

A.S. Radiologic Technology Program

Student Handbook
2024-2026



UNIVERSITY OF
CHARLESTON

Student Handbook

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University of Charleston Radiologic Technology Program

Student Handbook

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The information in this handbook is current at the time it is printed. However, policies, guidelines, and procedures are subject to change. Written notification may not always be provided in the event of modification. Final interpretation of program policies and procedures will be made by the radiologic technology program faculty. Faculty reserves the right to change or amend policies in the student handbook and clinical handbook. When changes are made notice will be given to students via email and hard copy.

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Student Handbook

Section I

Introduction

University of Charleston Radiologic Technology Program

Welcome

It is truly a pleasure to welcome you to the University of Charleston Radiologic Technology Program. Throughout the program we will be working and learning together. We realize this field of study is completely new to you, but we want you to know that we will work with you to understand all the concepts necessary to help you become a competent radiographer. We provide this handbook of program information for your reference to answer many of the questions that you may have. As a product of our joint effort, you will become compassionate, professional and competent Radiologic Technologists.

****Please be advised that the Radiologic Technology Student Handbook is not a contract. The policies within the handbook may be changed to suit needs of the program.**

**University of Charleston
Radiologic Technology Program**

Radiologic Technology Program Faculty/Staff

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**University of Charleston
Radiologic Technology Program**

Accreditation Contact Information

The Radiologic Technology Program is accredited by:

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

www.jrcert.org

Students have the right to be knowledgeable of the standards put forth by the Joint Review Committee on Education in Radiologic Technology. These standards govern the program and provide guidance in the development and maintenance of quality education for the student.

Students may review a printed copy of the standards posted on the practice lab bulletin board and a copy is also available in the program director's office.

Students have the right to contact the JRCERT to report concerns of program compliance with the standards:

Upon receipt of an allegation of non-compliance with the standards, the Program Director will review the complaint with the Dean of Health Sciences and the Radiologic Technology Program Faculty. Investigation and recommendation/reply will be completed within ten days of receipt. A copy of all complaints and resolutions will be maintained by the Radiologic Technology Program.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr. Ste 2850, Chicago, IL 60606-3182, 312.704.5300. Visit the web page at www.jrcert.org and contact at mail@jrcert.org.

University of Charleston is regionally accredited by:

The Higher Learning Commission

&

A member of the North Central Association

1-800-621-7440

www.ncahigherlearningcommission.org

University of Charleston Radiologic Technology Program

University of Charleston Mission and Core Values

Mission Statement

The mission of the University of Charleston is to educate each student for a life of productive work, enlightened living, and community involvement.

Productive Work

The University prepares students to contribute to society immediately and throughout their lives. Their work will vary tremendously, but we hope that each graduate will improve his or her world. "Productive" work isn't defined by the acquisition of great material gain for the graduate, but by the positive impact of the work on the graduate's community and world.

Enlightened Living

College graduates must own a broad range of knowledge to thrive in modern society. Graduates should be scientifically, economically, politically, aesthetically, and culturally literate. They should have a sense of history and shared values, and a commitment to moral purpose and personal character.

Finally, the University attempts to develop within every student a pattern of community involvement. The foundation of our democratic society rests on community involvement, so we want graduates to take leadership responsibility and initiative in shaping organization, institutions, and communities.

Shared Values and Goals

The University's mission is an expression of shared values and goals. These include:

- Offering selected quality programs affording professional preparation in a liberal arts environment.
- Preparing students to live in an increasingly complex and changing society by helping them develop the knowledge, abilities, and character needed for lifelong learners.
- Utilizing and enriching the strong relationship between the University and the Greater Charleston community to prepare students for a life rich in community involvement.

**University of Charleston
Radiologic Technology Program**

Program Mission

The mission of the Radiologic Technology Program at University of Charleston is to prepare graduates for productive work in radiographic imaging, a life-long commitment to professional and intellectual growth, and service to their profession and community as an involved citizen.

**University of Charleston
Radiologic Technology Program**

Program Goals and Student Learning Outcomes

Goal One:

Students will practice effective communication skills.

Student Learning Outcomes:

- Students will demonstrate effective verbal communication skills.
- Students will demonstrate appropriate written communication skills.

Goal Two:

Students/graduates will employ critical thinking skills.

Student Learning Outcomes:

- Students will assess patient needs and adapt as required.
- Students will identify anatomy and appropriate levels of quality on medical images.

Goal Three:

Students/graduates will demonstrate entry level clinical competence.

Student Learning Outcomes:

- Students will correctly utilize equipment to produce quality images.
- Students will utilize appropriate radiographic procedures.
- Students will practice principles of radiation protection.

Goal Four:

Students will demonstrate professionalism.

Student Learning Outcomes:

- Students will conduct themselves in a professional and ethical manner.
- Students will understand the importance of professional development activities.

University of Charleston Radiologic Technology Program

Student Non-Discrimination Policy

The University of Charleston does not discriminate against any person because of race, color, religion, sex, national origin, age, disability, or veteran status in administration of its educational policies, scholarship and loan programs, admissions, employment, athletics, and other school-administered programs in accordance with the laws of the United States and the state of West Virginia. (For more information see the UC Student Handbook)

Students with prior felony or certain misdemeanor convictions may not be eligible for licensure by the American Registry of Radiologic Technologists (ARRT) and/or state to become a nationally licensed Radiologic Technologist.

Contact the appropriate licensing agency for more information.

To begin the pre-application process you may use the following procedure:

- Log onto www.rrt.org
- Navigate to Ethics
- Select Pre-Application Process

Disability Accommodations

Policy for Students with Disabilities

It is the policy of the University of Charleston to provide reasonable accommodations for qualified individuals with documented disabilities.

This college will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as regards to affording equal educational opportunity. It is the student's responsibility to contact the disability coordinator and provide current documentation from appropriate credentialed persons. The disability coordinator will assist students and faculty in arranging appropriate accommodations.

This is in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Disability Coordinator Contact Information: (ASC@ucwv.edu) 304-357-4776; 302 Schoenbaum Library, Clay Tower Bldg.

Accessibility and Accommodations: It is the University's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact the disability service office to begin this conversation or to establish accommodations.

Usability, disability and design: I am committed to creating a course that is inclusive in its design. If you encounter barriers, please let me know immediately so that we can determine if there is a design adjustment that can be made or if an accommodation might be needed to overcome the limitations of the design. I am always happy to consider creative solutions as long as they do not compromise the intent of the assessment or learning activity. You are also welcome to contact the disability service office to begin this conversation or to establish accommodations for this or other courses. I welcome feedback that will assist me in improving the usability and experience for all students.



American Society of
Radiologic Technologists

Code of Ethics

1 The radiologic technologist conducts herself or himself 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 principal 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 concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.

4 The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were 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 for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7 The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing 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 continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.



**University of Charleston
Radiologic Technology Program**

Academic Calendar

The most recent academic calendar can be found on the university website by navigating to
www.ucwv.edu.

Student Handbook

Section II

Curriculum

University of Charleston

Associate in Radiologic Technology

Program Curriculum

Program Requirements/Sequence

Students must maintain a minimum GPA of 2.5 throughout the entire course of study. Program progress requires a grade of C in all required courses. Failure to meet these requirements will result in dismissal from the program.

Freshman Fall (Pre-Requisites)

MATH 120	Intermediate Algebra	3
BIOL 212	Intro to Human A&P	3
BIOL 212L	Intro to Human A&P Lab	1
RADT 101/L	Imaging Proc. I & Lab	4
RADT 107/L	Intro to Rad & Pt Care	2
Total		13

Freshman Spring

SSCI 105	Issues in Social Science	3
ENGL 101	Freshman Writing I	3
RADT 108	Radiologic Clinical I	2
RADT 111/L	Imaging Proc. II & Lab	4
RADT 115	Radiographic Physics I	3
RADT 125	Radiographic Physics II	3
Total		18

Freshman Summer 1

RADT 118	Radiologic Clinical II	1
ENGL 102	Freshman Writing II	3

Freshman Summer 2

RADT 128	Radiologic Clinical III	1
RADT 206	Quality Assurance	1
Total		6

Sophomore Fall

RADT 201/L	Imaging Proc. III & Lab	4
RADT 203	Image Acquisition	3
RADT 204	Rad Bio/Rad Protection	2
RADT 208	Radiologic Clinical IV	3
RADT 210	Rad Pharm & Drug Admin	2
Total		14

Sophomore Spring

RADT 217	Radiographic Pathology	2
RADT 218	Radiologic Clinical V	3
RADT 229	Advanced Imaging	1
RADT 230	Capstone Seminar	3
RADT 211	Imaging Procedures Review	3
Total		12

Summary

General Education Requirements	16
Radiologic Technology	47
Program Total	63

Coursework is based on a structure of 1 hour of contact time per credit hour for lecture courses and 8 contact hours per credit hour for clinical courses.

Student Handbook

Section III

Academic Policies and Information

University of Charleston Radiologic Technology Program

Academic Policy

The University of Charleston Radiologic Technology Program is a seventeen-month program consisting of a total of three semesters and two summer terms. Students are evaluated didactically by program faculty based upon established evaluation criteria, as outlined in each course syllabus. A minimum of a 2.5 grade point average must be maintained throughout the entire course of study. Students must maintain a grade of "C" or higher in all RADT, required supporting course work, and pre-requisite courses.

Clinical setting evaluation is conducted by Clinical Preceptors and the Clinical Coordinator of the Radiologic Technology Program, based upon student performance. Grades are based upon weekly evaluations, exam competency testing, and clinical rotation evaluations, as outlined in each clinical syllabus. Students must maintain a grade of "C" or higher in every clinical rotation.

Failure to meet the requirements in the above policy will result in dismissal from the program as outlined in the Academic Dismissal Policy.

The student will receive a midterm report only if he/she is performing at the "D" or "F" level in a course.

Didactic and clinical evaluations are based on the following grading scale:

A = 93 – 100%

B = 85 – 92%

C = 77 – 84%

D = 69 – 76%

F = 68% and below

I = Incomplete

****Please reference the university catalog for other grades of academic performance.**

Academic Honors

Every student who earns a Grade Point Average of 3.50 or higher for a regular schedule of courses consisting of 12 or more credits, with nine credits or more of regular letter grades, i.e., no "P," "I," or "AU," will be recognized on the Dean's List at the end of each semester. See UC Catalog for more details.

University of Charleston Radiologic Technology Program

Classroom And Laboratory Facilities Information

The Radiologic Technology Program has lecture and laboratory classrooms located at 167 Dye Drive, Beckley, WV, 25801. There is one classroom, and one practice radiographic room (lab). The lab is energized and can produce ionizing radiation. Students are given the following instructions about the lab before they are permitted to use any of the equipment.

- Please keep in mind that the equipment you are using dispenses ionizing radiation and should be used with extreme care. Students will receive instruction on all equipment prior to operation.
- The West Virginia Radiological Health Program Bureau for Public Health, OEHS will inspect laboratory equipment every three years. Current registration is posted in the laboratory.
- The energized radiographic lab is intended for the instruction of the students during scheduled labs, and arrangements may also be made with program faculty for additional practice sessions. Students are encouraged to schedule additional practice time when further practice is needed. Radiographic laboratory equipment access is under strict control by program faculty.
- Students will be required to act as “patients” for simulations of radiographic examinations; no ionizing radiation will be dispensed and under no circumstances will human radiation exposures be tolerated. If the student has a medical or other condition contraindicating participation in simulations, it is the student’s responsibility to inform the faculty prior to lab sessions.
- The university has two radiographic phantoms that can be positioned for radiographic images. The phantoms are adult size and contain a skeleton and organs for radiographic study purposes. When performing radiography on either phantom, ionizing radiation will be used, so all students will be required to wear radiation monitoring devices and follow radiation protection principles during laboratory sessions.
- The radiographic table will be cleaned with sanitizer and the pillowcase will be replaced after each lab session.
- All students are required to follow standard precautions in the lab setting. All students are educated about standard precautions in hospital orientations.
- Gloves must be worn if a student or instructor has any unhealed skin lesions that could be exposed to others.
- Hand sanitizer is located on the wall in the radiographic room. Students are encouraged to wash their hands prior to and following all laboratory sessions.
- The fire extinguishers are located in the main hallway.
- The first aid kit, a CPR (one way valve), and personal protective apparel is located on the wall inside the lab.

University of Charleston Radiologic Technology Program

- Any chemicals used will adhere to the following guidelines:
 - All chemicals used by the Rad Tech Program will be stored in marked containers and labeled accordingly.
 - No chemical will be placed in a container labeled with another chemical name.
 - All chemicals will be used, stored and/or disposed of under conditions as recommended by the manufacturer.
 - Material Safety Data Sheets (MSDS) will be maintained on all chemicals. A notebook containing MSDS is located in the Rad Tech Program Director's Office.
 - All students must explicitly follow faculty instruction regarding chemical use.
- In case of EMERGENCY, there is a phone located in Student Solutions near the main entrance of the building.
- Any injuries or incidents occurring during class or lab sessions will be recorded by using the UC Incident Report Form.

University of Charleston Radiologic Technology Program

Radiation Safety and Protection Policy for Faculty and Students in the Use of the Instructional Laboratory

Policy

Radiation safety and protection involves the practicing of many methods. This methodology is taught to the student, and reinforced in practice in the laboratory, from the onset of the student's education and instruction. These learned principles are carried over into the various clinical settings through which the student rotates, instilling the necessity of using the ALARA concept throughout their career in Radiologic Technology.

To assure safe operation of the radiographic equipment within the instructional laboratory, the following principles of radiation protection will be enforced at all times. Any violation of the following policies will be considered a Category I Violation (see Disciplinary policy for details).

1. No exposures will be made within the laboratory at any time on any human or other species (dead or alive).
2. No one under the age of 18 will be permitted to make any exposures within the laboratory.
3. Exposures will only be made on the positioning phantom or other instructional equipment such as a step wedge, etc...
4. Exposures of such phantom will only be made when all faculty and students are behind protective barriers.
5. Maximum collimation will be used at all times.
6. Faculty and students will wear a Luxel radiation badge (dispensed by the Landauer company) at chest level at all times when working in the instructional lab.
7. As per the handbook policy on pregnancy, the student has the right to declare her pregnancy. The university program will supply a radiation monitoring device for the fetus to be worn at torso level. As per the published handbook policy, the occupational dose limit measured by this second device must not exceed 500 mRem (1/10 of the adult allowable dose).
8. Monthly exposure reports from Landauer are reviewed with each student and faculty member, and initialed by each person as signature of review.
9. The external door from the lab to the hallway must be closed for all exposures.
10. All faculty and students will adhere to the cardinal principles of radiation protection, including time, distance, and shielding, as well as all other ALARA concepts, when utilizing the laboratory.

11. All students will undergo a radiation protection lecture and pass an examination before permission to make exposures in the lab will be granted. This is to establish competency in equipment usage per state law.
12. No exposure will be made without program faculty in direct presence.
13. The instructional lab is locked at all times. Only program faculty and maintenance have keys to unlock doors. All doors within the laboratory are locked.

Additionally, the following protective equipment and measures are made available for instructional and regulatory purposes.

1. One 0.5 mm full lead apron, inspected annually for defects.
2. One 0.5 mm half lead apron, inspected annually for defects.
3. One pair of 0.5 mm lead gloves, inspected annually for defects.
4. Calibration of the equipment is performed, as needed, to assure correct exposure rates, and overall good operating condition of the equipment.
5. Technique charts will be posted for all body part thickness based upon the positioning phantom.
6. If used, cassettes (inspected for good repair).
7. A detailed listing of all equipment found to be in disrepair is kept in the program director's office, with information pertaining to the action taken to eliminate the problem (repair, replacement, etc...).
8. All policies are reviewed on an annual basis by program faculty and revised where necessary.
9. Any necessary modifications to equipment will be made with proper documentation for records. This information will be filed in the program director's office.
10. The Radiologic Technology Program Director will serve as Radiation Safety Officer (RSO), taking responsibility for the enforcement of all policies.
11. Each student is provided a copy of this policy within the student handbook. Each policy is explained during student orientation.

University of Charleston Radiologic Technology Program

Professional Behavior and Campus Attire

University of Charleston Radiologic Technology students will be expected to exhibit professional behavior at all times. Professional behavior includes attending and being prompt for classes, being respectful of classmates and their right to gain knowledge, respecting instructors and their right to teach, and avoiding distracting or disturbing behavior during instructional sessions. The Radiologic Technology Program maintains a professional development evaluation for each course that assigns a point value to professional conduct issues.

Attendance in all classes is mandatory as outlined in each course syllabus. Should a student experience an illness, death in the immediate family, etc. the student should refer to the policy and follow the proper guidelines.

While on campus, the program requires that students follow the same dress code that is spelled out in the Clinical Handbook related to clinical attire (black scrubs and black tennis shoes). Although hair does not have to be pulled up and may be styled in other ways. Jewelry may be worn but must be kept appropriate for lab sessions (it should not be the type that could scratch another student during positioning). All clothing must be clean, not wrinkled, torn or soiled. Clearly, personal cleanliness and hygiene are crucial in the Radiologic Technology Program. Each student is responsible for maintaining good overall personal hygiene. As Radiologic Technology students, you will represent the profession and should act and dress accordingly.

University of Charleston Radiologic Technology Program

Disciplinary Policy

The UC Academic Catalog details various Academic Dishonesty Levels and the program will uphold the policies detailed as a minimum requirement for Radiologic Technology Students (refer to the UC catalog for details). In addition the program has the following policies that will be enforced:

Category I – Violations of the Radiologic Technology Program's policies will result in a **20-point** deduction from the final grade of the course in which the violation occurred, as well as potential dismissal from the program.

Category I violations include but are not limited to:

- Honor policy violations
- Violation of Direct and Indirect Supervision Policy (See Clinical Handbook)
- Making false statements and/or omissions on the enrollment application
- Altering any clinical documentation (evaluations, grading forms, etc...)
- Insubordinate behavior or refusal to perform clinical assignments (within the ethical scope of practice)
- Conduct detrimental to patient care
- Possession of alcohol and/or unauthorized narcotics while on hospital or university property
- Attendance in class or clinical assignment under the influence of alcohol or drugs
- Unauthorized removal/damage of property belonging to the hospital, another student, employee, patient or visitor
- Physical or verbal abuse/threats to another student, employee, patient or visitor
- Unauthorized possession of weapons on hospital or university property
- Careless or improper use of the ALARA concept and radiation protection methods
- Immoral or unprofessional conduct
 - The student must refrain from any immoral or unprofessional conduct at any time they are in uniform and/or wearing UC or clinical facility's identification badges.
- Any breach of patient confidentiality or falsification or alteration of hospital records
- Sleeping during clinical assignments
- Violation of any aspect of the student employment policy

University of Charleston Radiologic Technology Program

Disciplinary Policy – (continued)

Category II – Violations of the Radiologic Technology Program's policies include but are not limited to disciplinary action as follows:

- **1st offense of any Category II violation**– Written warning by program faculty, review of policy and discussion with the student about the severity of the offense and the serious consequences of the next offense. There will be a **5-point** deduction from the final grade of the course in which the violation occurred. The student will be provided with a copy of this warning.
- **2nd offense of any Category II violation** – **10-point** deduction from the final grade of the course in which the violation occurred.
- **3rd offense of any Category II violation** – Immediate dismissal from the program.

Category II violations include but are not limited to:

- Using cell phone during clinical time or during class/lab
- Unauthorized use of the computer (on campus or in clinical)
- Failure to comply with UC Radiologic Technology Program's smoking during clinical hours (excluding lunch)
- Habitual failure to comply with the dress code
- Failure to report to and remain in the assigned clinical area after signing in or after lunch break
- Leaving the assigned clinical area prior to end of the daily rotation
- Violation of the clinical facility's solicitation policy
- Use of profane language

University of Charleston Radiologic Technology Program

Honor Policy

Dishonesty, in any form, will not be tolerated. The honor system used by the University of Charleston Radiologic Technology Program holds each student fully responsible for his/her honesty. A single occurrence of dishonesty may lead to dismissal from the Radiologic Technology Program. Please refer to the Radiologic Technology Program disciplinary policy and current University of Charleston Catalog at www.ucwv.edu for further details.

Examples of dishonesty include but are not limited to the following:

- Plagiarism
- Copying assignments from another student
- Cheating on examinations
- Fraudulent documentation of clinical activities
- Falsifying records
- Stealing or receiving stolen goods

Dishonesty will be addressed according to the severity of the action per university policy found in the UC Student Handbook, the UC Academic Catalog and the A.S. in Radiologic Technology Student Handbook and Clinical Handbook.

University of Charleston Radiologic Technology Program

Dismissal/Readmission Policy

Academic/Clinical Dismissal

- After admission to the program, if a student fails to maintain a minimum grade of (C) in one RADT course, that student will be permitted to retake a new version of the final exam for that course. The new grade will be used to replace the student's exam of choice for the course. **This does not apply to any clinical rotation or Capstone Seminar. This policy may only be used one time during the entire 17-month program. Readmitted students may not use this after being readmitted.**
- A student that fails to maintain a minimum grade of (C) in any course in the Radiologic Technology Program curriculum will be academically dismissed from the program.
- A student who is academically dismissed from the program may re-apply for admission a maximum of two times under the following conditions, however there is no guarantee of re-admission:
 - The student ***MUST*** re-apply to the Radiologic Technology Program through the program and must also re-apply to UC through Admissions.
 - The student ***MUST*** also notify the Program Director, in writing, of his/her intention to re-apply to the program.
 - Before re-admission, the student will be required to pass a re-entrance exam covering topics from Rad-Tech course work that they already completed with a passing grade. In lieu of taking the readmission exam, a student may audit designated courses as determined by program faculty. The courses will be based on physics and imaging procedures.
 - Application deadlines are as follows:
 - Reentrance Exam: Applications must be received no later than 3 months prior to the semester in which the student intends to seek readmission.
 - Auditing Courses: Applications must be received no later than 3 months prior to the semester in which the student intends to audit courses.
- The student has the right to appeal dismissal. Please refer to the STUDENT APPEALS PROCEDURES found in the Radiologic Technology Student Handbook and in the university catalog.

Disciplinary Dismissal

- Disciplinary dismissal will take place when a student violates program policies according to the disciplinary policy.
- Except as otherwise required by law, the student is responsible for any outstanding balances owed to the university.
- Except as otherwise required by law, no transcript will be released until all other financial obligations are met.

Disciplinary Dismissal (continued)

- A student who is dismissed for disciplinary reasons may be considered for readmission to the program, subject to the following conditions, however there is no guarantee of re-admission:
 - Complete resolution of the reason for disciplinary dismissal
 - The student will be evaluated in the same process as all applicants to the program for that year. Based upon this process, there is no guarantee of admission.
 - The student **MUST** re-apply to the Radiologic Technology Program through the program and must also re-apply to UC through Admissions.
 - The student ***MUST*** also notify the Program Director, in writing, of his/her intention to re-apply to the program.
 - Before re-admission, the student will be required to pass a re-entrance exam covering topics from Rad-Tech course work that they already completed with a passing grade. In lieu of taking the readmission exam, a student may audit designated courses as determined by program faculty. The courses will be based on physics and imaging procedures.
 - Application deadlines are as follows:
 - Reentrance Exam: Applications must be received no later than 3 months prior to the semester in which the student intends to seek readmission.
 - Auditing Courses: Applications must be received no later than 3 months prior to the semester in which the student intends to audit courses.
- The student has the right to appeal dismissal. Please refer to the STUDENT APPEALS PROCEDURES found in the Radiologic Technology Student Handbook and on the university website.

Voluntary Withdrawal

- Should a student find it necessary to voluntarily withdraw from the program and/or withdraw from UC, he or she may do so by following the withdraw procedures outlined by the Admissions Office. Consult the academic catalog for instructions on withdrawing from UC. Any student that withdraws may seek readmission to the program under the following conditions, however there is no guarantee of re-admission:
 - The student **MUST** re-apply to the Radiologic Technology Program through the program and must also re-apply to UC through Admissions.
 - The student ***MUST*** also notify the Program Director, in writing, of his/her intention to re-apply to the program.
 - Before re-admission, the student will be required to pass a re-entrance exam covering topics from Rad-Tech course work that they already completed with a passing grade. In lieu of taking the readmission exam, a student may audit designated courses as determined by program faculty. The courses will be based on physics and imaging procedures.
 - Application deadlines are as follows:
 - Reentrance Exam: Applications must be received no later than 3 months prior to the semester in which the student intends to seek readmission.
 - Auditing Courses: Applications must be received no later than 3 months prior to the semester in which the student intends to audit courses.
- Except as otherwise required by law, the student is responsible for any outstanding balances owed to the university prior to readmission.

Other Conditions for Graduation

- Any student re-admitted or that does not graduate within the established two-year time frame must complete one full clinical rotation as assigned, repeating all clinical competency requirements within three months of the new graduation date.
- Any student re-admitted or that does not graduate within the established time frame must complete RADT 230 Capstone Seminar and RADT 211 Imaging Procedures Review with a passing grade.

University of Charleston Radiologic Technology Program

Student Tutoring Policy

Peer Tutoring

The Academic Success Center (ASC) employs students who have demonstrated academic excellence to provide tutoring assistance in various content areas.

This includes:

- ☐ Help for all stages in the writing process – from idea generation to execution
- ☐ Free consultations with well-trained peer tutors
- ☐ Help by appointment
- ☐ Opportunities for paid employment for students with excellent skills

During writing consultations, tutors go over drafts, help generate ideas, offer suggestions, etc. They are trained to listen carefully and serve as a sounding board as clients discuss ideas and concerns. Clients are always in charge of the process and decide what they want to include in the final product.

Students who possess excellent communication and interpersonal skills and who complete required training will find paid employment in the ASC a rewarding and challenging experience. Contact the Director for more information about employment as a peer tutor.

Online Tutoring

All UC students have access to online tutoring via their UC portal.

Radiologic Technology Program Tutoring

Radiologic Technology (RADT) course tutoring is available with program faculty by appointment. Should a student experience difficulty in a radiologic technology course, the student is expected to approach the faculty member teaching that particular course to arrange a tutoring session.

University of Charleston Radiologic Technology Program

Class Inclement Weather Policy

While it is University policy to remain open and hold classes as frequently as possible, severe weather or snow conditions sometimes require cancellations or delays. Announcement information is provided to local radio and television stations. The university and or program will provide an inclement weather schedule to students each year via email. You are encouraged to sign up for the emergency alert system by going to the UC Website under the Campus Safety and Security area. Doing this will allow you to receive email and text message updates when appropriate. Please keep in mind the Beckley location will not always follow the alerts sent by the system for the main campus as related to inclement weather.

******Due to the fact the Radiologic Technology Program covers a large geographic area, severe weather differences may occur. The student is to use his/her best judgment in deciding whether traveling poses a threat to the student's safety. Any absence due to inclement weather follows the Attendance/Tardy Policy for reporting off, and the student should contact program faculty to inquire about make up assignments.***

Student Handbook

Section IV

Clinical Policies and Information

**Please Reference the Clinical Handbook for
Clinical Policies and Information**

Student Handbook

Section V

General Policies and Information

University of Charleston Radiologic Technology Program

Student Policies and Procedures

- There are a multitude of student policies and procedures located on the University of Charleston web site at www.ucwv.edu, the UC Academic Catalog, and the UC Student Handbook. Please access this site for information on the following issues. This list is not to be considered all-inclusive.
 - Academic advising
 - Academic calendar
 - Academic Integrity
 - Academic violations
 - Withdrawal from classes and/or UC
 - Alcohol, illegal drugs, and tobacco usage
 - Family Educational Rights and Privacy Act of 1974
 - Financial aid
 - Appeals process
 - Sexual assault
 - Student assistance program related to substance abuse
 - Student records
 - Student rights
 - Transfer credit students
 - University policies and guidelines
 - Veterans
 - Harassment Policy
 - Tuition Refund Policy
 - Many others
- It is the student's responsibility to be knowledgeable of these policies and abide by the rules and regulations set forth by the university at all times.
- It is a mandatory requirement that all students set up e-mail access through the university website. This should happen once the student is admitted to the institution. **The radiologic technology program requires that students check this email account everyday.**
- All students attending UC are required to have a working laptop following the computer requirements established by the university.

University of Charleston Radiologic Technology Program

Campus Safety and Security

The community that is University of Charleston consists of approximately 2000 students, faculty, and staff. UC-Beckley academic and administrative buildings are located at 167 and 158 Dye Drive, Beckley, WV. The University shares many concerns related to safety, one of which is providing a safe environment for its students, faculty, and staff. As safety and security is everyone's responsibility, your actions and behavior can significantly affect your risk.

At the University of Charleston, we understand the concern everyone feels about campus safety. Our desire is for students, faculty, and staff to enjoy their academic years free from threats to their safety or well-being. The purpose of this publication is to share with you information relating to the safety and security of campus facilities, the offices involved in the coordination of campus safety and security, campus crime statistics, campus substance abuse policies, campus sexual assault policies, and referral services. This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Reporting Criminal Activity and Concern

Security at University of Charleston is a coordinated effort between Eric Smith, Director of Campus Safety and Security and Tom Day, Assistant Chief of Security (Ext. 0001). The Campus Security staff and Physical Plant employees are available throughout the day and evening hours when classes are in session to respond to non-emergency issues (Ext. 0001). The Campus Safety cellular phone number is 304-890-2722.

In the event of an emergency situation, or if you perceive a situation to be dangerous please call 911 immediately (9-911 from any campus extension). The Raleigh County Sheriffs' Department, Beckley Fire Department, and local ambulance service are all located within a few miles of the campus. Anyone may report violations of University policy or standards of behavior by completing an incident report form. Please contact Tom Day at (Ext. 0001). Tom Day is located in Office #1 in the Annex Building at the Beckley location.

University of Charleston Radiologic Technology Program

Family Educational Rights and Privacy Act – (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University 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 education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

[NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University 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 20202-5901

Please see the academic catalog or student handbook for the full policy

University of Charleston Radiologic Technology Program

Appeals Process

You have been provided with a full copy of the UC Student Handbook and signed a receipt form. It contains the full Academic Integrity Policy including the appeals process. However, the following excerpt of the policy is being provided here as a synopsis. Please refer to the entire policy should you need to file an appeal. Additionally, there is a grievance policy located in the Clinical Handbook related to clinical and issues unrelated to grade appeals.

Grade appeals are based on problems of process and not on differences in judgment or opinion concerning academic performance. Unless it can be clearly shown by the student that the faculty member has assigned a grade in an arbitrary manner, then the faculty member's grade assigned to the student shall stand. The work in question shall not be regraded or assessed by a different instructor, department chair or dean. At each level of the process the appeal is limited to the evaluation of whether the grade was determined by the criteria spelled out in the course syllabus. **Step 1 – Appeal to the Instructor of Record:** Within five business days of when final grades are posted, the student should provide a grade appeal in writing to the faculty member who assigned the grade and attempt to resolve the issue with the instructor. A form letter (“Grade Appeal Policy Letter to Faculty”) found on MyUC should be used for this process. The Faculty member should file the “Faculty Member Resolution Form” with the department chair and dean within 5 business days of the meeting with the student. **Note:** If the faculty member does not respond to the appeal within five business days, the student should contact the department chair. **Step 2 – Appeal to the Department Chair:** If no resolution of the grade dispute is achieved after Step 1, the student should provide a grade appeal in writing to the department chairperson of the faculty member within five business days of the decision by the instructor of record. The department chair will examine the information

provided by the faculty member and the student to grant or deny the appeal. The department chair also may contact additional witnesses if this is deemed important. Following this process, the department chair will provide a letter of decision to the faculty member, student, and dean. Note: If the department chair does not respond to the appeal within five business days, the student should contact the dean. Step 3 – Appeal to the Dean: If no resolution is achieved at Step 2, the student should provide a grade appeal in writing to the dean of the faculty member within five business days of the department chairperson's decision. The dean will examine the information provided by the faculty member, the student, and the department chair to grant or deny the appeal. The dean also may contact additional witnesses if this is deemed important. Following this process, the dean will provide a letter of decision to the faculty member, department chair, and student. This step is the final step in the appeal process. The decision of the Dean is final and not subject to additional appeal by either student or instructor. The appeals process ends at this step. It is expected that a final decision will generally be made within the first six weeks of the following semester. The instructor and the student should resolve grading conflicts regarding individual assignments during a semester.

University of Charleston

Radiologic Technology Program

Radiation Protection Policy

- Newly enrolled students in the Radiologic Technology Program participate in RADT 107 and 107L and will be provided with an orientation to:
 - Basic Radiation Protection, including the policies outlined in the Radiation Safety Policy
 - Pregnancy Policy for Female Students
 - Pregnancy Policy for Female Patients
 - Proper Use and Care of OSL (Luxel) Badges
 - MRI Safety: Students learn about MRI Safety, Complete an MRI Safety Exam with a Passing Score, Complete a Screening Form. If reason for concern is found, the clinical sites are notified of the student's risks related to MRI.
- Failure to practice good radiation protection standards including time, distance, and shielding, or to adhere to the ALARA concept could result in dismissal from the program, as outlined in the program Disciplinary Policy.

Radiation Dosimetry Report Policy

- Students and faculty are provided with radiation dosimetry monitors which will be worn at collar level, outside of protective aprons.
- All monitors will be worn during clinical rotations and laboratory sessions, regardless of whether or not exposures are made.
- Monthly radiation dosimetry reports will be reviewed and initialed by both students and program faculty. Program faculty will review reports for excessive exposure limits, taking into consideration some contributing factors, such as fluoro and OR assignments and examinations.
- Students should not receive more than 100mrem per year of radiation exposure.
- Program faculty will investigate for any student with a monthly (deep) reading greater than 20 mrem and for any student with an annual dose limit greater than 100 mrem. Upon completion of the investigation, program faculty will conduct radiation exposure counseling with the student as necessary.
- Documentation of investigation results will be placed in the student's administrative file.

University of Charleston Radiologic Technology Program

Pregnancy Policy

All students upon entering University of Charleston Radiologic Technology Program will be required to read and sign a "Pregnancy Policy Acknowledgement Form" indicating that they have been instructed in the area of radiation protection for the pregnant radiographer.

A student who becomes pregnant while enrolled in the program reserves the right to declare or not declare her pregnancy. The declaration must be in written form, using the Nuclear Regulatory Commission guide 8.13 format. This form is available in the program director's office. The student reserves the right to withdraw the declaration of pregnancy, in writing, at any time.

Any student who declares pregnancy will be permitted to continue in the program without any modification to the program's didactic or clinical requirements.

Upon declaration, the student must meet with the program director and the clinical coordinator; the program director will review the student's radiation exposure history with the student, emphasizing the Maximum Permissible Dose during pregnancy is 500 mrem for the entire gestation, or 0.05 rem per month. This dose limit remains in effect until the student has given birth or withdraws the declaration of pregnancy. In addition, the limits of exposure allowed for students will remain in effect for students who declare pregnancy. These limits are found in the program's student handbook under the radiation protection policy.

University of Charleston
Radiologic Technology Program
Pregnancy Policy Acknowledgement Form

I, _____ a new Radiologic Technology student at University of Charleston, understand the instructions that I have been given should I become pregnant during my enrollment in the program.

I understand that should I become pregnant, I have the right to formally declare my pregnancy, in writing, to program faculty. I also have the right to withdraw the declaration of pregnancy in writing.

Furthermore, I understand that the following regulatory readings are available to me in the Program Director's office, should I be interested:

1. Regulatory Guide 8:13: Instruction Concerning Prenatal Radiation Exposure,
U.S. Nuclear Regulatory Commission,
June 1999.
2. NCRP Report No. 54: Medical Radiation Exposure of Pregnant and Potentially Pregnant Women.
National Council on Radiation Protection and Measurements,
Washington, D.C., 1977.

Should I become pregnant, the program will supply me with an additional badge to monitor radiation exposure to my fetus.

Because the most sensitive phase of pregnancy is the first trimester, should I choose to declare my pregnancy, I understand that I should declare as soon as possible in the best interest of my fetus. Per JRCERT Standards, students who declare pregnancy have the option to continue in the program without modification. I also understand that pregnancy is protected under the federal Title IX statute. The program will take every measure to ensure the safety of the fetus and encourage the pregnant student to do the same by following all ALARA Principles and radiation protective measures. If medically necessary, the program may offer clinical component options such as clinical reassignments and/or leave time.

I understand that the Maximum Permissible Dose for fetal exposure for occupational workers is 500 mrem throughout the entire pregnancy *or* 50 mrem/month. Although I should not exceed this limit, I understand the limit for exposure to students of 100 mrem annually; this limit is outlined in the program's radiation protection policy; and I understand I should not exceed this limit while in the program.

Student Signature

Date

Program Director Signature

Date

University of Charleston Radiologic Technology Program

Counseling Policy

- Basic programmatic counseling is made available to the students by the program faculty. These sessions may be initiated by the student or a program faculty member, if the need arises.
- Basic counseling includes the following types of sessions:
 - Tutoring (as outlined in the student handbook policy)
 - Disciplinary action for rule infractions
 - Contact meetings
 - Performance review/suggestions for improvement for clinical or academic betterment
- Documentation of counseling will be recorded and placed in the student's administrative file.
- Counseling requirements beyond the scope of basic programmatic issues will be referred to the Counseling Center at the University of Charleston main campus or via email at uc-counselor@ucwv.edu for further referral.

University of Charleston Radiologic Technology Program

Student Radiologic Technologists Association (SRTA)

Students actively enrolled within the Radiologic Technology Program are members of the SRTA.

The purpose of the SRTA is:

- To aid in the promotion of the field of Radiologic Technology throughout the college and surrounding communities.
- To educate persons within the communities on the importance of nationally licensed radiographers.
- To uphold the professional role of the radiographer on the healthcare team.

SRTA Officers:

- President – 2nd year student (Class Rep)
- Vice President – 2nd year student (Class Rep)
- Treasurer – 1st year student (Class Rep)
- Secretary – 1st year student (Class Rep)

Class Representatives

Two class representatives will be elected, for each new class, in the first semester of the Radiologic Technology Program.

The following are the duties and responsibilities of the representatives:

- On behalf of the class, the representatives will communicate any problems, suggestions and/or concerns with the faculty.
- Responsible for developing and coordinating class activities that include the following: class meetings, selection of seminars, social activities, etc.
- Act as officers for the SRTA.

University of Charleston Radiologic Technology Program

Class Fund Raising

Fund raising activities are sponsored by each class for attendance at seminars, graduation functions or other related class sponsored expenditures.

- A fund-raising committee for each class consisting of the SRTA representatives and other positions will be selected during the first semester. Their responsibility will be to work with program faculty to help with coordination of fundraising efforts.
- Class accounts will be overseen by program faculty.
- Some examples of fund-raising ideas are as follows: Candy/Bake Sales, Lunches/Dinners, Candle Sales, Donut Sales, etc.
- Creativity is welcome as long as the events are pre-approved by program faculty.
- Fund Raising Programs must be submitted and approved by the Coordinator of Student Activities in the Student Life office.

University of Charleston Radiologic Technology Program

Student Employment Policy

- While functioning in the role of Technologist Assistant, the student is not permitted to perform the duties of a Radiologic Technologist and must adhere to the following:
 - **The student is not permitted to position patients for radiographic examinations.**
 - **The student is not permitted to expose patients to ionizing radiation.**
- A student who is employed will need to use judgment in deciding the amount of time to devote to working, so as not to jeopardize his/her position in the program.
- **Under no circumstances will the program devise or change the student's academic and clinical hour schedule to accommodate a work schedule.**
- The program expects students who work to achieve the same academic standards as all students enrolled.
- **Students who are employed in a hospital setting will only be permitted to serve in an employee capacity when not on university time.**
- Employment with a hospital is completely voluntary, and the student will represent the hospital for which he/she is working, not the university, when working.

University of Charleston Radiologic Technology Program

Student Injury Policy for Campus

- If a student sustains an injury while on university property, he/she must contact the person(s) in charge of the area where the injury occurred, within 24 hours.
- An incident report will be completed and signed at that time and forwarded to the Director of Campus Safety.
- A copy of the incident report must be provided to Radiologic Technology Program faculty.

University of Charleston
Radiologic Technology Program
Estimated Program Cost
2025-2026

Rad Tech Courses	47 credit hours @ \$380 =	\$ 17,860.00
General Education Courses	16 credit hours @ \$320=	\$ 5,120.00
		<hr/>
		\$ 22,980.00

Estimated Additional Cost:

Health physical	\$ 75.00 - \$200.00
Hepatitis B inoculation (Strongly recommended but not mandatory)	\$ 150.00 + for 3 injections
Drug screening	\$ 40.00 per year
TB Testing	\$ 25.00 per year
Criminal background investigation	\$ 60.00
Liability insurance	\$ 25.00 per year
CPR certification	\$ 20.00
Lead (R & L) Markers	\$ 30.00/set (1 set is mandatory)
Text books	\$ 800.00 (both years)
Name pins	\$ 15.00
Uniforms/shoes	\$ 105.00
Lab coats	\$ 35.00
Scientific Calculator	\$ 20.00
Graduation fee	\$ 200.00
WVSRT membership	\$ 10.00

\$ 1,495.00 - \$1,735.00

Total estimated cost:	<hr/> \$ 24,475 - \$ 24,715.00
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Physical exams, any needed immunizations, travel expenses, and/or board arrangements during clinical rotations are the responsibility of the student.

This sheet is to be used only as an estimate in determining the cost of attendance for financial aid purposes.

Student Handbook

Section VI

Datebook of Original Drafts and Revisions

University of Charleston
Radiologic Technology Program
Student Handbook
Datebook of Original Drafts and Revisions

Section	Policy Title	Original Draft Date	Revision Date	Reason for Revision
I	Introduction			
I	Welcome	2013		
I	Radiologic Technology Program Faculty	2013		
I	Accreditation Contact Information	2013	10-22-15	Added JRCERT Email. Changed Standards Location from Classroom to Lab.
I	University of Charleston Mission and Core Values	2013		
I	Radiologic Technology Program Mission	2013		
I	Radiologic Technology Program Goals	2013		
I	Student Non-Discrimination Policy	2013	2-11-15	Updated to revised UC Policy
I	ASRT Code of Ethics			
I	Disability Accommodations	2013	10-22-2015	Updated Policy
I	Professional Organizations and Applications	2013		
I	Academic Calendar	2013		
I	Mission and Goals	2013		

Section	Policy Title	Original Draft Date	Revision Date	Reason for Revision
II	Curriculum			
II	Radiologic Technology Program Curriculum	2013		
II	Radiologic Technology Progression Sheet	2013		
II	Radiologic Technology Program Curriculum	2013		

Section	Policy Title	Original Draft Date	Revision Date	Reason for Revision
III	Academic Policies and Information			
III	Academic Policy	2013		
III	Classroom and Laboratory Facilities Information	2013	7-6-2015	Updated to reflect location changes and new lab.
III	Radiation and Safety Policy for Faculty and Students in the Use of the Instructional Laboratory	2013	4-16-2014 7-6-2015	Added Cat 1 Violation for Lab Safety Updated to reflect location changes and new lab.
III	Professional Behavior and Campus Attire	2013	2017 2023	Added New Dress Code Revised class call policy
III	Disciplinary Policy	2013	4-16-2014 3-28-2022	<ul style="list-style-type: none"> Added Cat 1 Violation "Failure to follow direct and indirect supervision" Changed cell phone usage in clinical to a Category 1 Violation Changed cell phone policy to Cat 2 violation and added verbiage related to class/lab
III	Honor Policy	2013		
Section	Policy Title	Original Draft Date		
III	Dismissal/Readmission Policy	2013	2023	Revised and Updated
III	Student Tutoring Policy	2013	2023	Revised and Updated
III	Class Inclement Weather Policy	2013		

III	Dismissal Readmission Policy	2013		
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Section	Policy Title	Original Draft Date	Revision Date	Reason for Revision
IV	Clinical Policies and Information			
IV	See Clinical Handbook	2013		

Section	Policy Title	Original Draft Date	Revision Date	Reason for Revision
V	General Policies and Information			
V	JRCERT Standards Policy	2013		
V	Student Policies and Procedures	2013		
V	Campus Security and Safety	2013		
V	Family Educational Rights and Privacy Act	2013		
V	Judicial and Appeals Process	2013	2023	Updated and Revised
V	Radiation Protection Policy	2013	2015	Added MRI Safety and Notification to Clinical Site
V	Pregnancy Policy and Forms	2013	2023	Modified Pregnancy Acknowledgment Form
V	Counseling Policy	2013		
V	Class Representatives	2013		
V	SRTA	2013		
V	Class Fund Raising	2013		
V	Student Employment Policy	2013		
V	Student Injury Policy and Incident Report	2013		
V	Projected Cost List	2013		
V	Pregnancy Policy	2013		
V	Class Fund Raising	2013		

Section	Policy Title	Original Draft Date	Revision Date	Reason for Revision
VI	Datebook of Original Drafts and Revisions			
	Table of Dates	2013		