special imaging techniques that pertain to the respiratory system, the skeletal system, the gastrointestinal system, and the urinary system.

**PHY 248 Principles of Exposure I****3 credit hours**

This course is designed to introduce the students to computer applications and uses in the radiology field, along with technological advances within the separate modalities. Topics to include computer processing of digital images, PACS, DR and CR, Fluoroscopy, Computed Tomography, Mammography, MRI, along with radiation protection and radiation biology.

**RAD 255 Clinical Education V****3 credit hours**

This course is designed to continue building the skills learned in the previous four trimesters in the clinical setting. Didactic content is correlated with clinical experience. The student will be given opportunities to complete the competencies required for this trimester.

**RAD 256 Pathology II****3 credit hours**

An overview of the basic types of illness and disease pathologies. Causes and effects of various diseases, symptoms, treatments, and prognosis will be covered. Special emphasis will be placed on the radiographic demonstration of the disease and factors that contribute radiographically. Topics to be discussed are the cardiovascular system, hematopoietic system, endocrine system, and the reproductive system.

**RAD 257 Critical Thinking Skills****3 credit hours**

This course is designed to assess each student's ability to critique radiographic images for proper patient positioning, exposure factors, anatomy, artifacts and evidence of radiation protection. Critical thinking and problem solving skills are necessary in determining causes of technical problems and identifying corrective actions.

**RAD 269 Computer applications/sectional anatomy 3 credit hours**

Introduction to computers with medical application as it relates to the radiology department. Discussion and application include: types of computers, basic components of a computer system, programming languages and applications of computers. This unit also provides an understanding of the basic anatomy of the brain, chest, abdomen and pelvis as viewed in a cross section of the anatomy. Radiographs and diagrams are used to support the learning process.

**RAD 265 Clinical Education VI****3 credit hours**

This course is designed to continue building the skills learned in the previous five trimesters in the clinical setting. Didactic content is correlated with clinical experience. The student will be given opportunities to complete the competencies and 10 proficiencies required for this trimester.

**PHY 268 Principles of Exposure II****3 credit hours**

This course is designed to introduce the students to computer applications and uses in the radiology field, along with technological advances within the separate modalities. Topics to include computer processing

of digital images, PACS, DR and CR, Fluoroscopy, Computed Tomography, Mammography, MRI, along with radiation protection and radiation biology.

**RAD 260 Professional Development**

**3 credit hours**

This course serves to introduce students to the professional conduct in the radiology department as it relates to patients, colleagues, other members of the allied professions, and health care consumers. Also resume writing; Job interview skills will be covered. This course will also evaluate the student's aptitude the American Registry of Radiologic Technologists exam. Capstone course will provide lectures, discussions, projects, and mock registries to assist program director in evaluation and individual assessment of student.

**CLINICAL EDUCATION  
GUIDELINES & POLICIES  
Section #5**

## 5 – CLINICAL EDUCATION GUIDELINES AND POLICIES

### 5.1 - DISCIPLINARY ACTION

All students are expected to adhere to and abide by the Student Code of Conduct (Section 4.27), ARRT Standards of Ethics (Section 5.2), Performance Expectations (Section 5.6.2), Professional Conduct (Section 5.3.1), and the Radiologic Technology Program's Policies on Attendance (Sections 4.10 & 5.20), Dress Code (Sections 5.25 & 7.1), and all grading policies (Sections 4.6 & 5.19).

Failure to do so will necessitate implementation of the following:

- Oral/Verbal Warning
- Written Warning
- Suspension (1 day, 3 day, 5 day)
- Dismissal from the Program

The severity of the infraction will be determined by the Program Director.

#### 5.1.2 - DISCIPLINARY ACTION PROGRESSION

Disciplinary action progression starts with a verbal warning. Disciplinary action proceeds to a written warning, 1 day suspension of clinical time, 3 day suspension of clinical time, 5 day suspension of clinical time, and program dismissal. According to the severity of the infraction, the disciplinary action may start at **any level** of progression.

The following are considered examples of severe, inexcusable behavior which may result in immediate dismissal from the program:

- Deliberate damage to College, hospital or other's property
- Stealing
- Physical assault of another individual
- Conviction of a felony
- Indecent or lewd conduct
- Carrying a weapon on College or hospital premises
- Falsification of any information to the hospital or College
- Smoking in hazardous areas
- Consumption of intoxicants while on College or hospital property or attempting to perform duties while under the influence of alcohol or other drugs
- Falsification or misuse of College or hospital records
- Working beyond the appropriate duties of a student
- Drug dealing or attempted drug dealing
- Excessive absenteeism/tardiness

It is impossible to compile a complete summary of misconduct that requires disciplinary action. The Program Director is responsible for interpreting the rules of conduct, and any questions in this area should be addressed to the Program Director. Failure of the student to abide by general rules and regulations will result in disciplinary action.

If disciplinary action is taken, the student will be advised of this action in private consultation with the Radiology program faculty. The action will be documented in the student's record and the student will be asked to sign the document to indicate their awareness of the action.

#### 5.1.3 – Oral/Verbal and Written Warnings

Warnings are given for failure to adhere to and abide by the Student Code of Conduct (Section 4.27), ARRT Standards of Ethics (Section 5.2), Performance Expectations (Section 5.6.2), Professional Conduct (Section 5.3.1), and the Radiologic Technology Program's Policies on Attendance (Sections 4.10 & 5.20), Dress Code (Sections 5.25 & 7.1), and all grading policies (Sections 4.6 & 5.19). Any student receiving a warning notice will be counseled regarding the incident by the Program Director. An accumulation of two

written warnings may affect the student's final clinical grade. A review of the student's suitability for the profession will also be considered.

#### **5.1.4 - Suspension Policy**

Suspension days are given for repeated warnings and/or serious failure to adhere to and abide by the Student Code of Conduct (Section 4.27), ARRT Standards of Ethics (Section 5.2), Performance Expectations (Section 5.6.2), Professional Conduct (Section 5.3.1), and the Radiologic Technology Program's Policies on Attendance (Sections 4.10 & 5.20), Dress Code (Sections 5.25 & 7.1), and all grading policies (Sections 4.6 & 5.19). Suspension days are from clinical assignments, and will be considered unexcused absences and may affect the student's final grade. The length of suspension will be determined by the Program Director according to the type and severity of the infraction. Performance not compatible with appropriate workplace behavior such as, but not limited, to the examples listed under Professional Conduct (Section 5.3.1) will necessitate immediate suspension.

#### **5.1.5 - Dismissal Policy**

Disciplinary action of dismissal is carried out due to grave failure to adhere to and abide by the Student Code of Conduct (Section 4.27), ARRT Standards of Ethics (Section 5.2), Performance Expectations (Section 5.6.2), Professional Conduct (Section 5.3.1), and the Radiologic Technology Program's Policies on Attendance (Sections 4.10 & 5.20), Dress Code (Sections 5.25 & 7.1), and all grading policies (Sections 4.6 & 5.19). Students who fail to satisfy the academic, clinic and/or disciplinary requirements will be referred for dismissal. Recurrent performance not compatible with appropriate workplace behavior such as, but not limited, to the examples listed under Professional Conduct (Section 5.3.1) will necessitate immediate dismissal.

### **5.2 – ARRT STANDARDS OF ETHICS**

Preamble: *The Standards of Ethics* of the American Registry of Radiologic Technologists shall apply solely to persons holding certificates from the ARRT and who either hold current registration by the ARRT or formally held current registrations by the ARRT and/or seek reinstatement of registration by the ARRT (collectively, "Registered Technologists"), and to persons applying for examination and certification by the ARRT in order to become Registered Technologists ("Applicants"). The *Standards of Ethics* are intended to be consistent with the Mission Statement of the ARRT, and to promote the goals set forth in the Mission Statement. The ARRT *Standards of Ethics* may be found at: <http://arrtpdf1.s3.amazonaws.com/ethics/standardethic.pdf>.

#### **A. Code of Ethics**

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Radiologic Technologists and Applicants may evaluate their professional conduct as it relates to patients, health care consumers, employees, colleagues, and other members of the health care team. The "Code of Ethics" is intended to assist Radiologic Technologists and Applicants in maintaining a high level of ethical conduct and in providing for their protection, safety and comfort of patients. The "Code of Ethics" is inspirational.

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which it has been

designed, and employs procedures and techniques appropriately.

5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information from the physician to aid in the diagnosis and treatment/management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self, and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.

## **B. Rules of Ethics**

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all present Registered Technologists, Registered Radiologist Assistants, and Candidates. Certification is a method of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Registered Technologists and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients.

### **The Rules of Ethics are enforceable.**

Registered Technologists, Registered Radiologist Assistants, and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

*There are 23 Rules of Ethics that a Radiologic Technologist must be responsible for knowing. They are located at the following link: <http://arrtpdf1.s3.amazonaws.com/ethics/standardethic.pdf> or can be found on the ARRT Website. They detail unethical behavior including but not limited to convictions, fraud, mental incompetence, harmful behavior. All students are encouraged to review The ARRT Standards of Ethics.*

## **5.3 - CLINICAL EXPECTATIONS**

### **5.3.1 - Professional Conduct**

The Program expects every student to observe basic rules of good workplace behavior. Most of these are common sense rules. As a member of the hospital team, it is important that you understand the policies and procedures of the Program and the consequences of inappropriate workplace behavior. Behaviors inconsistent with those described will be brought to the attention of the Program in the form of verbal

and/or written incident reports. Misconduct will be handled in accordance with the procedures outlined in this Student Handbook. (See section 5.1 - DISCIPLINARY ACTION).

Performance not compatible with appropriate workplace behavior will be documented. Behaviors subject to clinical course failure include, but are not limited to the following examples:

1. Deliberate inattention to patient care.
2. Any practice resulting in harm to a patient.
3. Failure to fulfill the responsibilities of a student radiographer to an extent that causes or potentially causes injury to a patient; or waste, damage or loss of material, supplies, equipment or other property.
4. Failure to report an injury or incident concerning a patient.
5. Divulging confidential information concerning patients or their care.
6. Soliciting or accepting tips from patients or any other persons.
7. Rude or discourteous behavior.
8. Chronic or habitual absenteeism/tardiness.
9. Unauthorized absence from duty/failure to report absence.
10. Falsification of hospital or program forms or records.
11. Tampering with clinical attendance sign-in sheets or falsifying reported clinical time.
12. Refusal to carry out orders or instructions (insubordination to faculty, physicians, supervisors, and/or staff technologists).
13. Failure to follow the policies of the clinical site (i.e., smoking, sleeping, gambling etc.).
14. Failure to adhere to other rules, regulations and/or policies of the Program.
15. Use of profane or abusive language.
16. Unauthorized use of, removal of, theft of, or intentional damage to the property of the hospital, a patient, employee, or student.
17. Threatened or actual physical violence.
18. Bringing in, having in possession, or being under the influence of an intoxicant, narcotic, or mood altering substance on hospital or university property.
19. Disorderly or immoral conduct.
20. Failure to follow protocol in the performance of radiologic procedures (e.g., improper use of film badge, improper use of film identification and markers).
21. Failure to seek out appropriate clinical supervision while performing radiologic procedures and repeat images.
22. Failure to meet academic education requirements.
23. Failure to meet clinical education requirements.
24. Cheating on any examination or independent test.

#### **5.4 -TECHNICAL STANDARDS**

The Radiology Program has specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the program and professional practice. These skills and abilities, called "Technical Standards," are essential for an individual to demonstrate and possess, so they can perform all of the tasks associated with Medical Radiography.

Read through the checklist below. If you believe that you cannot perform any of the tasks listed, please contact the Radiography Program Director for clarification and further discussion.

\*Items 1-5 are documented by physical exam.

1. Working in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or program safety.
2. Frequently bending, reaching, stooping, lifting, and the use of manual dexterity with the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes and inserting needles into an ampule and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices (weighing up to 50 lbs).
5. Possesses sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patients medical records and medical information. The aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.

\*Item 6 is documented by the satisfactory completion of the required prerequisite English (oral/writing) course for admittance into the Radiology Program.

6. Ability to communicate clearly, monitor and instruct patients before, during, and after procedures.

\*Item 7 is documented by the satisfactory completion of the required prerequisite Math (logic/reasoning) course for admittance into the Radiology Program.

7. To have sufficient problem-solving skills to include measuring, calculating, reasoning, and analyzing, evaluating and synthesizing with the ability to perform these skills in a timely fashion.
8. Criminal background checks and drug toxicology are required. Due to results of these checks, some students may be ineligible in the program. Costs associated with these screenings will be paid for by the student.

## **5.5 - CLINICAL EDUCATION EXPERIENCE**

### **5.5.1 -Philosophy of Clinical Education**

The role of the Radiographer has grown in complexity with the development of more sophisticated procedures and equipment in the field of Radiology. It is the philosophy of the Program Faculty to provide the Radiography students with optimum clinical experiences and to ensure that the students have the opportunity to perform all routine types of radiographic procedures in the appropriate proportions. Furthermore, the philosophy of the Program Faculty is to provide demonstration, supervision, observation, counseling and evaluation in the clinical setting whereby the student will effectively:

1. Apply knowledge of the principles of radiation protection for the patient, self, and others.
2. Apply knowledge of anatomy, positioning, and radiographic technique, to accurately demonstrate anatomical structures on a radiograph.
3. Determine exposure factors to achieve optimum radiographic images with a minimum of radiation exposure to the patient.
4. Examine radiographs for the purpose of evaluating technique, positioning and other pertinent technical and pathological qualities.
5. Participate in radiologic quality assurance programs.
6. Exercise discretion and judgment in the performance of medical imaging procedures.
7. Provide patient care essential to radiologic procedures, as well as recognize emergency patient conditions and initiate first aid and basic life-support procedures.
8. Establish interpersonal communications with the patient and other members of the health care team.
9. Maintain patient confidentiality at all times.

### **5.5.2 -Competency-based Clinical Education**

Competency-based clinical education (CBCE) is directed toward preparing individuals to perform

specified tasks as a radiographer under realistic conditions and to perform these tasks at a level of accuracy and speed required of entry-level radiographers. The goal of clinical education, therefore, is to provide students with the opportunity to achieve competency in the duties of a radiographer before leaving the clinical education program. Competency by definition is the required minimum standard of performance of a specified radiographic procedure. Clinical education which is competency-based must be founded upon a set of tasks that are performed by radiographers in the field. For each task performed, there are certain skills, knowledge and attitudes that a student must competently demonstrate. Competency is not just a manipulative skill but includes cognitive and affective development as well. Components: Cognitive: Classroom and acquired knowledge Psychomotor: Clinical or motor skills Affective: Emotions, values, attitudes, and characteristics.

## **5.6 - CLINICAL EDUCATION GUIDELINES**

### **Overview**

Aultman Hospital Radiology Program is committed to providing a comprehensive clinical education experience, which is essential to prepare a student for entry into the radiologic technology profession. The clinical curriculum is composed of seven (6) sequentially linked competency-based clinical education courses, which increase in complexity and requirements. Details outlining all clinical education requirements are published in individual clinical syllabi.

### **5.6.1 -Objectives of Clinical Education**

The student will observe, practice and actively demonstrate the professional skills required of a radiographer by:

1. Performing the required number of competency examinations established for each clinical course.
2. Evaluating patient examination request forms accurately.
3. Preparing the radiographic room appropriately.
4. Supporting, assisting, evaluating, questioning, observing and informing the patient.
5. Accurate positioning of the patient for the procedure.
6. Practicing good radiation protection.
7. Using equipment and exposure technique charts correctly.
8. Appropriately processing and accurately evaluating images.
9. Demonstrating a professional level of record-keeping and computer skills.
10. Maintaining patient confidentiality in compliance with HIPAA regulations.
11. Examine gender, cultural, age and socioeconomic factors that influence patient compliance with procedures, diagnosis, treatment and follow-up of patients.
12. Adapt procedures to meet age-specific, disease-specific and cultural needs of patients.
13. Assess the patient and record patient histories.
14. Assess patient using the ABCs of CPR and demonstrate basic life support procedures.
15. Maintain HIPPA compliance while completing all didactic and clinical education activities.

The student will observe, practice, and demonstrate learning and growth in professional behavior by:

1. Demonstrating an ability to work with others.
2. Communicating a caring attitude to the patient.
3. Accepting constructive criticism willingly and contributing toward improvement.
4. Demonstrating an effective use of time by working systematically and efficiently.
5. Adhering to Program policies and requirements.
6. Demonstrating ethical conduct while respecting the patient's rights, values and confidentiality.
7. Demonstrating initiative in clinical responsibilities.
8. Demonstrating dependability and responsibility in clinical assignments.
9. Presenting an appearance and demeanor that communicates professionalism and competence.
10. Demonstrating interest in the Profession of Radiologic Science by joining a professional organization.

### **5.6.2 - PERFORMANCE EXPECTATIONS**

The Radiologic Technology faculty accepts the rules and regulations governing student conduct as set forth in the Student Handbook. The philosophy of the Radiologic Technology program reflects a commitment to the belief that every human being has dignity and possesses an intrinsic value. Further, it affirms that the purpose of the program is to prepare the student to be a caring person who assumes responsibility and accountability for his or her actions. Therefore, it is appropriate that, in addition to the prohibited actions and unacceptable behavior described in the Handbook, the faculty expects the following behaviors from students enrolled in the Radiologic Technology Program:

1. The student will interact with patients, peers, clinical personnel and instructors so that neither they nor the student will be diminished personally.
2. The student will keep all information confidential concerning patients.
3. The student will be prepared for every clinical experience, since he/she is legally accountable for the health care he/she provides.
4. The student will promote an atmosphere in the classroom and clinical setting, which facilitates learning by attending, being prompt and actively participating.
5. The student shall conform to and display professional behaviors as a health care worker. Those professional behaviors identified by the ARRT Code of Ethics are promoted and expected by the faculty of the Radiologic Technology department.

#### **Routine Duties:**

1. Students are assigned to various clinical areas in the department by program faculty.
2. Students are responsible for all technical assignments given by their supervising staff technologist.
3. Students will not leave their assigned clinical area until all work assigned to the room has been completed and approved by their supervising staff technologist.
4. Students will assist the radiology staff in proper care of the patient.
5. Students will perform all other duties of a staff technologist as directed by their immediate supervisor. This includes care of equipment and cleaning and stocking the radiographic rooms.
6. Repeat examinations are ONLY performed under the guidance and direct supervision of a registered technologist.
7. Students are required to call the clinical faculty and the program director whenever absence is anticipated for any reason. (See Section 5.20 Attendance Policy/Clinical Education).

### **5.7 - STRUCTURE OF CLINICAL EDUCATION**

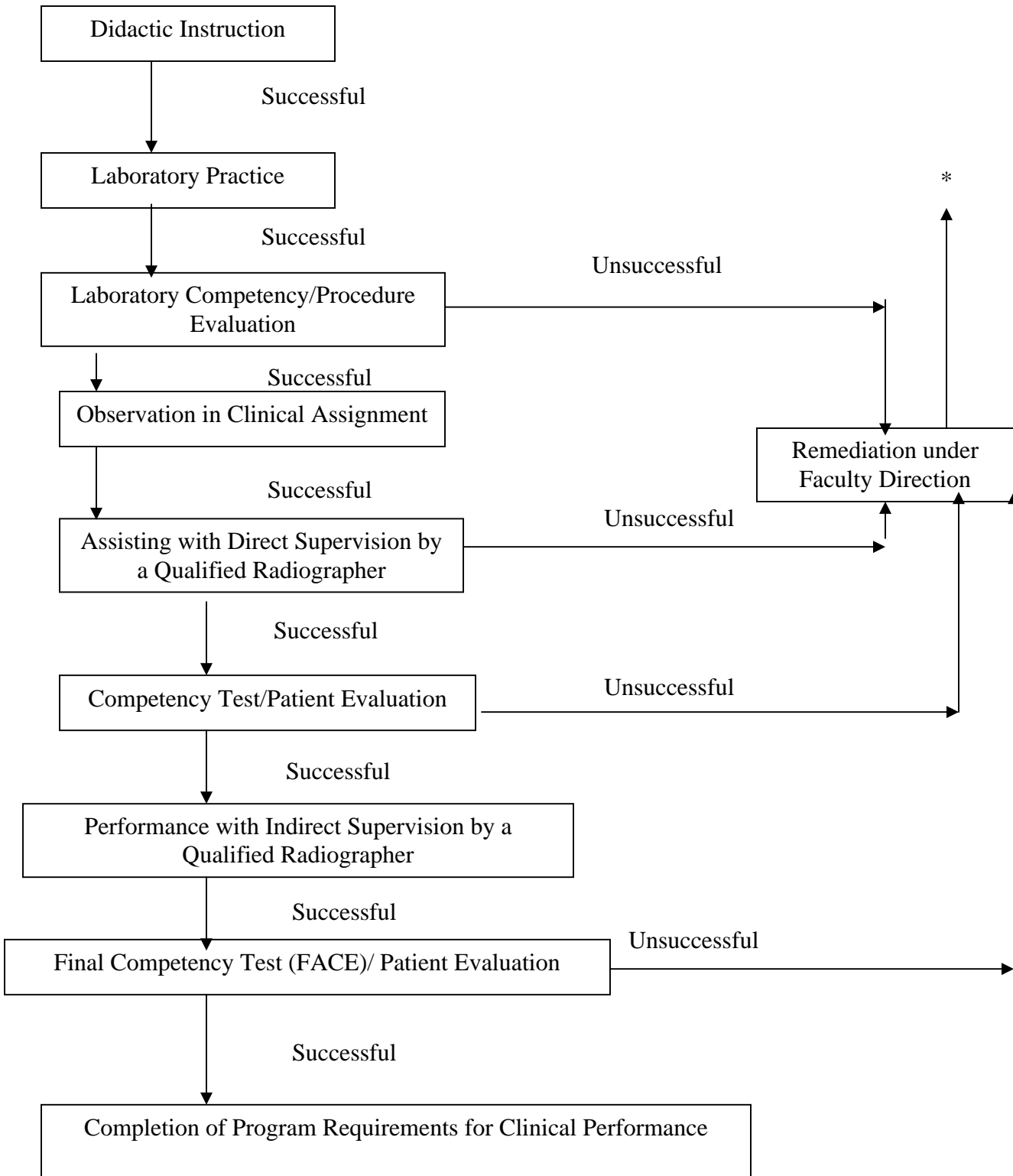
Clinical education should reflect the progression of required competencies from a basic level to an advanced level over the entire educational program. This is accomplished through a valid plan for clinical experiences. As evidenced on the flowchart (See page 45), cognitive, psychomotor and affective aspects of the curriculum are integrated throughout clinical education.

#### **5.7.1 - LEARNING PROGRESSION**

1. Required didactic (classroom)
2. Laboratory experience

3. Simulated experiences in the laboratory
4. Observation and assisting of qualified radiographers in the execution of their duties. The rate of student progress depends on the student's ability to comprehend and perform. Progress is determined by timeliness and efficiency with completion of radiographic procedures.
5. Unassisted experiences in the clinical setting
6. Competency evaluation in the clinical setting
7. Experience in performing procedures with indirect supervision of radiographers
8. Final assessment clinical exams (FACE) in the clinical setting.

**Competency Based Clinical Education Flowchart**



\*Remediation under Faculty Direction will return to Laboratory Practice with an unsuccessful attempt.

## 5.8 - REGULATIONS GOVERNING CLINICAL EDUCATION

1. Clinical assignments are given to the students and posted in the Radiography Department Student area.
2. Students are to be signed in by their individual start time and must stay in clinical assignments thereafter. Students will sign out at the end of their clinical assignment. If they fail to sign out, the student will not receive clinical credit.
3. Students are expected to report to their clinical assignment on time and prepare the room by cleaning and stocking it. If an x-ray examination is already in progress, they are to assist the Technologist.
4. Students will be present in their assigned radiographic area whenever an examination is being performed.
5. Students will address all patients and doctors with respect, i.e., Miss, Mrs., Ms., Mr., or Dr. Students will not use first name to address patients and/or doctors.
6. Students may **never** leave a patient unattended.
7. Any information which is learned regarding the diagnosis, prognosis, or personal life of a patient is classified/confidential information and must not be discussed outside the professional realm of duty.
8. Students will label each film with a lead marker indicating the right or left side.
9. Students are ***not permitted to take repeat radiographs without a staff technologist presence.***
10. Proper dress code is required at all times in the clinical area.
11. Students are not permitted to chew gum in the clinical area.
12. Students are assigned a one-hour lunch period and are expected to return on time.
13. Students may not place or receive personal phone calls on **any** department telephone.
14. ***Cell phones are not permitted*** in the clinical area or classroom at any time.
15. Students are not permitted to accept gratuities from patients.
16. Students are to refrain from personal conversations or remarks while in the presence of patients.
17. Students may not congregate in any patient-care area of the department.
18. During periods of inactivity, the reading of textbooks and professional literature is encouraged. Novels and crafts are not permissible in the clinical area.
19. Students are not permitted to bring food and/or drink to any part of the Radiology Department, clinically assigned area.
20. Students must remain in the clinical area and may only leave with the permission of their Clinical Instructor and/or Program Director.

## 5.9 - CLINICAL SCHEDULED TIME

Students are scheduled for their clinical rotation for either the day shift, beginning anytime between 6-8:30 a.m., depending on the clinical rotation, or evening shift, beginning at 1:00 p.m. provided that there is appropriate clinical staff for direct and in-direct supervision.

Rotations are scheduled at the beginning of the semester by the Clinical Instructor and/or Program Director. Every effort will be made to ensure that all students receive an equal number of day and evening hours. Weekend shifts are granted if appropriate staff is scheduled to supervise. Less than 23% of the total clinical hours are spent rotating through weekend and afternoon assignments. Example: approximately 1 week of an afternoon rotation = 3 eight hour days per semester, and 1 weekend rotation = 1 eight hour Saturday per semester. Make-up time will be scheduled according to the make-up time policy.

Students are not allowed to work more than forty hours in a week and NO student will be granted clinical time for the performance of clinical duties outside of the normal duty hours, including weekends, unless they have been approved by clinical faculty and/or Program Director.

## 5.10 - CLINICAL ASSESSMENT CRITERIA

The student will be assessed in the clinical education at mid-term and finals upon faculty review of the student performance. This performance assessment is based on staff technologist rotation evaluations, Lab and Competency evaluations, and Clinical Instructor progress reports in accordance with stated

clinical objectives. A final written assessment will be reviewed with each student and a final grade will be calculated at the end of the semester. Clinical education outcomes involve affective, cognitive, and psychomotor skills identified below. Clinical grading is based on the student's progress toward:

1. Meeting specific clinical education objectives identified for each clinical course.
2. Outcome development.

### **Affective Domain**

Appreciate and value the imaging department as an essential, professional discipline of the health care system in the delivery of patient care services. Students are expected to:

1. Adhere to program policies regarding honesty, attendance and clinical performance.
2. Demonstrate respect and compassion for patients.
3. Demonstrate appropriate professional interactions with fellow students, instructors, facility personnel and patients.
4. Demonstrate appropriate professional behaviors unrestricted by concerns of socioeconomic status, cultural diversity, sexual orientation, disease status and religious beliefs.
5. Adhere to the professional ideal, with confidence, discretion and accountability.

### **Cognitive Domain**

Recognize and describe principles of effective and safe radiographic practice as related to fluoroscopy, general, and mobile radiography. Students will develop the following cognitive skills relative to their curricular progression.

1. Identify and describe principles of ethical conduct as identified in the professional Code of Ethics.
2. Develop technical knowledge appropriate and relative to curricular progression.
3. Recognize quality radiographs relative to curricular progression.
4. Utilize and apply technique charts and procedure manuals.
5. Identify patient needs and assist them in an appropriate manner.

### **Psychomotor Domain**

Observe, assist, and/or perform effectively and efficiently all assigned exams in scheduled work areas at the medical imaging facility. Students, with appropriate clinical supervision, are expected to:

1. Assist technologists as needed.
2. Perform required patient competency evaluations in preparation for final competency assessments.
3. Perform all duties as assigned.

## **5.11 - CLINICAL SUPERVISION**

Until students achieve the program's required competency in a given procedure, all clinical assignments should be carried out under the **DIRECT SUPERVISION** of qualified radiographers.

### **~The following are parameters of direct supervision:**

1. The qualified radiographer reviews the request for examination in relation to the student's level of achievement.
2. The qualified radiographer evaluates the condition of the patient in relation to the student's level of achievement.
3. The qualified radiographer reviews and approves the radiographs.

**~Indirect supervision** is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

("Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is performed. This availability applies to all areas where ionizing radiation equipment is in use.

**THEREFORE, STUDENTS ARE NOT PERMITTED TO DO MOBILE RADIOGRAPHY WITHOUT A RADIOLOGIC Technologist (RT) REGARDLESS OF THE STUDENT'S LEVEL OF COMPETENCY.**

### **~REPEAT RADIOGRAPH POLICY**

In support of professional responsibilities for provision of quality patient care and radiation protection, **unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer regardless of the student's level of competency.**

#### **5.11.1 –CLINICAL EDUCATION TERMS**

1. OBSERVE – The student can watch a radiographer perform a radiographic examination.
2. ASSIST – The student can help the radiographer in performance of a radiographic examination in a manner determined by the radiographer, without actually performing the examination. (i.e., bring patient into room, etc.)
3. PARTICIPATE – The student can take part in the performance of a radiographic examination with the help of, and under the direct supervision of, the radiographer.
4. PERFORM – The student conducts a radiographic examination under the direct supervision of the radiographer.
5. DIRECT SUPERVISION – A registered radiographer is present with the student in an ionizing radiation room, or with an energized mobile unit.
6. INDIRECT SUPERVISION – A registered radiographer is present in the radiology department or is readily available for guidance, but not necessarily with the student in the ionizing radiation room.
7. RADIOGRAPHIC EXAMINATION – This consists of a series of radiographs of an anatomical region, sufficient to permit diagnostic evaluation of that region.
8. CATEGORY – A series of related radiograph examinations which demonstrates a specific area of the human body, (i.e., upper extremities), or group of studies.
9. COMPETENCY – The student is able to perform radiographic examinations under indirect supervision and assume those duties and responsibilities as described by the clinical goals and objectives.
10. COMPETENCY EVALUATION – Procedure by which the student's performance and the resulting radiographs for the specific examination are evaluated.
11. FINAL COMPETENCY EVALUATION (FACE) – Procedure by which the student's overall performance in all categories is evaluated. This consists of the performance of one examination from six categories, chosen at random.
12. CLINICAL INSTRUCTOR – A registered staff radiographer that has been trained to evaluate the student within the boundaries of the clinical competency based plan.
13. SIMULATION – The student performs the radiographic examination on a person other than a real patient for a competency evaluation. This will be done limitedly and at the discretion of the clinical instructor or faculty member.

**\*\*\*The student is a guest in the affiliating site facilities. Should the clinical or site facility request or demand removal of a student due to the student's inappropriate or unprofessional behavior, the student will be removed immediately and be assigned an "F" in that rotation.**

## **5.12 - Clinical Competency**

This clinical evaluation system is a standardized method of measuring the student's ability to optimally produce a diagnostic radiograph for a specific anatomical part utilizing proper positioning, patient care, anatomy, technique, radiation protection, and equipment manipulation.

The clinical competency evaluation system consists of Competencies and FACE.

### **I. Competency Evaluation**

The goal of the evaluation is to determine the student's competency on routine views of all parts of the anatomy. This evaluation takes place in both a mock setting and an actual patient setting.

Exam competencies are divided into two major types (Mandatory and Elective), sub-types (General Patient Care, Initial, Simulation, Pediatric, Trauma, Portable, C-arm and Surgical) and individual categories divided by body area.

The following steps are taken in evaluating the student's competency in a given area:

Radiographic Positioning and Anatomy is taught by a designated Faculty member in the didactic setting, utilizing texts and audiovisual aids.

- a) A group demonstration is performed by the Procedures Instructor in a designated radiographic room at an assigned time each week. Students are responsible for any missed information in lab. The Instructor will not demonstrate positioning for those students who have missed lab.
- b) The students practice the positioning on one another in preparation for testing.
- c) The student, at a designated time is scheduled to perform the specific radiographic procedure in a simulated situation in a designated radiographic room while a Clinical Instructor tests the student's competency according to clinical competency evaluation criteria.
- d) \*\*If the student should fail the test, the student then receives remedial instruction followed by re-examination in that specific procedure the following week.
- e) Once a student has passed a particular test in a mock setting, he/she may ask to be evaluated in a real-life patient care setting.
- f) Failure to shield a patient or to ascertain the chance of pregnancy will result in **automatic failure**.
  - Each student has a certain number of patient competency evaluations to complete per semester. Certain evaluations are mandatory and required for graduation (SEE section 4.5 – Graduation Requirements).

Failure to complete the correct number will result in a grade of zero for each exam not performed and those exams will be added to the following semester's requirement. The student must complete all required competency evaluations by the end of the senior year. All required competencies must be completed at end of the last semester of the senior year.

### **II. FACE**

Students, in the fifth and sixth semester will be given a final assessment competency exam. The purpose of this evaluation is to obtain a final analysis of the student's competency by evaluating him/her on a cross-section of examinations.

The student will meet with the Clinical Instructor at a designated time and perform various exams throughout the day. All lab evaluations should be completed in order to be eligible for final evaluations.

The student will be evaluated on positioning skills, patient interaction, technical factors, knowledge of anatomy and radiographic quality.

FACE includes an oral, a written and patient exam competencies.  
FACE consists of three parts:

- A. A verbal exam on patient care
- B. A written exam on critical thinking skills
- C. Two or more patient exam competencies to be chosen by program faculty

FACE is considered to be satisfactory completed when a student obtains a score of 95 or higher for each of the patient exams and an 85 or higher on both the written and verbal exam. Any score below these in any of the specific areas are considered as failing in that section. If the student receives lower than the expected outcome in a particular section or sections, they must retake the section until a passing score is obtained. The student will be allowed two attempts on each competency. If the student fails the same competency in a FACE exam, they will then fail their clinical rotation, and be dismissed from the program. FACE is considered passed when the student has received the required score in each of the areas. The FACE score is zero until all areas receive the score required. A student may not graduate from the program until they have successfully completed FACE.

### **5.13 - COMPETENCY REQUIREMENTS**

All clinical education courses in Radiologic Technology here at Aultman Hospital are competency and not hourly based, which means that students must complete all the required competencies in each of the clinical courses regardless of the hours spent at the clinical education setting. For graduation from the program, students must complete the following:

- Six mandatory general patient care activities
  - Seventy-Five radiologic procedures as listed in 5.12.6 -COMPETENCY PROTOCOLS.
  - Successfully complete all areas of FACE. FACE tests the student's ability to critically think and apply general patient care knowledge to the clinical setting.

These requirements are comparable to that which would be expected of an entry-level radiographer

#### **5.13.1 - GENERAL PATIENT CARE**

Students are required to demonstrate competency in six general patient care activities. These activities include CPR, Vital signs (blood pressure, pulse, respiration, temperature), Sterile and aseptic technique, Venipuncture, Transfer of patient, Care of patient medical equipment (e.g., oxygen tank, IV tubing). These activities should be performed on patients; however, simulation is acceptable if state or institutional regulations prohibit candidates from performing the procedures on patients.

#### **5.13.2- SIMULATION**

Certain procedures can be simulated. According to the ARRT, Simulations must meet the following criteria: (a) the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting; (b) the program director is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting. Examples of acceptable simulation include: demonstrating CPR on a mannequin; positioning a fellow student for a projection without the actually activating the x-ray beam, and evaluating an image for a teaching file; performing venipuncture by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or grapefruit.

Simulations should be used for procedures that are only available in the clinical setting on a limited basis. Students are strongly encouraged to perform these procedures on actual patients and simulations should be used only when this is not possible.

### **5.13.3 - PEDIATRIC COMPETENCY**

By the end of the program, each student is required to demonstrate competency in at least three pediatric exams: Chest, Extremity (upper or lower) and Abdomen or Portable.

*The ARRT has established that a pediatric patient is any child who is six years of age or younger. Pediatric exams should not be simulated if possible.*

### **5.13.4 - TRAUMA COMPETENCY**

By the end of the program, each student is required to demonstrate competency in at least four trauma exams: Upper and Lower Extremities, Trauma Shoulder (scapular Y, Transthoracic, Axillary), and Trauma Cervical Spine (X-lateral). A trauma patient is an individual who has sustained serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc. Students should not do all the trauma competencies on the same patient. The clinical instructor may exercise discretion in evaluating other types of severe trauma. The program has defined trauma as any physical injury that has occurred within a 48-hour period. Any injury that occurred prior to 48 hours may not be used as a trauma competency.

### **5.13.5 - PORTABLE STUDY AND SURGICAL STUDY COMPETENCIES**

By the end of the program, each student is required to demonstrate competency on at least three mobile studies (Chest, Abdomen, and Orthopedics) and at least two surgical procedures. A pediatric mobile study can also be done under the pediatric section of competencies. A mobile study is one that utilizes mobile equipment such as a portable radiographic unit or C-arm and that is completed outside of the radiology department. A surgical procedure is one that is performed in the operating room or special endoscopic or urography room or suite where additional sterile technique is needed.

### **5.13.6 -COMPETENCY PROTOCOL**

Routines for each of the exam competencies are dependent upon the clinical site in which the competency is completed. Individual competencies are scheduled for each of the clinical education courses. Students should refer to the individual course syllabus for exact competencies to be completed.

#### **GENERAL PATIENT CARE**

- CPR
- Vital signs (blood pressure, pulse, respiration, temperature)
- Sterile and aseptic technique
- Venipuncture
- Transfer of patient
- Care of patient medical equipment (e.g., oxygen tank, IV tubing)

The following radiologic procedures have been identified by the ARRT. Procedures that are considered mandatory by the ARRT is outlines in **bold**.

#### **CHEST and THORAX**

##### **Chest (Routine)**

##### **Chest AP (Wheelchair or Stretcher)**

##### **Ribs**

Chest Obliques

Chest Lordotic

Chest Lateral Decubitus

Upper Airway (soft tissue neck)

Sternum

## **UPPER EXTREMITY**

**Thumb or Finger**

**Hand**

**Wrist**

Navicular

**Forearm**

**Elbow**

**Humerus**

**Shoulder**

Clavicle

Scapula

AC Joints

SC Joints

**Trauma: Upper Extremity (Non Shoulder)**

**Trauma: Shoulder (Scapular Y, Transthoracic or Axillary)**

## **LOWER EXTREMITY**

**Foot**

**Ankle**

**Tibia & Fibula**

**Knee**

Tunnel View

**Femur**

Patella

**Trauma Lower Extremity**

Calcaneus (Os Calcis)

Toe

## **CRANIUM**

**Skull**

**Paranasal Sinuses**

Facial Bones

Orbits

Zygomatic Arches

Nasal Bones

Mandible (Panorex acceptable)

## **SPINE AND PELVIS**

**Cervical Spine**

C-Spine flex/ext

**Lumbosacral Spine**

LS Spine flex/ext

Lumbar obliques

**Thoracic Spine**

Thoracic Spine Obliques

**Cross Table Lateral Hip**

**Trauma: Cervical Spine (Cross Table Lateral)**

**Pelvis**

Judet views

Inlet/Outlet

IVP

**Hip**

Sacrum and/or coccyx

Scoliosis Series

Sacroiliac Joints

## **ABDOMEN**

**Abdomen Supine (KUB)**

**Abdomen Decubitus or Upright IVP**

## **FLUOROSCOPY STUDIES**

**Upper GI Series (Single or Double Contrast)**

Small Bowel Series

Esophagus

**Barium Enema (Single or Double Contrast)**

Cystography/ Cystourethrography

## **SURGICAL STUDIES**

**C-Arm Procedure**

Retrograde Pyelography

Surgical Cholangiography

## **MOBILE STUDIES**

**Chest**

**Abdomen**

**Orthopedic**

## **PEDIATRICS (Age 6 or younger)**

**Chest Routine**

Upper Extremity

Abdomen

Lower Extremity

Mobile Study

## **5.14 DEPARTMENTAL ROTATIONS**

- Transportation
- QC
- Radiology Front office
- Radiology Back Office (Film Library)
- Emergency Department
- Radiologist viewing room

## **5.15 - MODALITY ROTATIONS**

- Computed Tomography
- Radiation Therapy
- Nuclear Medicine
- Ultrasound
- Special Procedures
- Heart Lab
- MRI

## **5.16 - AFFILIATE ROTATIONS**

- Aultman North
- Aultman West
- Aultman Pain Management
- AultWorks Occupation Medicine
- Dunlap Memorial Hospital
- North Canton Medical Foundation

## **5.17 - CLINICAL GRADING POLICIES & PROCEDURES**

### **DESCRIPTION OF CLINICAL GRADING**

#### **Clinical Rotation Evaluation**

The Program faculty has developed specific behavioral objectives concerning the clinical performance expected of each student in the assigned radiographic room. These objectives are designed to direct the performance of the students in the following areas: patient care, equipment manipulation, positioning skills, radiation protection and professional adjustment.

The clinical objectives are given to the student at the beginning of the program and there is instruction along the way as to the expectations of these objectives in each clinical education syllabi.

Clinical rotation evaluations allow the Faculty to determine the progression rate of students during their clinical education as to whether they are able to meet specified pre-defined clinical performance objectives. Information is kept in the Radiology Department to assist the Staff Technologist in the evaluation process. This information includes expectations of the student's abilities with regard to equipment manipulation, patient care, positioning, radiographic critique, etc. These exceptions are stated with reference to time spent in the Program.

In-services are given to the Staff Technologists regarding the importance of the student clinical objectives and the need for the Staff Technologist to adequately supervise, observe and evaluate the student's performance relative to the clinical objectives. Staff Technologists play an integral role in the student's clinical experience by directly supervising and giving initial and reinforced clinical instruction in the following areas:

1. patient care
2. professional adjustment
3. radiation protection
4. positioning skills
5. equipment manipulation and technique

The evaluation is filled out by the technologist who in turn will give the evaluation to the program director. All evaluations must be submitted no later than 5 days following the end of the rotation. It is the student's responsibility to make sure that each technologist completes the evaluation on time (within 5 days of the end of that month). Five points will be deducted from the evaluation grade for each evaluation handed in late. Evaluations should have date and month of rotation. Five points will be deducted from the evaluation grade if an evaluation is submitted without date/month of rotation. Should there be any deficiencies noted, the Program Director privately discusses it with the student and makes recommendations on how the student may improve his or her performance.

All clinical rotation evaluations are documented and filed in the student's record. Should the student feel that the evaluation is not truly representative of his/her performance, but rather a personality conflict, the Program Director will then discuss the evaluation with both parties and document the conclusion (s), if any. The student may write comments concerning the evaluation and those comments will remain with the evaluation as long as it exists. The final decision regarding the evaluation will be made by Program officials.

## **5.18 - DESCRIPTION OF CLINICAL GRADING COMPONENTS**

#### **Daily Log Sheets**

Each student is required to document all cases he/she has observed, assisted with, and performed during each of the clinical rotations.

Failure to turn in completed and required log sheet will result in an automatic deduction of 3 points from the room evaluation grade.

### **Performance Evaluation (room, equipment, Rotation)**

- An evaluation of the student's ability to successfully complete the Objectives and the Clinical Performance Expectations for the clinical assignment

### **Laboratory Testing**

- An evaluation of the student's ability to perform radiographic procedures in the laboratory setting

### **Clinical Instructor's Evaluations**

- An evaluation of the student's affective, cognitive and psychomotor skills associated with their performance in the clinical setting.

### **Clinical Competency Testing**

- An evaluation of the student's ability to perform radiographic procedures in the clinical setting.

### **Final Assessment Competency Exam (FACE)**

- An evaluation of the student's overall skill and ability as an emerging Radiologic Technologist

## **5.19- CLINICAL GRADING POLICY**

Clinical grades are based on the required procedure competencies, midterm and final Clinical Evaluations, daily clinical journals, clinical attendance, and disciplinary action/counseling reports (if needed). Percents given to procedure competencies, Clinical Evaluations, clinical assignments (if indicated) and daily clinical journals will be noted in the clinical course syllabus and may change depending on the clinical course. Required competencies not completed in a scheduled clinical assignment will be factored into the grade as a zero. Competencies that are not completed will need to be completed in the next clinical course. All required competencies must be completed before the student is allowed to graduate from the program. Attendance/ tardiness deductions will be incorporated into the Clinical Evaluations (midterm and/or final) depending on the date of the occurrence. If the occurrence happened before midterm and is not made up by the end of the semester, this will also be reflected in the final Clinical Evaluations.

Disciplinary Action/ Counseling deductions are taken from the final clinical grade at the end of each semester. (See Disciplinary Action/ Counseling policy)

### **CLINICAL SCALE**

100- 96 A

90- 95 B

85- 89 C

84 or lower is unsatisfactory.

\*Clinical grades 84 and below will be counted as an F.

## **5.20- ATTENDANCE POLICY CLINICAL EDUCATION**

One of the primary responsibilities of a professional radiographer is regular, punctual attendance. In order to instill good work habits, students are required to be signed in and out everyday with program faculty.

Excessive absenteeism will hinder clinical competency and thus must be considered in the student's overall grade and may result in dismissal from the program. Students should note that continued state and federal financial aid is often dependent on previous successful completion of courses.

When unable to report to a clinical assignment, students **must personally notify** by telephone both their Program Director **and** their Clinical Instructor. Notification **must be made** by no later than one hour

before their clinical shift is to begin. **Permission to leave the department while on assignment is to be obtained from the clinical instructor or his/her designee.**

## **5.21 - SIGN IN/OUT POLICY**

To properly record clinical time, each student will personally sign in in the morning or afternoon and sign out at the end of their scheduled clinical time on a time sheet provided. Students must sign. It is the student's responsibility to insure that his/her attendance is recorded properly throughout the week. Those failing to sign in will be considered absent for those particular periods of time. This would constitute an unexcused absence. (SEE section 5.24 - CLINICAL MAKEUP TIME).

**Absences and/ or tardiness of any type require that the Clinical Instructor and Program Director be notified no later than one hour before your clinical shift on the day of the absence. Failure to notify the Clinical Instructor and Program Director will result in a disciplinary action and may be reflected in the midterm or Clinical Evaluation and the final clinical grade.**

Failure to sign in and/or out will result in an **entire** unexcused day.

**FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN COURSE FAILURE. TAMPERING WITH OR FALSIFICATION OF TIME RECORDS WILL RESULT IN DISMISSAL.** (See section 5.1 - DISCIPLINARY ACTION).

The following is the Signing In/Out Policy:

- ❖ Clinical hours are dependent on the Clinical site assignment. Students are required to be present. Students are expected to be in the scheduled area at the specified time and to remain in the scheduled area for the specified time.

### **5.21.1 - ILLNESS/ABSENCE FROM CLINICAL EXPERIENCE**

It is the student's responsibility to notify **both the clinical instructor and Program Director one hour prior** to their clinical rotation if they will not be in attendance.

Students leaving the clinical site for any reason during scheduled hours without notifying the Program Director will be suspended for one day.

Students are responsible for following the attendance policy for each individual course as outlined by the instructor in the course syllabus. **Any missed Clinical Time must be made up as designated by the Program Director.** (SEE section 5.24 – CLINICAL MAKEUP TIME).

## **5.22 – ABSENCE POLICY**

### **5.22.1 - UNEXCUSED**

An unexcused absence is any absence in which the Program Director or designate has not been notified. Unexcused absences are not permitted and are considered an occurrence that must be made up. If an unexcused absence of 3 days duration or longer occurs, the student may be dismissed from the program. (See section 5.1 - DISCIPLINARY ACTION).

The Program Director will monitor student call offs and will advise student when patterns are reflected. If a student habitually call-offs, establishes a pattern, or misses more than five days in any academic year, then the student may be dismissed for failure to maintain the attendance standards of the Program. (See section 5.1 - DISCIPLINARY ACTION).

### **5.22.2 - EXCUSED**

An excused absence in any absence that is not long enough to be designated as a Leave of Absence, and must be approved through the Program Director. Excused absences are those situations that are beyond the normal control of a student and would result in the student missing clinical days. Examples could include: extended illness (>5 days), extended hospital stays (>5 days), severe family issues, and death in one's family.

The Program Director will evaluate the absences for authenticity and will determine if the clinical days must be made up. The student will still be required to complete any competencies missed in clinical, and didactic coursework as determined by the instructor. The student may receive an Incomplete if applicable for that courses missed.

### **5.23 – TARDY/LATENESS POLICY**

Students arriving after their assigned time must report to a Clinical Instructor upon arrival, provide the reason for lateness, and fill out appropriate paperwork.

Lateness reflects unprofessional and irresponsible behavior. Three (3) late offenses per semester will be counted as one absence in the clinical attendance factor. Any student who arrives at a clinical assignment more than two (2) hours late will be considered absent for that day.

### **5.24 – CLINICAL MAKEUP TIME**

1. Absences from clinical rotations shall be made up according to the following guidelines:
2. Make up time must be approved and scheduled by the clinical instructor and/or Program Director.
3. All make-up time must be completed before the end of the semester or pre-approved at other times by program faculty.
4. Make-up time cannot extend the work week beyond 40 hours of clinical and/or eight hours in a day.
5. In cases of extenuating circumstances, outstanding make-up time will result in an incomplete grade.
6. Make-up time cannot be made up on night shifts or shifts that extend past midnight.
7. Failure to report to the clinical site for a scheduled make-up time will result in a disciplinary action which results in a 5-point deduction, per incident, from the clinical grade.
8. Any changes to the make-up time without prior approval of an instructor will not be counted towards make-up time.
9. Time will be allotted during each semester to be used if necessary to make-up clinical hours missed. The following times have been set aside for clinical make-up purposes:
  - Finals week
  - Christmas Break
  - Spring Break

### **5.25 - DRESS CODE**

Students are required to present a professional appearance during all scheduled clinical assignments. It is the patient's right to be treated with dignity and care by clean individuals. It is, therefore required that each student practice appropriate personal hygiene. Students must wear approved uniforms in the clinical area. Approved uniforms consist of the following:

#### **Male:**

- approved scrub pants
- approved scrub top
- white hospital shoes, closed toe and heel and white socks.

#### **Female:**

- approved scrub pants
- approved scrub top

- approved scrub dress, knee length or longer
- white hospital shoes, closed toe and heel and white socks.

**All Students:** The following items are considered part of the uniform must be worn daily:

- current radiation monitor
- radiographic markers
- Aultman ID badge
- Aultman Hospital School of Radiology patch

The following policies concerning clinical appearance will be in effect at all clinical sites unless otherwise specified:

1. Uniforms will be neat, pressed and clean at all times. The pant length will cover the top of the shoes. No rips, tears or holes will be tolerated.
2. An all white crew neck undershirt or long sleeved turtleneck may be worn under the uniform top.
3. A white/blue lab coat may be worn as part of the uniform. Lab coats will be kept clean, and stain-free and neatly pressed. The Aultman student identification patch must be sewn onto the upper left sleeve approximately 2 inches below the shoulder seam.
4. The Aultman Hospital student badge should be worn at all times, and free of any pins, photos, or slogans.
5. Hospital shoes with closed toe and heel will be solid white. Athletic shoes are acceptable, but must also be solid white, all leather, low cut. Regardless of style, footwear must be kept clean and in good repair.
6. Simple post earrings (in the ear only), wedding ring, and a watch are acceptable. Any exposed body jewelry (including tongue), other than that worn in the ear is prohibited.
7. Necklaces should not be dangling or choker style or outside of the uniform top. No more than two chains should be worn or visible at any time.
8. Fingernails must be short and neatly trimmed. Artificial nails or nail tips are not permitted. Nail polish, if worn, must be clear or light in color. Hand washing is required following contact with each patient.
9. Hair must be neat in appearance, worn up or secured off the face and of a natural or pleasing color.
10. Make-up will be applied sparingly; no scented lotions, perfumes, or colognes.
11. Proper personal hygiene (breath and body) should be practiced at all times.
12. Official identification badges shall be worn on the uniform so that the student's identity is readily visible to the patient.
13. Beards should be neat, clean and well groomed, not of extreme length and should not interfere with the performance of clinical education assignments. Mustaches are permitted; otherwise facial hair should be shaven daily.
14. Tattoos must be sufficiently covered.
15. NO gum chewing is permitted.
16. Revealing clothing such as low cut tops, see through clothing, extremely tight fitting or short clothing is unacceptable in didactic areas.
17. Students in street clothing are not permitted in the clinical area.

\*Any student not in uniform as described above will be sent home and considered absent for that day, and may result in disciplinary action.

### **5.25.1 - SCRUB SUITS**

Scrub suits other than the uniform, will be worn only when required by the individual rotation or department. Lab coats or appropriate institutional coverings must be worn over scrub suits when the student is not present in the surgery areas. Shoe covers and masks may not be worn outside surgery areas unless specifically instructed to do so. Hospital-issued scrub suits of any kind are not for personal use and may not be worn outside the assigned area of use.

### **5.26 - PHONE CALLS**

### **5.26.1 - Cell Phone Usage in the Clinical Education Setting**

The objective of the electronic communication devices (cell phone) Policy is to ensure optimum patient care during the completion of clinical assignments by promoting a safe, cooperative, and professional healthcare environment, and to promote and enhance:

- efficient operation of the clinical affiliation
- the ability of others to do their jobs
- friendly clinical environment for hospital employees, students and faculty
- the individual student's ability to practice competently
- the community's confidence in the in the hospital's ability to provide quality patient care

To act in accordance with the above, students are not permitted to make or receive personal calls while completing clinical education assignments. Students are not permitted to carry or use electronic communication devices during clinical assignments. Students **are** permitted to keep their electronic communication devices in their lockers away from patient care areas.

**Any student in violation of the above policy will receive a warning and be dismissed from the clinical education setting for the day. Dismissal from the clinical education setting will be reflected as unexcused time-off with the possibility of deduction of points from the student's final clinical grade. Continuous infraction of the policy will result in dismissal from the program. (See section 5.1 - DISCIPLINARY ACTION).**

### **5.26.2 - Emergency phone calls**

In case of an emergency, a student may receive a message through the ACNHS Front Office (330-363-6347), Radiologic Technology Program Director (330-363-5320, Robin Williams, or Radiologic Technology Program Clinical Instructor 330-363-3126 - one of the persons mentioned will contact the student directly. At no time will ANY call (inside or outside) be transferred to a student.

### **5.27 - SMOKING**

In order to provide a healthier, cleaner and safer environment for all students, NO ONE is permitted to smoke on any clinical facility's premises. If the clinical facility provides a designated area for smoking, students may use that area at lunch periods only. (See section 5.1 - DISCIPLINARY ACTION).

**EXTRA BREAKS ARE NOT PERMITTED.**

### **5.28 - USE OF ALCOHOL OR DRUGS**

Intoxicating beverages or drugs are not permitted on any clinical or College grounds. Students under the influence of either while present in school or clinic will be dismissed from the program immediately. The Program adheres to the zero tolerance. (See section 5.1 - DISCIPLINARY ACTION).

### **5.29 - COMMUNICATION OF CONCERNS**

Should a student have concerns about the Aultman Hospital Radiology program's adherence to the Standards of the Joint Review Committee on Education in Radiologic Technology (JRCERT), the student may report those concerns to the JRCERT at:

JRCERT  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

### **5.30 - Grievance Policy**

Any grievance or concern regarding the Radiologic Technology program must be made in writing review. Students must adhere to the following channels and timelines when addressing grievances or concerns involving the Radiologic Technology Program.

**Step 1:** Discuss the complaint with RAD faculty and/or the clinical instructor, as appropriate.

**Step 2:** If dissatisfied with Step 1, file a written complaint or grievance with the RAD program director. This must be done within thirty (30) days after the date of the occurrence. If the incident or occurrence involves a clinical rotation site, the complaint must be made to the RAD clinical instructor. The RAD Program Director or the RAD Clinical Instructor must respond within thirty (30) days upon receipt of the written grievance.

**Step 3:** If still not satisfied, a letter should be addressed to the Director of Allied Health within thirty (30) days of the date after the RAD faculty reply. The letter should clearly detail the steps which have already been taken and contain the facts of the grievance. A request for a hearing before the Director of Allied Health should be included. The Director of Allied Health will schedule a hearing with the student within thirty (30) days of the request.

**Step 4:** Upon considering information provided at the student hearing, Director of Allied Health shall make a decision regarding the formal grievance. This decision shall be made within thirty (30) days of the student's formal hearing with the Director of Allied Health.

**Step 5:** If still dissatisfied with the decision, the student may address the grievance in written form with the Executive Vice President.

Should a student have concerns about the Aultman Hospital Radiology program's adherence to the Standards of the Joint Review Committee on Education in Radiology Technology, the student may report those concerns to the JRCERT at:

JRCERT  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

## DISCIPLINE DOCUMENTATION POLICY/FORM

All students are expected to adhere to and abide by the ARRT Standards of Ethics, Performance Expectations, Professional Conduct, the Radiologic Technology Program's Policies on Attendance, dress code, and all grading policies.

Failure to do so will necessitate counseling of the student and documentation.

Such counseling will be documented as follows:

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course/Clinical Site: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Reason: Student's Response:

Program Recommendations: \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Student's Signature

### 5.31 - PREGNANCY

If a student suspects she is pregnant prior to entering or while enrolled in the program, she has the option of whether or not to declare her pregnancy to program officials. If the woman chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

If the student chooses to disclose her pregnancy, she must immediately notify the Program Director and the Radiation Safety Officer. The student must then sign a witnessed "Declaration of Pregnancy" indicating that she is pregnant and the date of conception. This follows the Guide 8.13 of the United States Nuclear Regulatory Commission and the Ohio Department of Health. The declaration remains in effect until the declared pregnant woman withdraws the declaration, or is no longer pregnant.

If the student chooses to disclose her pregnancy, she is allowed to make an informed decision based on her individual needs and preferences. The options include the following:

- Continuing the educational program without modification or interruption.
- Voluntary Withdrawal/dismissal from the program

The student who chooses to disclose her pregnancy and continue at the clinical site will be required to purchase and wear an additional dosimeter for fetal dose measurement if the clinical site does not provide a dosimeter for her.

The student may or may not be allowed to graduate. This will be determined on an individual basis by the faculty depending on the student's capacity to complete course requirements. If the scheduled or unscheduled LOA for pregnancy exceeds the limits set for an Incomplete (80% of the course work must be completed to receive an Incomplete) than she will be dismissed from the program. (See individual signed entrance documentation.) (SEE section 4.14 – LEAVE OF ABSENCE).

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupationally exposed women, which are no more than 0.5 rem (5 mSv) during the entire gestation, and no more than .05 rem in any month, both with respect to the fetus.

It is the policy of the program to instruct all students on radiation protection procedures with respect to the embryo/fetus.

Neither Aultman Hospital nor the student's assigned clinical education setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

### 5.32 - INCIDENT/INJURY REPORTS

During the clinical assignment, the student **must** report any incident of injury to him/herself or to a patient to the clinical instructor, supervisor, and Program Director. Hospital policy is to be followed in the event of any injury or incident. **If a hospital incident/injury report is filed, a copy is to be forwarded to the Program Director.**

Additionally, a student's wellness must be re-established via written documentation from the hospital Health Service or the student's personal physician and presented to the Program Director or designate before returning to school.

### **5.33 - COMMUNICABLE DISEASE**

Due to the nature of the clinical work that the radiography student performs, it is evident that she/he may find her or himself caring for a patient with a communicable disease or one who has little or no immunity to a communicable disease. Therefore, it is the policy of this program that **each student will follow the exposure control policies of the clinical education affiliate in which he/she is assigned**. Students developing signs or symptoms of communicable diseases that pose a hazard to the patients they serve or other clinical personnel shall immediately report this information to the hospital department personnel. If warranted, a hospital incident/injury form must be completed and a copy sent to the health service department of the hospital and to the program director.

### **5.34- HEALTH SERVICE**

Health Service is available for students who are injured while on clinical assignment or develop minor medical problems during scheduled clinical hours.

Health Services is located in Human Resources and is staffed by a Registered Nurse. A Physician is also available through Human Resources. The services are open from 7:30 a.m. until 5:00p.m. If students are injured after these hours, they are to report to the emergency room.

Health Services provides treatment for minor illnesses covered by standing orders. The cost of diagnostic testing and therapeutic treatment ordered by the physicians will be the responsibility of the student. Other services provided include, but are not limited to, pre-entry physicals, drug screening and preventive vaccination.

If students are injured during regular clinical hours, it is required that an employee/student injury report be completed at the time of injury either by himself/herself, an instructor or supervisor.

**\*\*\*This service is not established to replace the student's responsibility to maintain a source of private health care and insurance.**

### **5.35 - CONFIDENTIALITY**

It is important that all students in the Radiologic Technology Program understand that confidentiality is a critical element of Medical Radiography. Students are to adhere to all applicable HIPPA, hospital, and federal confidentiality laws and regulations. Students **are not** to discuss any patient, condition, or treatment outside the line of duty. A student found to have violated this policy would be subject to immediate dismissal from the Radiologic Technology Program.

### **5.36 - CARDIOPULMONARY RESUSCITATION**

CPR is a basic emergency procedure for life support, consisting of artificial respiration and manual external cardiac massage. All students enrolled in the Radiologic Technology Program must be CPR certified and provide proof of certification to the Program Director. First year students must provide proof of CPR training before the beginning of the program start date. The CPR training obtained must include that for Infants, Child and Adult. Only certification from the American Heart Association will be accepted. It is important for students to understand that CPR certification is mandatory and must be continually maintained while enrolled in the Radiologic Technology Program. Students who fail to maintain CPR certification will not be allowed to attend clinical education. Any time missed will need to be made-up and may result in an attendance penalty on the mid-term and/or final Clinical Evaluation.

### **5.37 - RADIATION PROTECTION/MONITORING**

Student use of ionizing radiation during their clinical rotations and the affiliated clinical facilities shall be in accordance with:

1. Ohio State Laws and criteria established in NCRP Report/Radiation Protection in Educational Institutions.
2. Students **are not** permitted to operate x-ray equipment except under the supervision of program faculty and/or hospital staff radiologic technologists.

3. All individuals working in radiation exposure areas shall wear radiation-monitoring devices. The radiation monitoring device will be worn in the neck/upper thorax region, and visually exposed when wearing a lead apron. This procedure is mandatory whenever working with ionizing radiation. No person shall be permitted to work in these areas without wearing a designated badge.
4. The current report shall be inspected and initialed by each respective student. All radiation exposure reports will be kept in a notebook in the Program Director's Office.
5. Individuals will be charged a replacement cost for lost radiation-monitoring device.
6. Persons in the room during radiation exposures must avail themselves of the control area protective barriers and the doors to the x-ray room must be closed.
7. A human shall never be exposed to radiation for demonstration purposes. Phantoms are available for checking or establishing techniques or demonstrating technical factors.
8. A student in fluoroscopy must wear an appropriate leaded apron.
9. The Program's Clinical Instructor is responsible for distributing and collecting exposure devices. The program director is responsible for maintaining exposure records.
10. The program control badge is located in the technologist's lounge at Aultman Hospital.
11. It is **strictly prohibited** for anyone (students or faculty) to intentionally expose the control badge or his/her badge. Any student caught doing this will be automatically dismissed from the program.

### 5.37.1 - PROTOCOL FOR EXCEEDED DOSE LIMITS

If a student exceeds a radiation exposure for total body over 5000 mRem within a calendar year, (as shown by film badge monitoring of the individual) the student will be removed from training with any source of ionizing radiation for the remainder of that calendar year.

Student exposure records are reviewed quarterly by the Radiation Safety Officer. If a reading is considered to be out of the acceptable range, the student will be counseled by the RSO to ensure that safe radiation practices are being adhered to.

### 5.38 - RADIOGRAPH IDENTIFICATION

Students will always identify their films radiographically with their **own** (initialed right or left) lead markers. **Do not** allow someone else to use your markers. Additionally, if required by the clinical site, the student will be required to initial the top of the exam form and/or indicate in the Radiology Information System (RIS) on all exams they perform. If the student is performing the exam under direct supervision, the initials of the supervising technologist and/or indication of the supervising technologist must be noted. All radiographs will be flashed with proper patient identification.

### 5.39 - RECORDS ACCESS (Clinical Only)

It is the policy of the Radiologic Technology program that all program-related clinical records kept on any individual student are available for inspection by that student at all times. Clinical records **will not** be removed from the program office. Students who wish to see their clinical records should ask the program faculty who, in turn, will make them available. Student records are treated as confidential to third parties. Information will only be released to others with the student's written permission. Clinical records release forms can be obtained from the Program Director.

### 5.40 – RADIOLOGY GRADUATE ELIGIBILITY FOR LICENSURE CERTIFICATION

Eligibility for certification requires that the applicant be of good moral character for the program. Conviction of a misdemeanor or felony may indicate a lack of good moral character for the American Registry of Radiologic Technologists (ARRT) purposes. The ARRT conducts a thorough review of all convictions to determine their impact on eligibility. Documentation required for a review includes a written personal explanation and court records to verify the conviction, the sentence and completion of the sentence. Individuals considering enrollment in an educational program or already enrolled may submit a pre-application form to have the impact of convictions on eligibility evaluated.

Pre-Application Review Forms may be requested from the Department of Regulatory services at the ARRT office. **The American Registry of Radiological Technologists: 1255 Northland Drive; St. Paul, Minnesota 51120-1155; Telephone: (651)687-0048; Web Page: <http://www.rrt.org>.**

If the eligibility review is requested within one year of the intended examination date, a regular examination application form may be submitted early instead of the preapplication form. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT.

This is ground for permanent denial of eligibility for certification. The ARRT may conduct criminal background searches whenever appropriate. Disciplinary action may be taken at any time upon discovery that disclosure was not complete.

#### **5.41 - HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996 (HIPAA)**

*Aultman Hospital, in agreement with health care institutions and providers, respects the privacy of all patients/clients. Information concerning any patient/client should be held in strict confidence. All information about patients/clients, a patient's illness, treatment provided and responses to illnesses is privileged information to be shared only with health team members and then only to the extent necessary to perform the respective student responsibilities. The patient or client's record is a confidential document, which must be kept in the strict confines of the institution or office to protect the patient or client, the provider and the institution.*

#### **The original copies of active patient or client records must be kept on site at the institution or office at all times and should never leave the institution or office.**

All information contained in the patient's or client's record shall be considered privileged and confidential information. The patient's or client's record is the property of the institution or provider, whose responsibility is to protect the information against loss, destruction, defacement, tampering, vandalism, theft, and any other intrusion or from use by unauthorized persons. Without proper authorization from the patient/client, his/her legally appointed representative, as required by law, or by existing contractual agreements, no information may be released from the patient's or client's record. Aultman Hospital students and faculty must abide by the hospital, institution, and/or provider confidentiality and release of information policies.

**Breach of any type of confidential information is grounds for disciplinary action up to and including dismissal from the Program.** Students will be required to sign a confidentiality statement at program orientation.

#### **5.42 - IDENTIFICATION BADGE**

An identification badge is issued to all Aultman Hospital students. This badge can be used as identification for various purposes; access to in-patient care areas, check out books from the Library, entry to the College and to the Fitness Center, and a variety of other student functions where a valid student identification card is required. There is a replacement charge for lost identification badges. Badges should be returned to the Program Director upon graduation, withdrawal or dismissal.

#### **5.43 – INTERNET/COMPUTER ACCESS**

Internet and computer access is restricted to students requiring the use of the Internet and external electronic services to perform student related activities. Students using the Internet or other on-line services are expected to conduct themselves in a professional manner. Students are to restrict access and use of the Internet to legitimate business related sites. Aultman Hospital reserves the right to monitor all student usage to ensure proper functionality, appropriate use, and security of company data and to retrieve the contents of any student communication in these systems. Aultman Hospital does not condone the use of institutional computers for the viewing or downloading of adult materials or pornography. Inappropriate conduct in the usage of computers will result in disciplinary action up to and including dismissal from the program. (See section 5.1 - DISCIPLINARY ACTION).

# FINANCIAL INFORMATION

## Section #6

## 6- FINANCIAL INFORMATION

### 6.1 - ESTIMATED EXPENSES FOR RADIOLOGY PROGRAM

Aultman Hospital School of Radiologic Technology reserves the right to amend or add to the charges listed below.

<b>Tuition</b>	
2009-2010 Tuition	**\$185.00 per credit hour and is subject to change**
<b>Fees</b>	
Application Fee (non-refundable)	\$30
Reservation Fee (non-refundable)	\$100
<i>Upon notification of position granted in the program, the student must remit this fee in order to reserve a slot. This fee is not part of the tuition and is non-refundable.</i>	
Graduation Fee	\$200
OSRT Year 1	\$80
OSRT Year 2	\$50
ARRT Exam	\$150
Transcript fee	\$5
NSF check fee	\$30
Payment Plan (\$10 fee added on to tuition for each semester)	
Payment Plan Late Fee	\$20
Upon notification of position granted in the program, the student must remit \$100.00 of the tuition fee with the acceptance form. This portion of the tuition is non-refundable	
<b>Other Fees</b>	
Uniforms	\$200
Books	\$800
Physical and drug examination	\$100
Additional vaccinations (if needed)	\$120
Background check	\$30
Clinical Supplies	\$75

### 6.2 – PAYMENT TERMS (*Fees and Unpaid Balances*)

Aultman Hospital School of Radiologic Technology requires the following payment terms:

- All charges for tuition and fees are due no later than the last day of the first week of class each semester.
- Students may elect to participate in the Aultman Payment Plan. Students electing this plan will be assessed a processing fee and their account must be paid in full by the end of the semester. Please contact the Bursar's Office for information regarding the Aultman Payment Plan.
- Unpaid Balances
- All students with unpaid balances at the end of the semester are subject to administrative withdrawal from the College. Administrative withdrawal results in no credit or grades earned for the academic semester.
- Students with outstanding balances may not register for classes, receive grades, participate in graduation ceremonies, or receive a diploma or transcript of grades. Students with unpaid balances, regardless of payment form, may be sent to a third party for collection.

### 6.3 - PAYMENT OPTIONS

#### 6.3.1 - ON-LINE BILLING STATEMENTS

Billing statements will be mailed to students entering the college for the first semester. Billing statements will only be available to view on the student portal for returning students.

### **6.3.2 - PAY BY MAIL**

Send a check or money order payable to Aultman College of Nursing and Health Sciences.

Include on the check or money order the student's name.

Address your payment to:

Aultman College of Nursing and Health Sciences

Bursar

2600 Sixth Street S.W.

Canton, Ohio 44710

### **6.3.3 - PAY IN PERSON**

Payment may be made in person at the school office.

Office hours are: Monday-Friday 7:30am-4:00pm

Payment may be made by cash, check, or credit card (*Visa, MasterCard or Discover*)

### **6.3.4 - PAY BY TELEPHONE**

Payment may be made by telephone using a credit card (*Visa, MasterCard or Discover*)

The telephone number for the Bursar is 330-363-2834

Office hours are: Monday-Friday 7:30am-4:00pm

Please have the following information available:

- \* Student's name
- \* Student's social security number
- \* Credit card number
- \* Expiration date
- \* 3-digit security number's on the back of card
- \* Amount of payment

### **6.4 - LATE FEES**

Late fees are assessed according to the U.S. postmark. Any undated payments received after the deadline will be assessed a \$20.00 per month late fee. Late fees begin to accrue the day after fees are due. Notices for late fees are not sent, but are reflected on the monthly statements.

Account balances still outstanding at 90 days will be forwarded to a third party collection agency.

\* Collection accounts appear on your credit report.

\* Student is responsible for all collection charges that are assessed.

### **6.5 - WITHDRAW / REFUND POLICY REGARDING TUITION PAID**

Registration for classes creates a contract for payment of tuition, fees, and charges. A student choosing not to attend Aultman School of Radiologic Technology must officially withdraw during the first five (5) business days of the semester, or is obligated to pay charges based on a prorated schedule. Withdrawal must be made in writing through the Office of the Registrar. *Non-attendance in class or notification to a professor does not constitute an official withdrawal.*

Withdrawal from a class or from the College on or before the fifth (5th) business day will cancel all financial obligations to the College.

- Week 2 & 3      90% of tuition refunded
- Week 4 & 5      50% of tuition refunded
- Week 6            25% of tuition refunded
- After week 6     No Refund

For summer sessions, the refund policy is as follows:

- Prior to the 4p the first day of class 100% refund

If a student withdraws from a class or from the College at anytime, the College may be required to return a portion of the federal and/or state financial aid to the appropriate programs. Any balance created on the student's account as a result of this transaction is the responsibility of the student. *Anyone withdrawing who is receiving financial aid needs to contact the Financial Aid Office.*

If a student withdraws or reduces the number of credit hours after the refund period for reasons beyond his or her control, a detailed letter may be submitted to the Finance Committee. Letters may be addressed to Aultman College of Nursing and Health Sciences, Director responsible for finance, 2600 Sixth Street SW, Canton, Ohio 44710.

### **6.5.1 - WITHDRAWAL REQUIREMENTS**

All students who drop their course load to zero (0) hours must return:

- Attrition survey
- Exit checklist
- ID badges
- Inactive form
- Laboratory or course equipment
- Library books
- Magnetic Strip Badge
- Medication Administration card (if applicable)
- Parking permits, if applicable

Students not returning the above items will be charged a fee to cover the replacement costs.

## **6.6 - FINANCIAL AID POLICIES**

A variety of grants and loans are available to students. Federal and State Grants and Loan guidelines are established by federal and state agencies and are not subject to alteration by the Financial Aid Office.

### **6.6.1 - GRANTS**

Need based financial aid from the federal government. Grants do not require repayment. Available federal grant programs include the Pell Grant and the Academic Competitiveness Grant.

### **6.6.2 - LOANS**

Financial Aid that must be repaid: Available loan programs include Federal Stafford Loans, Federal Parent PLUS Loans, and Private Education Loans.

### **6.6.3 - SCHOLARSHIPS**

Need and/or merit-based funds provided to students by AHSRT or outside agencies. Scholarships are based on criteria determined by the donor.

Students receiving financial aid may not receive aid beyond the calculated need based on standard need analysis. This includes, but is not limited to, scholarships, tuition reimbursement, and any outside loans or grants. Therefore, all sources of assistance (i.e., scholarships, employer tuition reimbursement, etc) must be identified and disclosed to the Financial Aid Office in order to determine aid eligibility.

## **6.7 - LATE APPLICATIONS**

Applications received after the deadline will be awarded monies based on availability of funds. The Financial Aid Office will process late applications in a timely manner; however, late applicants should seek other means to meet payment deadlines until financial aid funds can be released.

## **6.8 - NON-DISCRIMINATION AND HARASSMENT POLICY**

Aultman Hospital School of Radiologic Technology (AHSRT) does not discriminate on the basis of race, color, national or ethnic origin, or any other characteristic protected by state or federal law in policies and programs such as those specified below. This statement applies to all academic programs and to all policies and procedures concerning students and student activities. This statement applies to all personnel and administrative policies. Additionally, it is the policy of the AHSRT to maintain an environment free of all forms of unlawful harassment, including sexual harassment.

Aultman Hospital School of Radiologic Technology is committed to providing an environment where people can work together comfortably and productively, free from all harassment, including, but not limited to harassment based upon race, color, religion, age, national or ethnic background or disability.

### **6.8.1 – WHAT IS CONSIDERED HARASSMENT**

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive academic/work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's educational/work performance; or
3. Otherwise adversely affects an individual's educational and/or employment opportunities.

It is the stated policy of Aultman Hospital School of Radiologic Technology to promote and maintain a campus environment free from all forms of discrimination, harassment, intimidation, and exploitation, including sexual harassment. Discrimination and harassment are considered unethical and unprofessional activities, especially when they involve persons of unequal power, authority, or influence. Furthermore, state and federal laws prohibit discrimination and harassment on the basis of any protected classification. It is imperative that all those affiliated with AHSRT know that discrimination and harassment will not be tolerated. Discriminatory behavior involves the singling out, excluding, or demeaning any individual on the basis of race, color, or national or ethnic origin, religion, sex, age, disability, or any other characteristic protected by state or federal law.

Discriminatory harassment generally includes conduct (oral, written, graphic, or physical) directed against any person or groups of persons because of race, color, national or ethnic origin, religion, sex, age, disability or any other characteristic protected by state or federal law, that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable names, demeaning portrayal or treatment, and threatened or actual abuse or harm.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical contact of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of an individual's employment or education;
2. Submission to or rejection of such contact by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive working, educational, or living environment.

Sexual harassment may include the following examples, but is not all inclusive:

- Demeaning verbal remarks that are lewd, obscene, or sexually suggestive in the form of jokes, teasing, or insults directed at a person or group;
- Inappropriate behavior of touching, pinching, patting, fondling, kissing, or cornering;
- Pressure for dates and/or sex; and/or

- Requests for sex in exchange for grades, salary raises, or promotion.

#### Other Harassment

Other forms of harassment may include the following examples, but is not all inclusive: epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, religion, gender, national origin, age, or disability. This includes acts that purport to be “jokes” or “pranks,” but that are hostile or demeaning with regard to race, color, religion, gender, national origin, age, or disability. written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on AHSRT premises, disseminated through the school email system or circulated at the School. The standard for determining whether verbal or physical conduct relating to race, color, religion, gender, national origin, age, or disability is sufficiently severe or pervasive to create a hostile or abusive work environment is whether a reasonable person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. The “reasonable person” standard includes consideration of the perspective of persons of the alleged victim’s race, color, religion, gender, national origin, age, or disability.

### **6.8.2 - COMPLAINT AND INVESTIGATION PROCEDURE**

A student who believes he or she is a victim of sexual harassment or other unlawful harassment based on the student’s race, color, national or ethnic origin, religion, sex, age, disability or any other characteristic protected by state or federal law, should immediately bring the problem to the attention of the Director. If a student is reluctant to report harassment to the Director, he or she may choose to report the incident to his or her faculty advisor.

Complaints of harassment, sexual or otherwise, will be promptly and carefully investigated. AHSRT will protect the confidentiality of those involved to the extent it can, consistent with its need to investigate the claim.

Violators of the AHSRT policy against harassment will be subject to disciplinary action, up to and including expulsion.

Aultman School of Radiologic Technology will not retaliate against an individual who makes, in good faith, a report of harassment or who provides, in good faith, information in an investigation. The AHSRT also will not tolerate retaliation against any individual by others. Like harassment, any instances of retaliation should be reported immediately. Any student who is found to have engaged in retaliation will be subject to disciplinary action, up to and including expulsion.

All Administrators of Aultman Hospital School of Radiologic Technology should take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for filing complaints. Additionally, all members of the student body, faculty and staff are expected to assist in implementing this policy.

### **6.9 - APPLYING FOR FEDERAL FINANCIAL AID**

The admission process must be complete in order to be considered for financial aid. This process includes the submission of an official copy of your final high school transcript or a copy of your GED scores to the Registrar’s Office.

#### **6.9.1 - APPLY FOR A DEPARTMENT OF EDUCATION PERSONAL IDENTIFICATION NUMBER (PIN)**

To file the FAFSA on-line, you (and your parents, if you are a dependent student as determined by the FAFSA) will need to obtain a Personal Identification Number (PIN) BEFORE filing the FAFSA. To obtain a PIN, simply log on to [www.pin.ed.gov](http://www.pin.ed.gov). Having a PIN will not only allow you to sign your application on-line but it will also give you direct access to your FAFSA information after completion, allow you to make corrections on your application and to view your federal loan history. We feel this is a useful information resource tool for students who wish to gain immediate access to their records.

## **6.9.2 - COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

In order to be eligible for Federal and State financial aid students must file the Free Application for Federal Student Aid (FAFSA) each academic year. Access the FAFSA/Renewal FAFSA online on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Copies of your most current Federal 1040s and W2s may be required to file.

FAFSA processing can take up to 4 weeks. The results will automatically be forwarded to the AHSRT by the federal government as long as our school code (006487) is listed. The Department of Education will forward a copy of the Student Aid Report (SAR) to the student once the FAFSA is completed.

If it is determined that additional information is required before your eligibility is established, the Financial Aid Office will notify you by mail of the necessary supporting documents.

After filing your FAFSA, you may be notified that you have been chosen for a process called verification. If you are selected for Verification, you will be required to submit a copy of your/your spouse's most recent tax return and a Verification Worksheet. If you are a dependent student, as determined by the FAFSA, you will also be required to submit your parent's tax returns in addition to your own. Please respond promptly to all requests.

A financial aid award letter will be mailed to you once your file is complete. Please follow all award notifications carefully.

## **6.10 - APPLYING FOR PRIVATE SCHOLARSHIPS**

See the Outside Scholarship Internet Resource form for websites to search for outside private scholarships at [www.aultmancollege.org](http://www.aultmancollege.org)

Any additional information on outside scholarships will be posted on the bulletin board in the student lounge, on the student portal and in the College student newsletter, the Pulse.

For additional information on private scholarship funding, visit [www.fastweb.com](http://www.fastweb.com), your local library, high school guidance office, church, employer or community service organizations (i.e. Kiwanis, Lions Club, Rotary, etc.). Scholarships are divided between fall and spring semesters unless otherwise designated by donor.

We DO NOT recommend that students seek the help of private companies for scholarship searches. These companies prove to be costly and produce no greater results.

## **6.11 - ELIGIBILITY**

Eligibility for most financial aid programs is based on demonstrated financial need of the student and/or the student's family and on registered credit hours.

For federal and state financial aid programs a student must:

- Be a citizen, national or permanent resident of the United States. Certain persons in process of becoming citizens or permanent residents may be eligible.

To be eligible for federal financial aid programs (Pell, Federal Stafford Loan, Federal Parent PLUS Loan), a student must also:

- Be accepted by the AHSRT for admission and demonstrate the ability to benefit from the selected program of study.
- Be enrolled in a degree or certificate program.
- Meet the enrollment and attendance requirements for the program.
- Comply with requirements concerning selective service registration.
- Comply with requirements concerning submission of a Statement of Educational Purpose. This is included on the financial aid application (FAFSA).
- Certify that you are not in default on any federal loan.

- Certify that you do not owe a refund to any federal aid program. This includes grant overpayments resulting from withdrawing from class(es).
- Maintain satisfactory academic progress as set forth in the AHSRT Satisfactory Academic Progress Policy.

For Ohio programs the student must also:

- Be a resident of Ohio ( according to Ohio Law) for 12 consecutive months
- Be enrolled full-time (12 hours) in credit courses, except for the part-time OIG.
- Be enrolled in an associate degree program. Student in certificate programs are not eligible.

For AHSRT Institutional Funds, if applicable, all eligibility requirements for State and Federal programs are followed.

## **6.12 - STUDENT RIGHTS/RESPONSIBILITIES/INFORMATION**

### **6.12.1 - STUDENT RIGHTS**

You have the right to:

- Know how your financial need is determined, including the cost of attendance, and how your family contribution is determined.
- Know how and when you will receive student assistance.
- Request an explanation of the type and amount of financial assistance you are receiving.
- if you have a loan – know the type, the interest rate, amount to be repaid, when you must begin repayment and other cancellation and deferment provisions.
- Discuss your financial aid package with a representative of the Financial Aid Office.
- Know how AHSRT determines if you are making satisfactory progress and what happens if you are not.

### **6.12.2 - STUDENT RESPONSIBILITIES**

You are required to:

- Report any scholarship, fee waiver, loan, grant, employment earnings or other financial benefits which you receive from any source other than AHSRT. Such benefits, if not already taken into consideration, may result in a revision or cancellation of other financial aid benefits.
- Provide all documentation requested by the Financial Aid Office or other agencies.
- Read and understand all forms that you are asked to sign and maintain copies of them.
- Know and comply with all deadlines for application and re-application for financial aid.
- Complete the Free Application for Federal Student Aid (FAFSA) correctly, and submit it two to three months prior to the semester you plan to attend. A renewal FAFSA must be completed each academic year.
- Follow-up on any corrections or adjustments as requested.
- Accept responsibility for all loan promissory notes and other agreements that you sign.
- Understand loan obligations and make repayment as required.
- Notify AHSRT and your lender(s) of any changes in your name, address or enrollment status if you have a loan. Upon dropping below half-time, complete and submit exit loan information.
- Know and comply with the school's refund procedure.

### **6.12.3 - STUDENT FINANCIAL AID CONFIDENTIALITY POLICY**

Financial Assistance Records

In compliance with Public Law 93-380 as amended (Family Educational Rights and Privacy Act of 1974 - FERPA) all information received in connection with applications for financial aid is held in the strictest confidence. No information will be released regarding financial aid except by written request of the student. Under FERPA, you have the right to inspect your financial assistance file. You may review information in our financial assistance file and receive copies and information upon written request.

Release of Financial Assistance Information to another Agency

You must complete and sign a Financial Assistance Release Form before any information will be released to another agency. On the release form, you must indicate which semester(s) you want the

financial assistance information released. You must allow 10 days for this processing. Information regarding tuition and fees must be obtained from the Business Office. Your signature on a loan application authorizes AHSRT to release to the lending institution, subsequent holder, the guarantor, U.S. Department of Education, or their agents, any requested information pertinent to the student loan(s).

#### Other Information

If a student withdraws from the AHSRT, financial aid refunds are prorated according to the published refund policy. The School follows federal guidelines in all refund policies. Refund distributions will be made as prescribed by the U.S. Department of Education. If students are inactive for more than 180 days, they are considered withdrawn for financial aid purposes.

Information regarding the Substance Abuse Program may be obtained in the Financial Aid Office, Health Services, and Student Handbook and at [www.aultman.com](http://www.aultman.com)

### **6.13 – FINANCIAL AID PROGRAMS AVAILABLE TO RADIOLOGY STUDENTS**

AHSRT offers financial assistance to those students who qualify. The following student financial aid programs are available:

#### **6.14 - SOURCES OF FINANCIAL AID**

A variety of grants and loans are available to students. Federal and State Grant and Loan guidelines are established by federal and state agencies and are not subject to alteration by the Financial Aid Office. Any source of assistance needs identified to the Financial Aid Office (scholarships, tuition reimbursement, etc.)

Federal	Grants:	PELL Academic Competitiveness Grant (ACG)
	Loans:	Federal Stafford Loans PLUS-Parent Loan for Undergraduate Students

Students receiving financial aid may not receive aid beyond the calculated need based on the standard analysis. This includes scholarships, tuition reimbursement, and any other outside loans or grants. Applications received after the deadline will be awarded monies based on availability of funds.

#### **6.15 - FEDERAL**

##### **6.15.1 - PELL GRANT**

This is a federal grant program based solely on need (EFC). The amount of the grant is determined by the student's need, enrollment and the cost of attendance at the school and is disbursed by semester. The application for the Pell grant is the FAFSA. Students must be making satisfactory academic progress to receive the grant. Grant monies are reduced for students enrolled less than full-time. The Pell Grant is not available to students with baccalaureate degrees. Students are not required to repay these monies. The maximum PELL Grant award for the 2008-2009 award year (July 1, 2008 to June 30, 2009) is \$4,731.

Students must complete 60% or greater of the semester to earn the grant. Should a student withdraw prior to the 60% point the amount of the grant will be returned at a prorated amount and the student will be responsible for paying the remaining balance. Students must be enrolled a minimum of 3 credit hours.

### **6.15.2 - THE ACADEMIC COMPETITIVENESS GRANT**

The Academic Competitiveness Grant is available for first year students who graduated from high school after January 1, 2006, and for second year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

An eligible student may receive an Academic Competitiveness Grant (ACG) of up to \$750 for the first academic year of study and up to \$1,300 for the second academic year of study. The ACG is a need-based award and thus counts towards fulfilling a student's overall need figure.

To be eligible for each academic year, a student must:

- Be a U.S. citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled full-time in an associate's, bachelor's, or combined undergraduate/graduate (if it includes at least three years of undergraduate education) degree program or in a two-academic year program acceptable for full credit toward a bachelor's degree;
- Be enrolled in the first or second academic year of his or her program of study at an eligible institution;
- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student);
- If a first-year student, not have been enrolled previously as regular students in an ACG-eligible college program when they were still in high school and were at or below the age of compulsory attendance; and
- If a second-year student, have successfully completed their first year and have a cumulative GPA of at least 3.0 on a 4.0 scale.

### **6.15.3 - FEDERAL STAFFORD LOAN (SUBSIDIZED AND UNSUBSIDIZED)**

Students must file a FAFSA to be considered for a Stafford Loan. Loans are available on either a subsidized or unsubsidized basis. The subsidized loan is based on financial need with the federal government paying interest to the lender while the student is in school. The unsubsidized loan is not based on need, and interest accrues on the loan while the student is in school. Interest payments can be deferred until six (6) months after graduation.

The Stafford Subsidized Loan has a fixed interest rate of 6.0% for the 08-09 academic year. The Stafford Unsubsidized Loan has a fixed interest rate of 6.8% for the 08-09 academic year. The maximum annual amounts, effective July 1, 2008, are \$3,500 for freshmen, \$4,500 for sophomores or an aggregate total of \$31,000 for dependent students. Eligible dependent students may borrow up to an additional \$2000 yearly. Eligible independent students may borrow up to an additional \$6,000 yearly. The aggregate limit for independent students is \$57,500 for undergraduate study. Students must be enrolled at least half-time (6 credit hours) and be making satisfactory academic progress to be eligible for these funds. Should a student withdraw prior to the 60% point a portion or all of the funds MAY have to be returned at prorated amount based on your withdrawal date. The student will be responsible for paying any remaining balance.

Loan proceeds are disbursed by semester and not in one lump sum. If you are a first-year undergraduate student and a first-time borrower, we cannot disburse your first loan payment until 30 days after the first day of your enrollment period. This practice ensures you won't have a loan to repay if you don't begin classes or if you withdraw during the first 30 days of classes.

### **6.15.4 - PLUS-PARENT LOAN FOR UNDERGRADUATE STUDENTS**

This credit-based loan program is available to parents of eligible dependent undergraduate students. The loan can be used to pay the "Expected Family Contribution" (EFC) portion of the student's education expenses and cannot exceed the cost of attendance. Students must be enrolled a minimum of half-time (6 credit hours) and should the number of credit hours change, so may the loan amount.

Should a student withdraw prior to the 60% point a portion or all of the funds MAY have to be returned at prorated amount based on your withdrawal date. The student will be responsible for paying any remaining balance. Interest is currently 8.5% fixed and repayment begins 60 days after the loan funds have been fully disbursed.

## **6.16 - STATE AID**

### **6.16.1 OHIO NATIONAL GUARD**

If a student enlists in the National Guard for six years, the National Guard will pay 100% of tuition costs. The student must be an Ohio resident enrolled in at least six credit hours at an Ohio college. Contact your local National Guard at 330-494-1628 for additional information.

## **6.17 - SCHOLARSHIPS/AWARDS/SOCIAL SERVICE PROGRAMS**

### **Other Sources of Aid**

AHSRT works closely with many outside agencies to assist students in obtaining funds for school. Those agencies include Workforce Investment Act (WIA), the Bureau of Vocational Rehabilitation (BVR), and the Trade Adjustment Act (TAA). Please contact the individual agency for specific information and eligibility criteria for these programs. Aultman Hospital employees who are students are eligible for tuition assistance through the hospital. Please contact Human Resources for details.

## **6.18 - VA BENEFITS**

Verify your eligibility and determine the benefit chapter you are eligible for by calling the VA Educational Office at 1-888-442-4551. The chapters are: 30 (active duty veteran); 31 (Voc. Rehab. veteran); 32 - Veterans Educational Assistance Program (VEAP); 35 (children/dependents or spouse); 1606 (Selected Reserve); and 1607 (Activated National Guard and Reserve members after 09/11/01).

IMPORTANT! CHAPTERS 30, 1606 AND 1607: You MUST VERIFY your enrollment every month with the VA either by 1-877-823-2378 OR by signing on to WAVES at [www.gibill.va.gov](http://www.gibill.va.gov). Click on "Information for Benefit Recipients" then select "Certify your attendance (WAVES)".

If you have questions regarding your payment information, eligibility or delimiting date, please call the VA at 1-888-442-4551 or go online at [www.gibill.va.gov](http://www.gibill.va.gov). Click on: "Questions & Answers".

\*\*\* CHAPTER 31: Your enrollment will be certified after the VA Certifying Official receives VA Form 28-1905 (Authorization and Certification of Entrance or Re-entrance into Rehabilitation and Certification of Status) from the VA Vocational and Rehabilitation and Employment.

## **6.19 - MONTGOMERY GI BILL**

The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30. For additional information, call 1-888-GIBILL-1 (1-888-442-4551) or visit their website at <http://www.gibill.va.gov>.

## **6.20 - VOCATIONAL REHABILITATION**

This program is also known as Chapter 31. VR&E's primary benefit program is vocational rehabilitation services for veterans who have a service-connected disability. To receive services a veteran must be found both eligible and entitled. The outcome of these services lead to suitable employment that is consistent with their aptitudes and interests, or achieving independence in their daily living.

For additional information please visit their website at <http://www.vba.va.gov/bln/vre/>.

## **6.21 - BUREAU OF VOCATIONAL REHABILITATION (BVR)**

Educational assistance may be available for students with special needs. Call the Canton (330-438-0500) or Akron (330-643-3080) BVR Office for additional information.

## **6.22 - WORKFORCE INITIATIVE ASSOCIATION (WIA FORMERLY JTPA) AND TRADE ADJUSTMENT ACT (TAA)**

WIA is assistance for individuals who recently lost jobs, or are entering the workforce after an extended period of unemployment. Students must complete the FAFSA to determine eligibility for grants before being considered for WIA and TAA funding. For information about WIA and TAA, contact the Stark County Employment Source at 330-433-9675 or contact your local county office.

## **6.23 - SCHOLARSHIPS**

Private scholarships may be found by doing research at your local library, high school guidance office, church, employer, and community service organizations (i.e. Kiwanis, Lions Club, Rotary, etc.).

## **6.24 PRIVATE SCHOLARSHIPS/AWARDS**

### **6.24.1 - AULTMAN HEALTH FOUNDATION SCHOLARSHIP PROGRAM**

A scholarship awarded to the spouse or child of a full or part time employee who has been employed at least 6 months. Application deadline is March 31st of each year. For additional information and an application packet, please contact the Aultman Health Foundation Human Resource Department at 330-363-5415.

Any additional information on outside scholarships throughout the academic year is posted on the Aultman Education Center bulletin boards and the Student Lounge.

### **6.24.2 - FINANCIAL AID/SCHOLARSHIP LINKS**

<http://www.hsf.net>

Hispanic Scholarship Fund

<http://HispanicFund.org>

Hispanic Scholarship Search

<http://gmsh.org>

Gates Millennium Scholarship Program

<http://uncf.org>

United Negro College Fund

<http://ocanatl.org>

Organization of Chinese Americans

<http://www.starkscholarships.org>

Stark County Scholarships

[www.fastweb.com](http://www.fastweb.com)

General Scholarship Search

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

Student Guide to Financial Aid

Scholarships are divided between fall and spring semesters unless otherwise designated by the donor. We DO NOT recommend that students seek the help of private companies for scholarship searches. These companies prove to be costly and produce no greater results.

## 6.25 - SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal regulations require that AHSRT establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. To remain eligible for financial aid, recipients are required to show satisfactory progress toward a degree according to the guidelines listed below. All financial aid recipients must progress at a reasonable rate (“make satisfactory academic progress”) toward achieving a certificate or degree. AHSRT applies this rule to ALL students applying for federal aid. The federal government requires that AHSRT monitor the academic progress of non-recipients, also. It is important to note that academic progress during any term in which students do not have financial aid will be a factor in determining eligibility for aid in subsequent terms. Progress will be monitored and students will be notified if the minimum standards have not been met. Satisfactory Academic Progress Rules apply for all semesters of enrollment, even when financial aid is not received.

Progress is measured by:

1. The student’s cumulative grade point average (GPA)
2. The number of credits earned in relation to those attempted
3. The maximum time frame allowable to complete the academic program. Satisfactory Academic Progress is limited to accumulated attempted hours totaling no more than 150% of the credit hours required to receive a first undergraduate degree (i.e., 72 hours required x 1.5 = 108 maximum allowable hours attempted for financial aid eligibility).

Students must make satisfactory academic progress (SAP) in order to be eligible for Federal Student Financial Aid. The financial aid Satisfactory Academic Progress Policy is to ensure that any student who receives or applies for financial aid is making progress toward a degree. In order to maintain eligibility for aid for the following academic year, a student must meet the quantitative and qualitative requirements listed below. Failure to meet these requirements will result in the loss of aid until action is taken to regain eligibility.

The aid programs are affected by these requirements are:

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Family Federal Education Loan Program (Stafford Subsidized and Unsubsidized)
- Federal Parent Loans for Undergraduate Student (PLUS)

### 6.25.1 - PROBATION / SUSPENSION

Probation:

A student will be placed on Satisfactory Academic Progress Probation if he/she:

1. Fails to maintain a Cumulative GPA of: 2.0 or greater
2. Has a Cumulative Completion Rate of less than 67%.
3. Students maintain their financial aid eligibility while on probation but must bring their Cumulative GPA and Cumulative Completion Rate above the stated standards to avoid Suspension in subsequent terms.

Suspension:

A student will be placed on Satisfactory Academic Progress Suspension if:

1. After a probationary term the Cumulative GPA is below 2.0 for completed hours.
2. After a probationary term the Cumulative Completion Rate is below 67%.
3. Student has attempted more than 150% of the required number of credits for a degree or certificate.

While on suspension students lose their eligibility for financial aid. No aid will disburse to student accounts for terms that a student is on suspension.

### 6.25.2 - QUANTITATIVE AND QUALITATIVE REQUIREMENTS

**Quantitative:**

**Meet or exceed a cumulative earned 67% of cumulative attempted credit hours**

The total number of credit hours the student begins with on the eighth calendar day of all semesters (summer, fall, and/or spring) is multiplied by 67%. This number represents the minimum number of credit hours the student must complete. A course is considered “attempted” if the student is enrolled in the

course at the end of the drop/add period and does not withdraw prior to the sixth day of class. For example, if a student begins each of two semesters with 17 credit hours, the student must satisfactorily complete 23 hours by the end of the academic year.

Example:

15 hours x 2 semesters = 30 hours x .67 (67%) = 20 hours.

NOTE:

Only grades of A, B, or C count as successfully completed

General Education Courses:

Only grades of A, B, or C count as successfully completed.

### **Complete your degree within the specific time**

Degree Completion: Students must complete the Certificate of Radiologic Technology in no more than 150% of the stated number of credit hours for an academic program.

Continuing Students:

Certificate Degree . . . . . Maximum of 117 (78 x 1.5) attempted semester hours

Freshman Students:

Certificate Degree.....Maximum of 108 (72 x 1.5) attempted semester hours

Incompletes (I)

Do not count until changed to one of the grades listed above. Once an "I" has been changed to an A, B, or C it is the student's responsibility to notify our office. Those credit hours can then be counted into the number of credit hours completed for the academic year during which the class was originally taken.

### **Audit**

Audit hours do not count in determining financial aid eligibility.

### **Withdrawals**

Withdrawals from courses after the drop/add will be counted as hours attempted but not completed.

### **Repeated Courses**

Financial aid may be awarded to cover the cost of courses previously taken to improve a grade of D or F; however, initial and repeated enrollment in the same course counts as hours attempted each time the course is taken.

### **Course failures**

Course failures are counted as hours attempted but not completed.

### **Transfer Students**

Students who transfer into the AHSRT will initially be eligible for aid. Transfers credits are calculated into the number of credits attempted but are not factored into the cumulative GPA when a student first transfers. At the end of Spring Semester, the files will be reviewed to determine the status of the student for receipt of future aid.

### **Change of Program Major and Transfer to the College of Nursing and Health Sciences**

Students who change their major will initially be eligible for aid. For this policy, the College will not include in the student's SAP standing credits attempted and grades earned that do not count toward the student's new major. At the end of Spring Semester, the files will be reviewed to determine the status of the student for receipt of future aid.

### **Qualitative:**

Maintain grade point average

The student's cumulative grade point average will be reviewed to ensure the following minimums are met:

2.0 cumulative GPA on a 4.0 scale

### **Institutional Academic Standards**

The financial aid Academic Progress Policy is separate and apart from the institutional academic standards listed in the AHSRT Catalog and Student Handbook.

### **To Regain Eligibility**

Complete the number of credit hours you are lacking and/or achieve the minimum cumulative grade point required at your own expense. When these hours are completed, notify the Financial Aid Office so your eligibility for financial aid can be reinstated.

NOTE: If your violation is for failure to complete your degree within the specified time, you must complete your degree at your own expense.

*Or*

If special circumstances exist (illness, family death) you have the right to appeal any decision of ineligibility to continue to receive financial assistance. The Satisfactory Academic Progress Appeal form (available in the catalog or in the Office of Financial Aid) must be filed within 30 days of your notification of loss of aid and must be made in writing to the Financial Aid Administrator. Please return the form along with the appropriate third-party professional documentation to the Financial Aid Office. The appeal will be reviewed by members of the Academic Progress Appeal Committee. If the appeal is granted, you will be considered to be making satisfactory progress and your eligibility for aid can be reinstated.

### **Additional Information Monitoring Procedures**

Satisfactory Academic Progress will be monitored annually. A student's progress for summer, fall and/or spring will normally be reviewed at the completion of spring semester to determine if the "Progression Requirements" have been met. On release of spring grades, if these requirements have not been met, the student will be placed on financial aid probation. The first time the student fails to meet the satisfactory progress standards, he/she receives a notice from the Office of Financial Aid and is put on academic probation for one payment period (semester). The student may continue to receive aid for one (1) semester if not meeting SAP. After this period, the student will be ineligible to receive aid if the minimum "standards requirements" are not met. If minimum standards are not met, the student will be placed on financial aid dismissal. A letter will be sent stating the student's status and the steps necessary to have financial aid eligibility reinstated.

It is highly recommended that students on financial aid probation meet with an AHSRT faculty advisor and the Student Assistance Coordinator to discuss educational plans/requirements and overall institutional academic progress.

## **6.26 - SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES**

### **6.26.1 - APPEAL FORM FOR FINANCIAL AID ELIGIBILITY**

A student who is ineligible for financial aid due to not meeting Satisfactory Academic Progress requirements may appeal his/her ineligibility. Some examples of reasons for such a request may include, but are not limited to:

1. Serious physical or mental illness for which the student needed to withdraw from all classes in order to recover, or remained enrolled at the college and did poorly in his/her classes.
2. Death or serious illness or injury to an immediate family member.
3. An injury to the student which prevents the student from attending classes and completing academic requirements.

### **6.26.2 - APPEAL PROCEDURES**

The Satisfactory Academic Progress Appeal Form and supporting documentation including a written statement from your academic advisor must be submitted by the student to the Financial Aid Administrator for review within 30 days of notification of your notification of loss of aid. The Satisfactory Academic Progress Appeal Form can be found in the Catalog and in the Financial Aid Office.

1. The appeal should explain in detail the reason(s) for not meeting the standards for academic progress.
2. The step(s) the student plans to take to correct his/her academic progress deficiencies.
3. List in detail any extenuating circumstance(s) of which we should be aware.
4. The Satisfactory Academic Progress Appeal Committee will consist of the Financial Aid Administrator, the Director of the Aultman Hospital School of Radiologic Sciences, the Student Services Coordinator and a faculty member.
5. The student will be provided written notification of the decision of the Satisfactory Academic Progress Appeal Committee from the Financial Aid Administrator.

### **6.26.3 - SUPPORTING DOCUMENTATION**

1. The student should provide an unofficial copy of his/her academic advising report along with the letter of appeal.
2. It may be necessary for the student to provide written documentation from his/her health care provider(s). If so, the documentation should be on clinic letterhead, with a description of the diagnosed medical or psychological condition, and indicating when treatment began. If applicable, it should also explain how the condition prevented the student from meeting the requirements of the Satisfactory Academic Progress policy.
3. The Committee may approve a plan designed by the Student Assistance Coordinator and/or by a student's faculty advisor to return the student to good standing status and to regain eligibility for financial aid.
4. Submit all materials as a single packet to the Financial Aid Office. Any missing information will delay consideration of the student's request.

## 6.26.4 - FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL

Return to:  
Aultman College/AHSRT  
Attn; Financial Aid Administrator/SAP Appeals  
2600 Sixth St SW  
Canton, OH 44710

Complete this form and attach all additional documentation needed for your appeal (Please see Instruction Sheet)

Name: \_\_\_\_\_ ID: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_

Your address and telephone should reflect where you can be reached during the appeal process

Program (Nursing, Radiology, etc.)

1. Please check the term for which you are submitting an SAP appeal.

Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year: \_\_\_\_\_

2. Please indicate the mitigating circumstances that have contributed to your inability to maintain SAP by checking any category that applies to you. You also must follow the instructions for each checked category.
  - **Serious illness or injury to student or immediate family member (parent, spouse, sibling, and child) that required extended recovery time.** Attach a statement from the physician and explain the nature and dates of the illness or injury.
  - **Death of an immediate family member.** Attach a photocopy of the death certificate and include the name of the deceased and relationship to you.
  - **Significant trauma in student's life that impaired the student's emotional and/or physical health.** Provide a detailed explanation regarding the specific circumstances of your condition. Please be sure to include dates and what you have done to overcome this condition. Supporting documentation from a third party (physician, social worker, psychiatrist, police, etc.) also must be attached.
  - **Other unexpected documented circumstances beyond the control of the student.** Please explain in detail the nature and dates of the unexpected circumstances. Supporting documentation also must be provided.
3. Statement from your academic adviser. This statement should be provided if you have been consulting with an adviser to improve your academic standard. The adviser should provide his or her opinion of your ability and willingness to improve academic performance and the number of credit hours in which you have been advised to enroll during the upcoming semester.

Check any that apply:

- \_\_\_\_\_ Additional page(s) attached
- \_\_\_\_\_ Supporting documentation attached



Retention of Records, Guide for Retention and Disposal of Student Records and the Federal Student Aid Handbook, Recordkeeping and Disclosure and is available in the School Office, upon request.

AHSRT maintain records for applicants, enrolled students, transient students and graduates. The official permanent record, financial record and health services record are also maintained.

Student records include all official records, files and dates directly related to a student who has attended classes at AHSRT. This includes material that is incorporated into the student's cumulative record folder, which is intended for AHSRT use. Student records specifically include, but are not limited to, admission requirement data, level of achievement, transcripts, disciplinary reports and other pertinent documents. These records are kept in the Office of the Registrar. Academic records are maintained with the program of study.

All applicants' records will maintain active status for one year, at which time the files are purged and a student needs to re-apply to the AHSRT for admission. Financial aid records are maintained according to the five-year federal guidelines and are then destroyed. Health Service records are maintained according to the policy and procedure of the Health Service Department.

The official permanent record includes the students' final transcript. Student Handbook and catalogs containing course descriptions and other school information will also be maintained.

A student may request, in writing, the opportunity to inspect and review his/her records. The request should be made to the Office of the Registrar and must specify records to be reviewed. The request to review the records will be granted within a reasonable amount of time, but not to exceed 14 days after the request has been made. AHSRT reserve the right to limit a student's ability to review certain financial records and confidential letters or statements of recommendation to the extent such limitations are consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Records will be reviewed by the student in the presence of the Registrar or designee. Records may not be amended or deleted during this meeting. The student shall be advised of his/her right and the procedure for challenging any portion of the School record that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

AHSRT follow the requirements pertaining to the access, inspection, and review of student records, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

### **Notification of students of their rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, known as the Buckley Amendment, affords students certain rights with respect to educational records. These rights include:

1. *The right to inspect and review the student's educational records within 45 days of the day AHSRT receives a request for access.* Students should submit to the support staff, director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The School official will make arrangements for access and notify the student of the time and place where the record may be inspected. If the records are not maintained by an AHSRT official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's educational records the student believes to be inaccurate, containing misleading information or are in violation of the student's privacy rights.* Students may ask AHSRT to amend a record they believe contains information that is inaccurate, misleading or in violation of his/her rights of privacy. They should write to the School official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If AHSRT decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

3. *The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by AHSRT in an administrative, supervisory, academic or research, or support staff position (including law enforcement/security unit personnel and health staff); a person or company with whom the AHSRT has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the AHSRT will disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Aultman Hospital School of Radiologic Technology to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:*

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW; Washington, DC 20202-4605**

Directory information regarding the student will be provided to the public upon request unless a student files a request with support staff asking to be excluded from the directory or from any other requests for open information from outside entities. The request should be submitted prior to the 12th day of class of the starting semester. A request to withhold information may be submitted after the stated deadline for a semester, but information may be released between the deadline and receipt of the request. The file of the student who has asked to be excluded will be flagged until the student requests the flag be removed.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, a student's full name, participation in officially recognized activities, address, telephone number, electronic mail address, date and place of birth, major field of study, dates of attendance, degrees, honors, and/or awards received, grade level, the last educational agency or institution attended prior to AHSRT, and photograph.

The access and release of your non-public (non-directory) information such as educational records (or any personal identifiable information they contain) without your prior consent are prohibited under federal law.

However, federal law permits access to such information without your prior consent under certain circumstances or to certain individuals. These include the following:

- School officials, including faculty, who have a legitimate educational interest in the records.
- Officials of another school, upon request, in which a student seeks or intends to enroll.
- Certain officials of the U.S. Department of Education, the U.S. Department of Defense (under Soloman Amendment), the U.S. Comptroller General, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.
  1. Financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  2. Accrediting organizations in order to carry out their accrediting functions.
  3. Organizations conducting studies for or on behalf of AHSRT.

4. Your parents, if you are a dependent as defined in Section 152 of the Internal Revenue Code.
5. Appropriate parties in a health or safety emergency.
6. To a court in which the school is defending itself against legal action initiated by a parent or eligible student.
7. by judicial order or lawfully issued subpoena.
8. To the alleged victim of a crime of violence or a non-forcible sex offense where he alleged perpetrator is subject to formal disciplinary proceedings conducted by the AHSRT.

The law permits students the right of confidentiality and the right to inspect and review their educational record as maintained by the appropriate offices and agencies of AHSRT. Also, it affords students the right to request that amendments be made to ensure that their records be accurate. Copies of the Act and Federal Regulations are available for examination in the Financial Aid Office or by accessing the Department of Education's FERPA web site at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). FERPA information is published annually in the AHSRT catalog and student handbook.

#### **6.29 – OFFICIAL TRANSCRIPT**

Students may submit a written and signed request for transcripts and/or obtain a request for transcript form in the School Office or from [www.aultmancollege.org](http://www.aultmancollege.org). The transcript request will be processed once the transcript fee is received. A transcript will not be released if a student is indebted to the AHSRT.

### 6.30 – DIRECTORY INFORMATION WITHHOLD/RELEASE FORM

#### Withhold Directory Information

I want **Directory Information** to be *withheld*. **Directory Information** includes all items listed above.

I understand that Aultman Hospital School of Radiologic Technology will be unable to release **Directory Information** to non-institutional persons or organizations including verification of degree, major or enrollment for possible employment, insurance purposes, mortgage application information, apartment leases, etc.

**I wish to prevent the disclosure of my *Directory Information* and understand the ramifications of doing so.**

Name (print) \_\_\_\_\_

Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

We will honor your request to **Withhold Directory Information** from the date that this form is *received* in the AHSRT office. Completion of the form below will cancel the **Withhold Directory Information**. You may authorize the release of information in writing on a transaction-by-transaction basis without removing the Withhold Directory designation.

#### Release Directory Information

I want **Directory Information** to be *released*. **Directory Information** includes all items listed above.

I no longer wish to prevent the disclosure of my **Directory Information** and release the AHSRT from any responsibility to withhold open **Directory Information** from the date this form is *received* in the School office.

Name (print) \_\_\_\_\_

Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

This form should be submitted to Professional Staff in the AHSRT Office on or before the 12<sup>th</sup> day of the term. Forms will be accepted after this deadline, but we cannot be responsible for the release of **Directory Information** prior to receiving the **Directory Information Withhold Form** request in the office.

**Return this form to: Aultman College of Nursing and Health Sciences/AHSRT, 2600 Sixth St. S.W., Canton, OH, 44710 (FAX: 330-580-6654)**

**GENERAL PROGRAM  
INFORMATION**  
*Section #7*

## **7- ACADEMIC SUPPORT SERVICES**

### **7.1 - DRESS CODE**

Students are expected to maintain cleanliness and appropriate attire when attending classes and functions affiliated with Aultman Hospital Programs. Clothing must fit properly. See-through clothing, torn clothing, halter tops, above midriff tops, tube tops, or clothing with offensive language or pictures are not acceptable at any time. Reference the respective program Dress Code Policies for appropriate dress for clinical and didactic sessions. Inappropriate dress may result in disciplinary action.

### **7.2 - BOOKSTORE**

An online bookstore is available for students for required books. College logo wear and other miscellaneous items are available for purchase in the Aultman College bookstore.

### **7.3 - CAMPUS POSTINGS**

There are several bulletin boards available for postings in the student lounge of Aultman College. These bulletin boards are to be used solely for the purpose of promoting campus activities and academic program information.

### **7.4 - CAMPUS SECURITY**

The Aultman Health Foundation maintains a 24 hour security force which includes safety monitoring for all students, employees and visitors.

In accordance with the Crime Awareness and Campus Security Act of 1990, Aultman Hospital School of Radiologic (AHSRT) is required to inform students, employees and other members of the campus community about security policies and procedures as well as crime statistics. The Aultman Health Foundation Security Services Department reviews security policies and procedures during student/employee orientation.

The last five years of crime statistics for the Aultman Health Foundation (of which AHSRT is a part) are published herein. This institution's crime statistics are compared to other college campuses across the nation.

No criminal offenses related to prejudice were noted by the Aultman Health Foundation Security Services Department. The following is a list of crime statistics relative to criminal offenses on-campus as prepared by the Aultman Health Foundation Security Services Department: The following chart lists campus crime statistics nationwide as compiled by the U.S. Department of Education.

<b>CRIME</b>	<b>2003*</b>	<b>2004*</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0
FORCIBLE SEX OFFENSES (INCLUDING RAPE)	0	0	20	7	19
NONFORCIBLE SEX OFFENSES	0	0	0	2	1
AGGRAVATED ASSAULTS	0	0	99	98	115
ROBBERY	54	40	75	93	72
BURGLARY	63	54	513	277	278
MOTOR VEHICLE THEFT	0	0	82	108	99

ARSON	0	0	5	4	3
NEGLIGENT MANSLAUGHTER	0	0	0	0	0
LIQUIOR LAW VIOLATIONS	0	0	688	688	623
DRUG LAW VIOLATIONS	0	0	92	134	105
ILLEGAL WEAPONS POSSESSIONS	0	0	16	24	11

*\*Data for 2003 and 2004 reflects regional (Ohio, Indiana, Michigan, Wisconsin, and Illinois) information only.*

The above on-campus crime statistical information was recovered from the U.S. Department of Education, Office of Postsecondary Education website:

<http://www.ed.gov/admins/lead/safety/campus.html#data>

Aultman Health Foundation (AHF) had a decrease in thefts and violence tracking from 2006 to 2007. Further, AHF reported burglaries are considerably less than other campuses. All other crime categories were zero for the hospital. Therefore, AHF's crime statistics prove to be lower than other comparable colleges and universities in the Great Lakes Region.

**SECURITY** measures are only as effective as the students/employees on the AHF campus choose to make them. For security reasons the identification badge issued to all students/employees must be worn for all school functions on Aultman Health Foundation property. Students/employees are encouraged to use sound judgment at all times.

Common sense precautions are the most effective security measures. Students/employees are encouraged to report all unusual incidents immediately to the security department (ext. 36268).

Aultman Health Foundation Security Services Department is unique in that they not only provide security services to the AHSRT, but to the Health Foundation employees as well. Security is available seven days a week and 24 hours a day at ext. 36268. Security personnel are empowered with the authority to detain persons and to obtain proper identification of persons detained on AHF property. If an arrest is deemed necessary, security personnel will contact the Canton Police Department.

Security personnel will detain any suspect until the arrival of the Canton Police Department. The amount of force will be used as required to detain, to prevent injury, or to control each individual situation.

AHF does not permit the possession, use or sale of; alcoholic beverages, illegal or controlled drugs, drug paraphernalia or weapons, including concealed firearms, on Aultman Health Foundation property.

The above is strictly forbidden and could result in immediate disciplinary action, such as dismissal from school or loss of employment.

Security personnel make periodic rounds throughout the AHF property. Effective patrol activity is vital to campus security. An effective patrol program means the patrolling officer must be alert at all times, checking and observing the entire environment. Whenever the patrolling officer enters an area, the officer should be aware of what specific problems can be generated in this area or might arise in the area. While

each department or area of the buildings differs, there are certain general criteria must be kept in mind.

Security officers must be observant of the following:

1. Any requirements for security assistance;
2. Safety hazards in a particular area, (e.g. lights burned out, protruding hazards, spills, etc.);
3. Fire hazards (e.g. blocked exits, missing extinguishers, malfunctioning locks, an accumulation of combustibles, etc.);
4. Unauthorized persons in an area or items of equipment not ordinarily found in specific areas;
5. Security checks on all doors and windows, as applicable;
6. Evidence of acts of malicious destruction, horseplay, consumption of intoxicants or drugs, or loud and boisterous conduct;
7. Items left unattended;
8. Visitors, employees, students or patients needing assistance; and
9. Enforcement of the AHF rules.

## **7.5 -SUBSTANCE ABUSE**

Aultman Hospital School of Radiologic Technology is committed to a drug and alcohol free environment and has adopted a substance abuse policy for the purposes outlined below:

- To establish and maintain a safe, healthy learning environment for students.
- To provide a safe, healthy environment for clients while providing care.
- To preserve the reputation of the School and its employees within the community at large and within the health care community.

AHSRT oppose substance abuse and will enforce its rules regarding alcohol and illicit drugs. The College supports and cooperates with local, state and federal laws regarding the regulation of alcohol and illicit drugs.

The following rules represent AHSRT policy concerning substance abuse.

- Students are prohibited from attending class, or a clinical rotation of any nature under the influence of alcohol or illicit drugs.
- The use, sale, possession, transfer, or purchase of illegal drugs or alcohol on Aultman property or while engaged in official AHSRT educational activities is strictly prohibited and cause for dismissal.
- Only the person for whom a prescription drug is issued can bring the medication on Aultman property in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed.

AHSRT requires a student to submit to blood, breath, or urine testing for drugs and/or alcohol for reasonable cause. Refusal to submit to testing for reasonable cause is grounds for dismissal.

AHSRT Substance Abuse Prevention Program outlines information for referral resources for counseling and/or treatment, specific local, state and federal laws governing unlawful possession and distribution of illicit drug and alcohol and health risks associated with the use and abuse of alcohol and/or illicit drugs. AHSRT Substance Abuse Prevention Program information is available in Health Service, in the Financial Aid Office, and at [www.aultmancollege.org](http://www.aultmancollege.org).

## **7.6 - TOBACCO-FREE ENVIRONMENT**

Aultman Hospital School of Radiologic Technology is a tobacco-free environment demonstrating our commitment to healthy living. Our tobacco free policy prohibits use on all of the Aultman campus property including parking areas and sidewalks. The use of cigarettes, cigars, pipes and smokeless tobacco is prohibited on Aultman property, this includes vehicles parked in Aultman parking lots, sidewalks, private streets, and outside seating areas. Students participating in clinicals should adhere to the smoking policy established for employees by Aultman Health Foundation, which includes an employee's pledge to refrain from tobacco use at all during shift hours and ensuring that clothing, hair, and other personal effects are free of tobacco and smoke odor.

Smoking Cessation Resources:

American Lung Association [www.lungusa.org](http://www.lungusa.org)

American heart Association [www.americanheart.org](http://www.americanheart.org)

American Cancer Society [www.cancer.org](http://www.cancer.org)

Ohio Tobacco Quit Line [www.ohioquits.com](http://www.ohioquits.com) 1-800-QUIT-NOW

Sharon Lane Health Information Center at Aultman Hospital 330-363-3333

## **7.7 - EMERGENCIES**

Serious emergencies, such as fire, power failure, or similar dangers, require the cooperation of the entire College community. Failure to cooperate in such emergencies (e.g., orders to evacuate) may result in serious disciplinary action. In case of emergency, contact Security at 36777. If 911 is called, please contact Security to advise that emergency personnel are en-route and to provide directional information as needed to respond to the emergency.

## **7.8 - FIRE ALARMS**

Everyone is required to vacate a building when the fire alarm has been sounded. Failure to leave could result in disciplinary action. Any individual responsible for deliberately making a false alarm or tampering with fire equipment (detectors, fire extinguisher, pull boxes, etc.) may be subject to serious disciplinary action and criminal charges.

## **7.9 - FITNESS CENTER**

The Aultman Fitness Center is available to students. Membership is free. Please contact the College office for additional information.

## **7.10 - FUNDRAISING**

The Director responsible for student affairs or his/her designee must approve all fund-raising activities sponsored by student organizations. The sponsoring organization must keep financial records to submit to the Director for auditing at the end of each semester.

## **7.11 - LIBRARY SERVICES**

The Aultman Health Sciences Library is available to students for a variety of academic support services, including, but not limited to: stacks, reference materials, journals, copying services, and internet services. The Aultman Health Science Library is a member of the Northeast Ohio University College of Medicine consortium, and as such, has electronic access to resources and inter-library loan privileges. Additional accesses are available through the library's active participation in OhioLink resource services. The library is staffed from 8:00am to 5:00pm Monday through Friday subject to change. Identification badges provide for library access 24 hours seven days per week.

### **7.12 - PARKING**

Students are encouraged to utilize the parking provided at Dueber United Methodist Church at 645 Dueber Ave. SW, Canton. Aultman Security will provide transportation to their destination and is available 24/7.

### **7.13 - RELIGION**

A chapel is available in Aultman Hospital for students. The hospital chaplain is also accessible to students for spiritual counseling.

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